



Parent Handbook

V.I.P.
(Very Important Parent) Service Program

2011-2012

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Mission Statement: The mission of the Brentwood Christian School is to lead students to love God and to nurture them in a Christ-centered academic environment that emphasizes excellence and inspires them to develop their God-given talents for lives of Christian leadership and service.

Dear Parents,

Our many years of experience in Christian education have proven that parent involvement in children's education is extremely important to the children's success at school. Parent involvement contributes to such things as good attendance, increased learning and academic achievement, decreased behavior problems, and greater preparedness for higher education. In addition, parent involvement is of great benefit to the school. Through participating in fund-raising efforts and performing acts of service around our campus, parents help to keep tuition costs affordable, provide positive adult role models, and promote the quality of their children's spiritual formation and education.

You entrust your children to our school and have made the necessary sacrifices to provide the best education for your child. You would not be at Brentwood Christian School if you did not care deeply about your children and their education. Because we work very hard to hold tuition costs as low as we can, and because we believe that parental involvement at school is so critical, **we require our families to serve 20 hours per family or 10 hours per single-parent family per school year** to enhance the education environment of our school.

Brentwood Christian School offers a variety of areas for active participation. We welcome the experience and wisdom of senior citizens, the commitment and caring of parents, and the enthusiasm and idealism of the youth in our community. We view our service program – **VIP (Very Important Parent)** – as an educational opportunity for our students to see adult community service in action. What better way to teach our students how to serve God than to model for them the meaning of **SERVICE** through involvement!

The work you do at Brentwood Christian School will enrich the classroom, the whole school, and the entire community by providing students with positive interaction, support, and encouragement. Your involvement will model Christ-like service to others, further supporting the school's mission.

Respectfully yours in Christ,



Libby Weed
Vice President for Education

What is Stewardship?

Stewardship is a way of life. It is a way of living each day in gratitude for all the blessings that God has given us. Sharing our gifts and returning them to God means giving generously of our time, talent, and treasure. We give to God by sharing with our church, our school, and those in need.

Sharing of one's time involves being with God in prayer and worship, sharing our love with family and friends. It means serving our time in church and community activities that help others. It means that God has given each of us the ability to do certain things well and we have the responsibility to give of those talents for the good of others.

V.I.P. (Very Important Parent)

Parent Code of Ethics

In order for service to take root, grow and flourish in our school environment, it is essential for all school parents to adhere to the following professional code of ethics.

As a **PARENT**,

- I understand the importance of bringing a positive, upbeat attitude into the building in an attempt to make the service experience a good one for all involved.
- I understand the need to be dependable, arriving on time and being ready to work.
- I will communicate my questions, suggestions, or feelings (good or bad) to the appropriate personnel to avoid any misunderstandings or problems.
- I understand the importance of **confidentiality**. I will not pass on any information about a child's classroom performance or any in-house school-related business that could hurt a family or adversely affect our school. This is privileged and confidential information that could be detrimental to all of us if passed on carelessly.

- I will assume a professional attitude toward what I do, remembering that I am part of the educational team.
- I understand the need for an open mind and will strive to view all situations objectively. I may see and hear things with which I do not agree. I will keep in mind...no one is going to handle problems in the same way I would...I may not have all the information around which some decisions are made.
- I understand that I work under the direction of the school staff. The students are their responsibility and I will refer any discipline or other related problems to them.
- I will be honest. If I am concerned or uncomfortable with a situation, I will talk to the person in charge or the appropriate school administrator. I will not be afraid to ask questions if I am unsure about something.
- I understand the importance of dealing with all children, including my own, in the same manner.

Service Hours

This program requires an average of two (2) hours of service per month, per family. You will be surprised how quickly the hours add up when you think of the simple things parents often do, such as driving/chaperoning class field trips, working a shift at a Fall Fest booth, working one lunch shift a month in the cafeteria, or grading Math Command papers at home. Anything you do to SERVE at school will count toward your service hours.

Serving in other church ministries will not be included in your school service hours. Items that are donated for any class party or fundraising event or the time it requires to make the item will not be included in your school service hours. As this is a parent program, your student's service hours do not count toward your family's service hours.

You must have an assigned service duty. Attendance only will not count toward your credit hours: for example, class parties, Jog-a-fun, Field Day, Nutcracker dinner, etc. The time you spend driving your children to school for extracurricular activities will not count toward your service hours unless the event coach or sponsor solicits your services to transport multiple

students. If you drive and/or chaperone a class field trip AND transport and/or supervise more than your own child you will receive service credit from the time you leave the classroom until you return the students to the teacher's care. Driving or chaperoning middle school/high school class trips, out-of-town academic competitions or elementary field trips that last more than one day (such as NASA, TCSIT and the Lexington) will be credited with 8-hours PER day for one parent per family.

- 20 hours per school year per family or 10 hours for each single-parent or divorced family in which only one parent is active in the children's lives.
- A family may make a financial donation in lieu of serving - \$400 per family/\$200 per single parent family = \$20 hour
- Service time will be recorded in 15-minute intervals, and if a family member works less than 15 minutes, the time will be rounded to the nearest 15 minutes. For example, if a parent works 1 hour and 10 minutes, 1 hour and 15 minutes will be recorded instead of 1 hour.
- If a family serves more than the required hours per school year, the hours are not carried over to the next school year.
- If a parent serves on the BCS School Board, Development Advisory Board or is a PTF or Athletic Booster Club officer (President, Vice-President, Secretary, Treasurer) or a Committee Chairperson, Coordinator, or Academic Head Coach listed below, he or she receives all 20 hours upfront and is not required to record service hours throughout the year. The positions referred to above are the following:
 - Angel Tree Coordinator
 - BCS On-Call Sports Physician
 - Book Fair Coordinator
 - Box Tops and Tyson Labels Coordinator

- Campbells/My Coke Rewards/Drink /Cartridges Coordinator
- Chess Club Coordinator
- Fall Festival Chairman
- Fall Fest Advertising/Sponsorship Coordinator
- Fall Fest Booth Coordinator
- Fall Fest Concessions Coordinator
- Fall Fest Ticket Sales Coordinator
- Family Night/Restaurants Coordinator
- Grandparents' Day Coordinator
- Homeroom Representative Coordinator
- Jog-a-Fun Field Coordinator
- Jog-a-Fun Volunteer Coordinator
- Lego League Head Coach per team (Jr. FLL & FLL)
- Math Command Coordinator & full school year Graders
- Math Pentathlon Coordinator & Coaches
- New Family Welcome Coordinator
- Newsletter/Monthly Calendar Coordinator
- Partnership Dinner Silent Auction Donation Solicitation Coordinator
- Partnership Dinner Silent Auction Day of & Post Coordinator
- Playground and Campus Upkeep Coordinator
- PSIA Head Coach per event (26 events)
- Registration and Summer Mail-out Coordinator
- Robotics Instructors and Mentors
- Safety Patrol Traffic Guards

- School Directory Coordinator
- School-Pak (Supplies) Coordinator
- Spelling Bee Coordinator
- Teacher Appreciation Lunches Coordinator
- TCSIT/TAPPS Head Coach per event (up to six events)
- Uniform Resale Coordinator
- VIP Program Coordinator
- VIP Program Assistant Coordinator
- Web Master for BCS and Web Master for PTF
- Workroom Hospitality Services Coordinator
- Young Author Contest Coordinator

This totals approximately 100 leadership positions out of approximately 450 BCS families. If you agree to take on a leadership position, you must take ownership of that event/duty. You are ultimately responsible to have the job completed to the best of your ability and through leading parents to the best of their ability. You must complete the essential duties and responsibilities listed on the VIP Coordinator Job Description or the 20 hours will not have been earned. If you would like to share a leadership role with another parent, the 20 hours will be split in half and you will need to submit service forms for an additional 10 hours.

Families Attending BCS After August or Leaving BCS Mid-year

Please see the following tables for service hours required of families who begin school in a month other than August (Table 1) or leave the school before the end of the school year (Table 2). Hours are prorated based on 2 hours per month for the number of months you have been at BCS. For example, if you leave in February, you will be responsible for 14 hours of service (2 hours per month). Single parent families are required to serve half the listed hours.

Table 1:

| | | | |
|-----------|----------|----------|----------|
| August | 20 hours | January | 10 hours |
| September | 18 hours | February | 8 hours |
| October | 16 hours | March | 6 hours |
| November | 14 hours | April | 4 hours |
| December | 12 hours | May | 2 hours |

Table 2:

| | | | |
|-----------|----------|----------|----------|
| August | 2 hours | January | 12 hours |
| September | 4 hours | February | 14 hours |
| October | 6 hours | March | 16 hours |
| November | 8 hours | April | 18 hours |
| December | 10 hours | May | 20 hours |

Service Credit Forms

Service Credit Forms can be found on RenWeb, the PTF website (www.bcsptf.org), VIP bulletin board and in the elementary and secondary offices. You are responsible to fill out the form and give the form to the program coordinator/teacher/head coach at the event for sign off. That leader will then give the form to the VIP Program Coordinator to record into RenWeb. If the leader is not present at the time, you can send the completed yet unsigned form in with your child's folder or return the form to one of the school offices. The VIP Program Coordinator will give the form to the leader for signature.

Service Credit Form exceptions: Field trip service is reported directly to the VIP Program Coordinator by the teachers. Large group activities (Fall Fest, Jog-a-Fun, cafeteria work, etc.) utilize sign-in/out sheets that are submitted to the VIP Program Coordinator by the event coordinator.

Tracking Service Hours on RenWeb

You can keep track of your hours served on RenWeb. Any hours not served by a stated date in May will be billed to your family's school account, and payment will be required before final report card/records are released.

Regarding RenWeb formatting, please note that hours worked by one parent may show up under the other parent's name, but what matters is the **total hours shown for the family**. Additionally, you will see a format of:

Service Hours (Current School Year):

Service Hours (Calendar Year):

Service Hours (All Years):

RenWeb is a "canned" program that cannot be modified to reflect only how BCS uses it. Although we do not track VIP hours based on the calendar year, some schools do; and that is why you see the calendar year total included. BCS tracks VIP hours on a current school year basis. Service hours will start over every year. For the accurate status of your service hours, please refer only to: **Service Hours (Current School Year)**.

How to Serve

When you check areas of service interest on the Time and Talent Agreement, your name and contact information will be given to the program coordinator, who will contact you as needs arise. For ongoing service opportunities and additional needs that come up during the school year, we will post the opportunities and coordinator contact information on RenWeb, the PTF website, the VIP bulletin board in Building A, and Friday folder notices via the monthly PTF calendar. You will contact the coordinator and let him or her know of your interest in serving for that event.

VIP Program Monies/PTF Membership Fees

Monies accrued from this VIP program will go toward enhancing and purchasing school technology! This program has not been implemented as a means to raise additional funds for the school but rather as a response to an ongoing struggle to find adequate volunteers to meet the school's needs.

Annual PTF Membership will continue to cost \$15 in order to provide for the school directory, school performance groups for our children, and many other PTF programs.

Scholarship, International and Families with Special Needs

Scholarship families who cannot afford the buyout and are not available for many service duties because of work schedules should endeavor to find service tasks that can be completed at home or outside the usual work day.

International students with families living out-of-town and therefore unable to serve should have the guardian fill out a VIP Exemption Request form found on the PTF website and submit the form to the school's President or Elementary Principal.

Families with serious health conditions will be given consideration for a VIP waiver when requested. Please submit the VIP Exemption Request form to the school's President or Elementary Principal. All requests remain confidential.

Donated Hours for Families with Special Needs

If you have met your requirement but would like to continue serving, you can choose to donate your additional hours to a family in need. Submit your time on the VIP Service Credit form and send the VIP Program Coordinator an email to communicate your wishes. You may gift the hours to a specific individual or you can donate them to the "scholarship fund". Scholarship fund time will be distributed as determined by the administration and the VIP Program Coordinator for cases of special need. You may gift your hours to an individual or family anonymously if you wish.