

CONFIDENTIALITY

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff.

** When parents ask you questions...*

Many parents are tempted to ask you about how their children behave at school, this is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don't ask! Don't tell!

If parents do have concern, encourage them to talk to the class teacher.

If you have concerns about something you see or hear, please talk to the class teacher or Director if appropriate.

**When you have a concern...If a student tells you something that causes you concern, tell the class teacher. If you observe something that troubles you, tell the class teacher. The teacher is in the best position to deal with the issue appropriately.*

Parents and guardians are encouraged to share their energies, skills, and talents with the school by volunteering. You can learn about volunteer opportunities from your child's teacher and in the monthly PHAN Newsletter. Please watch for opportunities to participate in volunteer training that will take place periodically.

We hope that you will consider donating your time and talents to your children by volunteering in the GPA PHAN Club. Thank You.



GATEWAY PREPARATORY ACADEMY
A MONTESSORI CHARTER SCHOOL

P.H.A.N. Club = Parents Helping As Needed Club (formally known as PTO)



Communication Guide and Parent Volunteer Handbook



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Welcome to Gateway Preparatory Academy

The faculty, staff, students, parents and volunteers of Gateway Preparatory academy make this a very special place. We are a Montessori school. The information contained in this handbook will help introduce you to the events, programs, and opportunities available at our school. We hope that you can participate and volunteer in as many activities as possible. Our volunteers have a great time and come away with the satisfaction of making meaningful contributions.

For Information email GPAPHAN@gpacharter.org

MISSION STATEMENT

Our mission is to provide children with a competency-based education founded on the principles of Maria Montessori. Also, to provide individual attention and second language acquisition in a safe, respectful, disciplined, and supportive environment.

VISION

Gateway Preparatory Academy believes that children are individuals who have their own unique learning style and pace. By discovering and catering to children's strengths, we believe that all students will acquire the proper tools of learning to facilitate a well-balanced education.

VALUES

Self-discipline	Integrity	Resourceful
Life long thirst for learning	Sense of Purpose	Respect for the learning environment
Act with Caring	Self-governing	Respect for the learning process of others

PHAN CLUB - GPA FINANCIAL RELATIONSHIP

All funds raised by the GPA PHAN Club belong to Gateway Preparatory Academy and are deposited in the academy account. Fundraising is targeted with projects predetermined by the PHAN leadership in consultation with the GPA administration. No funds will be spent without approval of a majority of the PHAN officers.

PHAN Club Communication

The GPA PHAN Club strives to make communication between the parents, children, teachers, principal, staff, and community an utmost priority. There are various ways to communicate with the PHAN. A monthly newsletter will be sent home the 1st Wednesday of each month. The PHAN will communicate with parents electronically. Parents can receive periodic e-mails by providing an address to the school. Messages will also be posted on the GPA PHAN websites.

Building a Strong Volunteer Community

Gateway Academy has a strong tradition of parent involvement. Because volunteers are such an integral part of GPA, it is important to keep our standards high. GPA is a very busy place, with over 50 staff members and over 500 students. It is important for all volunteers to remember the following:

- Be responsible and safe—always put the children first.
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional • Communicate
- When things come up and you can't fulfill a promise, let someone know.
- Ask for help—don't suffer in silence.
- Share your experience with others and encourage new volunteers.
- Try to replace yourself when you move on and help train the new person.
- **Commitment**—Once you become a volunteer, others depend on you.
- Try to pick what is manageable and interesting to you.
- Attend training sessions. They can really help you find your feet.
- Be prepared. Communicate with teachers and coordinators ahead of time.
- Be on time. If you can't make it, let someone know. If necessary, try to find a substitute.

Getting Started

Before starting your first volunteer task, we ask all volunteers to be aware of the following points:

- Safety—Act as a good role model for the children
- Always sign in and out at the school's front office. It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
- Always wear a "Visitor" badge.
- Please turn off cell phones while in the school building.
- If you are taking food into school, please check with the class teacher because some food may be inappropriate for children with food allergies.



School Volunteer Form

Help us and you'll help your child succeed at school! Please check the areas below where you would like to get involved and return it to GPA by Sept. 1st .
Thanks for doing your part!

Volunteer's Name: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ E-mail: _____

Child's Name: _____ Teacher: _____

Child's Name: _____ Teacher: _____

Child's Name: _____ Teacher: _____

- Yes, Please include me in the GPA PHAN Volunteer directory!
- Yes, I pledge to volunteer at least 20 hours this school year = 2 hours per month

Volunteer interest and availability:

1. The Types of Opportunities I'm Most Interested In Are:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Festivals | <input type="checkbox"/> School Garden | <input type="checkbox"/> In Classroom | <input type="checkbox"/> Lunch/Recess Duty |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Teacher Appreciation | <input type="checkbox"/> Fieldtrips | <input type="checkbox"/> Musical Assistance |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> One-time Projects | <input type="checkbox"/> Library Volunteer | <input type="checkbox"/> Health & Safety |

2. Do you have a Unique Talent or Skill that you'd like to share or access to a unique resource that might be a great fit for the school (like carpentry skills or a pickup truck perfect for deliveries)? _____

3. I'd be Interested in Helping With the following activities and/or committees already scheduled for the current school year. (Please check all that apply).

- | | | |
|---|--|--|
| <input type="checkbox"/> International Week | <input type="checkbox"/> Friendship Week | <input type="checkbox"/> Assist w/ Grant writing |
| <input type="checkbox"/> Dr. Seuss Day | <input type="checkbox"/> Spring Book Fair | <input type="checkbox"/> Field Day |
| <input type="checkbox"/> Fall Book Fair | <input type="checkbox"/> Fall Family Night | <input type="checkbox"/> Box Tops, Campbells, etc. |
| <input type="checkbox"/> A Room Parent | | |

On-Call Volunteer—If you are not sure right now how you can help, but would like to be involved in the future, your name can go on our "On-Call" Volunteer list. If we find we are short-handed for an activity or event, we'll go to our On-Call list and check with you to see if you can help with an activity or event.

- I'm flexible: Call me anytime to work at school
- I'm flexible: Call me anytime to work at home

Have Questions? Please call or email if we can be of any help or if you have any of your own ideas for getting involved. Contact us at GPAPHAN@gpacharter.org

Gateway Preparatory Academy PHAN Club

If you are a parent or guardian of a student at Gateway Academy you are a member of the GPA PHAN CLUB. The Gateway Preparatory Academy PHAN Club encourages parental involvement in our school. One of our main goals is to establish and maintain communication between the school and the families it serves. The PHAN Club assists parents, teachers, children, and staff by providing volunteers and raising funds for many programs throughout the year. You will discover that we have a very active and fun group of parents in the GPA PHAN program. We are a volunteer organization and can always use help!

Some of the ways that PHAN's benefits GPA are:

- Provides funds to teachers to help fulfill their wish lists
- Sponsors many fun and enriching events for the children throughout the school year
- Sponsors book fairs twice a year.
- Supports field trips and class activities
- Supports Festivals and Special Events

Volunteering is a great way to be involved in your child's education and to contribute to the enrichment of Gateway Preparatory Academy programs. It is also an excellent way to get to know the faculty and staff, as well as other families who make up the GPA community.

(Excerpts from the Academy Charter Document)

All volunteerism is strictly optional, but it is encouraged for the benefit of students and the Academy. The Academy encourages parents to donate twenty (20) hours of volunteer time per year. A "year" will be calculated in accordance with the Academy's fiscal year. Parents and other volunteers will record the time spent in service to the Academy in the online volunteer hours tracking system (found at www.gpacharter.org) or in the Volunteer Notebook in the Academy's office. At the end of each Academy term, families will receive an accounting of the hours they have donated. The Academy will distribute a volunteer packet (what you are reading now) to parents that will allow them to sign up for service in areas of expertise or interest. This will allow parents to provide the most meaningful service, and simultaneously provide the Academy with the ability to coordinate parent service with the Academy's needs. Additionally, the Academy will periodically request specific assistance in the Academy newsletter when needed.

How can I help?

- Participate in the PHAN Club meetings and events
Join us at school functions • Become a volunteer • Give the gift of a talent
Assist the teachers in their classrooms • Become a Room Parent

PHAN Club Meetings

We welcome all parents and teachers to attend PHAN meetings. We hold meetings once each month on the third Thursday at 1:30 p.m. All meetings are usually held in the Teachers Lounge in the 9-12 environment. Reminder notices will be sent home in the PHAN newsletter, meetings and the dates and times will also be published on the school website under PHAN. Our PHAN meetings are casual and fun, yet we accomplish a lot and make important decisions. They are a great place to hear about what's happening in our school and to voice your opinion on how the PHAN should direct its funds and efforts.

Gateway Preparatory Academy • GPACHarter.org

201 East Thoroughbred Road • Enoch, Utah 84721



PHAN CLUB ACTIVITIES CALENDAR

Fall Family Fun Night	September
International Week	October
Book Fair Week	November
Teacher Appreciation Week	November
100 Days of School	January
Friendship & Compassion Week	February
Dr. Seuss Day	March
Book Fair Week	March
Teacher Appreciation Week	May



GATEWAY PREPARATORY ACADEMY
A M O N T E S S O R I C H A R T E R S C H O O L



Gateway Preparatory Academy Website

The Gateway Preparatory Academy website contains important information about school functions and activities. The dates and times of the PHAN meetings will also be listed along with contact information for PHAN Officers and volunteers. Please visit the website often to keep up-to-date with the activities at GPA.

<http://gpacharter.org>

PHAN Club Contributions

We would like to take this opportunity to share with you some PHAN highlights from past school years. We hope the list below, while not all inclusive, highlights the value you can expect from your contribution to the PHAN Club and GPA.

- Book fairs & Field trips
- Festivals & Materials for classrooms
- Literacy support
- Parade participation
- Craft show
- Rummage sale/clothing swap
- Play ground development
- Cookie dough and bulb fundraiser
- Public relations programs
- Montessori parent training
- School garden
- Teacher appreciation projects

