

Montessori Children's House Parents' Club Bylaws

Name...

The main supporting group of Montessori Children's House in Fort Worth is the Montessori Parents' Club (MPC).

Purpose...

The purpose of the MPC is to support and uphold the principles of Montessori Children's House through supplementary programs and/or special projects planned with the approval of the owners of the school.

Membership...

Membership in the Parents' Club consists of all parents or guardians of MCH students.

Dues...

Dues for the MPC are \$60.00 annually and are collected from each family at the beginning of the school year or when the family starts at MCH. The dues defray the costs of the activities of the school listed under activities.

Leadership...

The positions of the Parents' Club include: President, Secretary, Treasurer, Social Coordinator, VIP Coordinator, Newsletter Editor, Past President (Advisor), Teacher Advisor and numerous other special activities coordinators. A current list is published in the school directory each year. Together these positions make up the leadership of the MPC. Positions may be revised, removed, or created periodically according to the needs of the school. The Parents' Club leadership represents the body of the school and advises in decisions made by the owners affecting the sponsored events of MCH.

Nominations...

All MPC members are eligible to be nominated for a one-year term in a leadership position. Self-nomination is accepted along with solicitation by the MPC president. The MPC leadership and the owners designate a slate of new leaders for the following school year.

Terms of Service...

No person is eligible for the same position in the MPC for more than two consecutive one year terms unless deemed necessary by the owners and the existing leadership.

Leadership Duties...

In general terms, the duties of the Parents' Club leadership positions are as follows:

President: Preside at the Parents' Club meetings and leadership

meetings; appoint committees and coordinators as needed, act as a standing member of all committees or have others do so.

President Elect: Help the President and become prepared for leadership of the MPC.

Past President: Act as an advisor to the Parents' Club leadership.

Secretary: Keep and maintain minutes of the Parents' Club meetings and leadership meetings; distribute minutes to the leadership, attend to the general correspondence of the Parents' Club.

Treasurer: Act as custodian of the Parents' Club funds; collect dues and make disbursements by the consensus of the Parents' Club leadership.

Social Coordinator(s): Coordinate social activities; make arrangements for refreshments at MCH functions, meetings and special events when applicable.

VIP Coordinator: Solicit and schedule volunteers for traffic engineers, classroom readers, workroom help, and other school activities.

Newsletter Editor: Collect information, edit and produce the weekly MCH Matters Newsletter for publication.

Teacher Advisor: Serve as a consultant to the Parents' Club leadership on matters involving the teachers; this position is appointed by the MCH owners.

Parent Education Coordinator: Make arrangements for the parent education presenters as chosen by the leadership. Promote the event through flyers and the school newsletter.

Physical Fitness Fair Coordinator: Coordinate activities and solicit parent volunteers to work at the events.

Food Drive Coordinator: Promote, solicit, collect, and deliver food items for the food drive to the Tarrant County Food Bank.

Adopt-a-Family Coordinator: Solicit MCH host families to connect with new families at the beginning of the school year or as families start at MCH; oversee the host families throughout the school year.

Scholastic Book Coordinator: Distribute book order forms to classrooms, collect the orders after completed, order books and fulfill the orders placed. The coordinator then distributes the books to the students that ordered them; tabulates bonus points and advises the owners so that items can be ordered for the school.

Directory Editor: Type the school, student and family information for the directory distributed at the beginning of the school year; solicit volunteers to make confirmation calls to keep the information current; directory information is kept on a disk and given to a local print shop for publication.

Fund Development Coordinator: Oversee fund raising opportunities

for the school including T-Shirt sales, note card sales, and reward programs from local merchants. The coordinator works with the leadership to select items sold then distributes flyers, coordinates orders, and distributes the items.

TAG Auction: Coordinates solicitation of auction items and makes arrangements for the location of the event, publicizes event to MCH families.

Holiday Surprises: Works with leadership to select items for the holiday surprises that may be related to the visiting author; plans a work day for wrapping and preparing surprises including snowflake ornaments.

Enrichment Activities: Works with the leadership to bring an author or storyteller to make a presentation to the students.

Yearbook: Take and/or obtains photographs and other memorabilia documenting the school year, completes a yearbook for distribution.

Yellow Brick Road Coordinator: Solicits volunteers to help supervise children during the YBR.

MayFest Coordinator: Works with the MayFest staff to maintain the Lost and Found Area for that event; solicits volunteers from

Contributions of the Montessori Parents' Club to the school:

Newsletter - Each week our newsletter, MCH Matters, is sent home with information about the upcoming events of the school, news of the MCH families, parent education, and community activities. A Montessori Parents' Club (MPC) volunteer prepares the newsletter and welcomes suggestions. The volunteer responsible for the newsletter is listed in the school directory. You may also request an email copy of the newsletter. Simply give your email address to the office manager to sign up for this service.

Directory

MCH publishes a directory of families by classes and faculty. It also contains the annual calendar, and current Montessori Parents' Club officers.

Adopt-a-Family

Our adopt-a-family program welcomes new families to MCH. Each new family is matched with a returning family to act as an information resource.

Daily Volunteer Opportunities

The VIPs of our school are the Very Important Parents who help by volunteering.

Traffic Engineers help by walking the children to their cars after class each day.

Readers help by participating in the classroom one day a week reading books to the students.

Wednesdays in the Workroom

Each Wednesday volunteers help with classroom materials in the school workroom.

Less frequent jobs also require VIP assistance and are published in the newsletter.

Annual Family Events Away from School

Welcome Party

This is a casual, relaxing way to start the new school year. The party is held before school starts serving as a way to meet new friends and welcome new families to MCH.

Picnics

Family picnics are held twice a year as social events in both the fall and the spring. Families bring a blanket or lawn chairs and pack a dinner or snack.

Family Fun Event

Each year an evening is planned somewhere in the community for families to attend together as a fellowship activity. The Parents' Club makes arrangements and sends home flyers.

Community Events

Annual Food Drive

MCH conducts an annual food drive to support the Food Bank of Tarrant County.

MayFest

Montessori parents have been actively involved in planning and staffing the MayFest Lost and Found Area since its inception. It is important to provide a caring environment for lost children supporting the mission of MCH.

Special Events at School

Birthdays

Celebrating the gift of each individual child, the birthday child is asked to bring pictures depicting each year of her/his life to share with classmates.

Your child may bring a treat on or near his/her birthday to serve to classmates. A list of acceptable snacks will be provided by your child's

teachers as guidance. Please check the date with your child's teacher in advance of the celebration to avoid conflicts in scheduled events. Children with summer birthdays may wish to celebrate "half-year" birthdays.

In lieu of favors, we suggest that your child present a birthday book, gift certificate to a Montessori materials supplier or selected activity to the class. A variety of book choices, preferred vendor list and activities are available in the school office. A name plate is placed in the book honoring your child. Material gifts are published in the Montessori Matters Newsletter.

Dad's Night

Usually held in the fall, Dad or a significant other is invited to spend some time this evening with his/her child in the classroom. Students are asked to demonstrate an activity they have learned at school.

Visiting Author/ Children's Enrichment

The MPC hosts a special event each year for the children that is usually an author, storyteller or a person who has expertise in an area of interest. The children listen or participate as the visitor presents his/her program. Dues from the Montessori Parents' Club cover the cost of this event.

Holiday Surprises

As MCH breaks for the winter holidays, each child receives a gift from the Montessori Parents' Club and the teachers. Volunteers are solicited through the newsletter to help wrap the surprises. Volunteers also crochet snowflakes with the children's pictures in them for decorations at home.

Caroling

During the week before the winter holidays the children sing holiday songs they have practiced in class. Parents are a welcome audience.

Western Day

This event celebrates Fort Worth "Where the West Begins" by encouraging students to wear western clothing on one Friday during the Stock Show. Hats, bandanas, jeans, and/or boots are optional.

Valentine's Day

The children exchange cards with classmates. In keeping with the school nutritional guidelines we ask that you do not send candy. If you wish to send a treat, please check with the teachers in your child's class.

Yellow Brick Road

This is an informal screening to help identify a child's strengths and weaknesses in motor, visual, auditory, and language development. Individual conferences are scheduled soon after the results are

compiled. Children that are four years old before January 1 are included in this annual event. Parents volunteer to help with the children who are as they wait their turn to go on the YBR. It is built around the Wizard of Oz theme helping it to be a fun event for the children.

Open House

This event is usually scheduled on a Sunday afternoon so that the extended family can visit the school. Grandparents, relatives, and special family friends are invited to MCH to see the school and get a tour from the child. Teachers can answer questions and the child is encouraged to show their parent or guest a favorite activity.

Physical Fitness Fair

This event was started in 1979 by MCH to commemorate the International Year of the Child. It was held each year during the NAEYC Week of the Child as a gift to the children of Fort Worth. After 25 years, MCH combined with GOALition to become a supporter of the Physical Fitness Fair. In more recent years, the PFF has been held on the school playground for MCH students.

Mothers Day

The Friday before Mother's Day is set aside for mothers or a significant other to visit the child at work in the Montessori classroom.

Hat Day

The last day of school is designated as Hat Day. The children are invited to wear their favorite or funniest hat.

Graduation Day

Sixth grade students receive their due recognition from fellow classmates during this ceremony. All students, teachers and parents are invited to this celebration of our students leaving MCH.

Parent Events

TAG Auction

TAG stands for Talented And Gifted since the auction is comprised of unique gifts that parents graciously share for fund raising. Each person or couple is asked to bring an item to the party that is auctioned off during the event. Proceeds from the auction benefit the school. It is a wonderful opportunity to make new friends, share common interests, and do some unique shopping.

Parent Education

MCH provides parents with opportunities to grow in their knowledge of the Montessori approach as well as other parenting topics. Times and locations of topics are announced through the newsletter and email. MCH also has a library located in the office that contains resources on a variety of parenting topics. Parents may check out books, videos, DVDs, CDs and tapes to explore topics of interest.

Montessori Parents' Club Presidents

1969-70 Shaindy Fenton
1970-71 Mary Ruth Jones
1971-72 Lane Noakes
1972-73 Valerie Tucker
1973-74 Virginia Waites
1974-75 Sharon Lemond
1975-77 Peggy Rayzor
1977-78 Judy Nickelson
1978-79 Maureen Sullivan
1979-80 Julie Lyons
1980-81 Julie Lyons
1981-82 Jackie Bzostek
1982-83 Marilyn Caudle
1983-84 Susan Ritchey
1984-85 Susan Ritchey
1985-86 Martha Darwin
1986-87 Vicki Taylor
1987-88 Peggy Newton
1988-89 Becky Kinnard
1989-90 Betty Wooley
1990-91 Mona Cunningham
1991-92 Dianne Sztamenits
1992-93 Michelle LaFerney
1993-94 Jesse Booher
1994-95 Barbara Thomason
1995-96 Sherri Uhles
1996-97 David Lanford
1997-98 Darlene Hopkins
1998-99 Amy Vanecek
1999-00 Karen Cowden
2000-01 Susan Green
2001-02 Amy Jacobs
2002-03 Julie Sphar

2003-04 Jennifer Frey
2004-05 Laura Cano
2005-06 Catherine Fredian
2007-2008 Amy Rose

Past Physical Fitness Fair Chairpersons – The following are honored
for having coordinated the PFF when it was hosted by MCH:

1979-1980 Jackie and Barry Bzostek
1981 Graeme and Trey Shannon
1982 Jaclyn and Alvin Diaches
1983 Martha and Paul Darwin
1984 Francie and Ralph Kragle
1985 Jan and Corky Harrison
1986 Nicki and Lindsay Holland
1987 Cindy and Paul Leonard
1988 Velda and John Bean
1989 Donna and Chris Stocke
1990 Becky and Mike Kinard
1991 Michelle and Coy LaFerney
1992 Peggy and Jesse Booher
1993 Sherrie and Mike Watson
1994 Sue and Chris Jordan
1995 Cristy and David Lanford
1996 Darlene and John Hopkins
1997 Sherri and Paul Uhles
1998 Mirna and Rick Vasquez
1999 Barbara and Steve Thomason
2000 Laurel and Peter Damico
2001 Jennifer and Tom Frey
2002 Regi and Mark McGuire
2003 Laura and Felix Cano
Since this time, PFF is held at school.