



## Parent Teacher Fellowship 2022-2023

Foundations Early Learning and Family Center (“Foundations”) has created the Parent-Teacher Fellowship (“PTF”) for families and teachers to come together for the betterment of themselves and of Foundations.

**Mission:** The mission of the PTF is to build relationships between the school and families that promote the Foundation’s community.

**Vision:** The vision of the PTF is for there to be a community of Foundations families that participate in the implementation of Foundations activities for children and families.

**Goals:** The aim of the PTF is to:

1. Promote the welfare and growth of Foundations children and families at home, at the center, and throughout the Foundation’s community
2. Promote the collaboration and engagement of families and teachers in the education of children and the development and support of parents.

**The PTF achieves these goals by:**

*Creating parent connections with each other and with the faculty in support of the school*

Parents in the PTF will have opportunity to connect with other parents in the program through in-person events and digital technology. These connections offer opportunities for parents to share information and support with one another.

Parents in the PTF will also have the opportunity to connect with Foundations administrative staff and faculty at PTF meetings and events.

*Providing Foundations teachers an extra layer of support*

The PTF provides support to teachers by implementing events (i.e. Fall Festival, Teacher Appreciation, etc.) and helping with classroom or parent programming needs.

*Providing opportunities for Foundations families and staff to work together for the common good of the community*

Having parents and Foundations staff work together for the good of the school and the community shows the children and the community that these are important endeavors and that working together can build strong relationships.

### **Membership**

PTF membership is voluntary and open to any current parent or caregiver of a Foundations student. All parents (OR families?) of Foundations students are automatically members in the PTF. No dues are required.

### **Meetings**

PTF meetings will be held one time per month on-site at Foundations before or after the PIMs. The PTF will determine which time.

PTF meetings will provide opportunities for fellowship, for spiritual connection and growth, to hear from Foundations or community members on areas of interest or importance and to do the work of the PTF.

### **PTF Officers**

PTF Officers are approved by Foundations administration.

All officers must be willing and able to sign Foundations Statement of Faith and indicate that they believe in and support the mission, purpose, and principles of Foundations.

PTF officerships last one academic year.

#### **President**

- The PTF president serves as the first point of contact between the PTF and Foundations administration and faculty.
- The president is responsible for the oversight of all PTF activities and events, including the restructuring of officer tasks based on gifting or skill sets.
- The president works with Foundations Parent Facilitator and Head of School to ensure that all PTF activities are aligned with Foundations goals.

#### **Secretary/Treasurer**

- The secretary/treasurer is responsible for documenting and maintaining a record of the minutes for all meetings and all communication between PTF and Foundations staff
- The secretary/treasurer is responsible for documenting and maintaining a record of all funds collected and dispersed by the PTF

Foundations staff affiliated with PTF  
Head of School

- The head of school (HoS) oversees and approves all PTF activities

#### Parent Facilitator

- The parent facilitator attends all PTF meetings and acts as the administration's first point of contact with the PTF. The parent facilitator assists the PTF in all areas, especially related to parent involvement.

#### PTF Faculty Liaison

- The PTF faculty liaison attends all PTF meetings and acts as the faculty's first point of contact with the PTF. The PTF faculty liaison assists the PTF in all areas, especially related to child programming.