

Parent Participation Program

Welcome to the Parent Participation Program of the Deutsche Schule Ann Arbor (DSAA). With your support, our school can be as productive and vibrant as we want it to be. This information sheet provides more detailed information about the program.

The goal of this program

The goal of this program is for all DSAA families to actively participate in our school activities. The benefit will be a school that can offer a more diverse program while maintaining affordable tuition. Your talents, commitment and time are appreciated by both the students and school staff alike.

How the program works

- Our school offers a variety of jobs for different interests/skills.
- On the registration form, **each household** will be asked to select **three (3) jobs** in the order of personal preference, with each household only being required to perform one job per school year.
- While we will make every attempt to accommodate your job preference, all positions have to be filled to maintain the quality of our program. If you do not indicate any job preference, we will assign you a position where we have the most need.
- Although we hope that as many of you as possible can actively participate, we realize that this may not be feasible for some families and therefore we offer the alternative option of paying a “non-participation fee” (\$150/family).

Not all jobs are the same

The parent participation program was not designed to position every job contribution equally, but rather to make it possible for many parents to contribute to the extent their schedules allow and in a capacity that meets their interests and skills. Some jobs require more time than others, some need to be done during school hours, while others can be done from home.

Confirmation of job assignment

You will receive your job assignment usually at the beginning of the school year. If there is a scheduling conflict, we kindly request immediate notification so that we can find an alternative person in a timely manner. The coordinator of the parent participation program will contact you during the first few weeks of the new school year to explain your job responsibilities, answer any questions you may have and work out a schedule. We ask that parents (or close family members who regularly bring your child(ren) to school) fulfill their assigned job in person (no nannies or substitutes, please). In the interest of everyone, we hope this policy ensures a high sense of responsibility, commitment, and the continuity of our school operations.

Sincerely

Yvonne Stevens

Principal

Parent Jobs

1. Events

Events are one of the main attractions at the German School of Ann Arbor. However, they can only take place with the help of parents. With their support, a smooth process can be ensured.

The different tasks include:

- Creating a festive atmosphere at the event
- Plan, organize, and supervise student activities during the event
- Organize and set up refreshments and food
- Create an online registration

Assistance with the individual events:

- Meet & Greet (September)
- Coffee Klatsch (once a month)
- St. Martin (November)
- Nikolaus (December)
- Fasching – Mardi Gras (February)
- Easter (March)
- Open House (April)

Supportive Tasks

a. Craft Coordinator

- Supports the event organizers by suggesting specific crafts for the events
- Keeps the box with all the crafting material at home

b. School Cones

It is a tradition at the DSAA that all students receive a small school cone (“Schultüte”) on the first day of school. We need parents who will ... the school cones:

- make
- fill
- distribute in the classes

c. Coordinator for plates, cups, and cutlery (paper products)

- Is responsible for supplying cups, plates, napkins and plasticware at all events.
- Keeps the box with all the utensils at home

d. Christmas Tree Storage

The DSAA has an approx. 6ft Christmas tree (can be taken apart) that needs a storage spot during the year.

2. Class

a. Classroom Assistant

Supports teachers in the classroom. It can include anything from helping with class projects, to snack and bathroom trip help, or returning tables and chairs to the classrooms at the end of the school day.

b. Parent Council („Elternbeirat“)

The “Elternbeirat” shall support the educational experience of the DSAA students. The “Elternbeirat” shall facilitate and enhance communication within the parent community, between parents, the faculty and the administration of DSAA and shall facilitate parent involvement in social, educational, and fundraising activities.

c. Read-out-loud Competition Assistant

Supports the organizing teacher during the read-out-loud competition. The event takes place in mid-November during school hours.

d. Project Day Assistant

Supports the organizing teacher at the project day. The event takes place in the spring during school hours.

e. German Day Assistant at UofM

Supports the organizing teacher at the German Day, organized by the UofM. The event takes place in spring, on a Friday from 9am – 2pm.

3. Administration

a. DSAA-Website Coordinator

The webmaster supports and advises the school management in designing the website for the DSAA. He/She updates the website regularly: enters new school days, posts current pictures, informs about events.

b. Photographer

- Taking photos and videos of classroom situations and special events
- Publishing the photos on designated photo website
- Forwarding of all the photos to the school administration

c. Librarian

The librarian participates in a variety of tasks to keep the library up and running. This job has to be done during library hours. The library is open on Saturdays during school hours.

- Set-up and clean-up of displayed books during library hours
- Operates library during library hours
- Checks-out and returns books
- Data entry & database maintenance of library inventory
- Labeling of new material
- Maintains wish list for new books
- Repairs books
- Manages book donations for the DSAA library
- Assists in organizing book fairs with interested book sellers

- Initiates fundraiser to raise funds for new books
- Informs the Ann Arbor Public Library about possible purchases of German books

d. Library Inventory Assistant

The assistant supports the librarian with the annual inventory at the end of the school year.

e. Facebook and Photo Coordinator

Keeps the DSAA Facebook page up to date and uploads photos to designated photo website:

- Enters events and reminders for all events on Facebook
- Invites DSAA members to visit the FB and photo website

4. How many people do we need?

per event (Meet & Greet, Coffee Klatsch, St. Martin, Nikolaus, Mardi Gras, Easter, Open House)	6	Assistant Read-out-loud and project day	3
Craft Coordinator	1	Assistant German Day	1
School Cones	4	Webmaster	1
Coordinator Paper Products	1	Photographer	2
Christmas Tree Storage	1	Librarian	3
Classroom Assistant	4	Inventory Assistant	8
Parent Coucil	4	FB & Photo Coordinator	1

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