



PARENT TEACHER FELLOWSHIP (PTF)

The Parent Teacher Fellowship (PTF) is committed to supporting the mission of Lexington Christian Academy. The goals of the PTF include encouraging every parent to get involved, supporting the teachers and staff, and building community and school spirit.

In order to accomplish these goals, the PTF:

- Promotes opportunities for families to serve and volunteer.
- Hosts appreciation events and activities to LCA’s teachers and staff.
- Provides encouragement and support to LCA employees and families.
- Hosts campus or school-wide events and activities to provide fellowship, celebration, and fun for our families.

**PTF ORGANIZATION
STEERING COMMITTEE**

School Representatives

Head of School
Director of Admissions & Marketing
Director of Curriculum & Instruction
Preschool-Elementary Principal
6th-8th Grade Principal
High School Principal

Parent Representatives

President
Vice President
Treasurer
PS & Elementary Campus Chair
6th-8th Grade Campus Chair
High School Chair

CAMPUS LEADERSHIP TEAM

School Representatives

Campus Principal
Campus Secretary

Parent Representatives

Campus Chair
Grade Level Chairs*
Homeroom/Grade Level Representative**

*Each grade level chair will be asked to serve on one or more sub-committees.

**The number of homeroom/grade level representatives are based on enrollment.



DESCRIPTION OF PARENT VOLUNTEER ROLES & RESPONSIBILITIES

PRESIDENT

- Serves a one-year term, after a one-year Vice President term.
- Creates an agenda and lead Steering Committee Meetings.
- Attends other meetings as requested by the Head of School or other school administrators.
- Supports the activities and events of the PTF.

VICE PRESIDENT

- Serves a two-year term, one as Vice President and one as President.
- Sends email reminders to members of the Steering Committee. Members include President, Vice President, Treasurer, and Campus Chairs, Head of School, Campus Principals, Director of Curriculum & Instruction, Director of Admissions & Marketing.
- Attends monthly Steering Committee Meetings.
- Records the minutes of the meetings.
- Distributes minutes of the meetings to committee members.
- Supports the activities and events of the PTF

TREASURER

- Attends monthly Steering Committee Meetings.
- Works with LCA's Finance Department to determine the budget for the PTF. Presents campus chairs with budget and recommendations on allocations of this fund for their approval.
- Reviews budget each month, determine if funds are adequate, and identifies need for fund reallocation, as needed.
- Supports the activities and events of the PTF.
- Receives reimbursements or check requests, along with an invoice, and submits them to Director of Admissions & Marketing for approval and submission to finance.

CAMPUS CHAIR

- Attends monthly Steering Committee Meetings.
- Meets with campus principal, set agenda for monthly campus PTF meeting, and coordinates campus-level PTF programs.
- Assigns sub-committee chair roles.
- Leads campus PTF meetings
 - Provide updates to classroom parent representatives (PS-5th) or e-letter to families
 - Review schedule of upcoming events
 - Receive update from subcommittee members
 - Coordinate campus-level PTF activities with principal and homeroom/grade level chairs.



HOMEROOM/GRADE LEVEL CHAIR

- Attends monthly campus PTF meeting.
- Serves as chair of one (1) or more of the PTF Campus Sub-Committees, which include family ambassador program, Helping Hands, LCA Dads, Lunch Helpers, Special Events, and Teacher Appreciation Events.
- Coordinates activities with homeroom and/or grade level representatives.

HOMEROOM PARENT/GRADE LEVEL REPRESENTATIVE

- Attends monthly PTF meeting.
- Provides monthly updates to assigned homeroom or grade level.*
- Signs up to serve on one (1) or more of the PTF Campus Sub-Committees.
- Coordinates with the applicable PTF Sub-Committee Chair to represent or support assigned homeroom or grade level.

*Each sub-committee needs at least one grade level representative.

CAMPUS LEVEL PTF SUB-COMMITTEES

FAMILY AMBASSADOR PROGRAM

- This committee's job is to help welcome prospective and new families to Lexington Christian Academy.
- Activities will include assisting with an open house or shadow day, taking a welcome gift to the new family, checking in on the new family, and inviting them to attend LCA community events.
- The chair for this committee will coordinate campus-level activities with the Director of Admissions & Marketing.

HELPING HANDS COMMITTEE CHAIRS

- The Helping Hands Committee's job is to help organize and provide emotional support to the school's employees and families.
- This committee will also take the lead in offering extra support to our faculty, staff, and families during times of need (e.g. a new baby, loss in family, deployed spouse, illness, loss of job, etc.).
- The chair of this committee will coordinate with the campus principal and the Director of Admissions & Marketing.



LCA DADS

- The LCA Dads Committee organizes events encourage dads, stepparents, and grandparents to be connected and involved at school.
- Activities could include carline support, “Donuts with Dads,” mystery readers, classroom speakers, recess fun, etc.
- The chair of this committee will coordinate with the campus principal and secretary to identify the needs, communicate the needs, solicit sign-ups, and then organize the activities with the applicable principal and/or teacher.

LCA MOMS

- The LCA Moms Committee organizes events encourage moms, stepparents, and grandparents to be connected and involved at school.
- Activities could include carline support, “MPACT” (monthly time for moms to pray and come together for fellowship,) “Muffins with Moms,” mystery readers, classroom speakers, recess fun, etc.
- The chair of this committee will coordinate with the campus principal and secretary to identify the needs, communicate the needs, solicit sign-ups, and then organize the activities with the applicable principal and/or teacher.

LUNCHROOM SUPPORT

- This committee organizes family volunteers to assist with lunchroom activities for each campus.
- The chair of this committee will coordinate with the campus principal and secretary to identify the needs, communicate the needs, solicit sign-ups, and then organize the schedule with the principal and/or secretary.

SPECIAL EVENTS COMMITTEE

- The Special Events Committee organizes events for our students and families throughout the school year.
- The chair of this committee will coordinate with the campus principal and secretary to plan the events, identify volunteer needs, communicate the needs, solicit sign-ups, and then facilitate the events.
- Below is a list of the scheduled special events:

PS-5th Grade

Grandparents Day
Trunk ‘n Treat
Book Fair
5th Grade Day of Celebration
Kindergarten Graduation

6th-8th Grade

Fall Social
8th Grade Picnic
8th Grade Day of Blessing

High School

Senior Convocation
Prom
Baccalaureate
Graduation



TEACHER APPRECIATION

- This committee's job is to help organize and coordinate appreciation events for the campus' teachers & staff.
- The chair of this committee will coordinate with the campus principal and secretary to plan the events, identify volunteer needs, communicate the needs, solicit sign-ups, and then facilitate the events.
- Teacher appreciation events will include:
 - Welcome baskets for new teachers
 - Monthly snacks in the teacher breakrooms
 - Quarterly Teacher Luncheons
 - Teacher Appreciation Week
 - Birthday celebrations (one per semester)