

PARENT VOLUNTEER HANDBOOK

Convent of the Holy Infant Jesus Primary (Toa Payoh)

YOU CAN PLAY A PART

Each of us, as a parent, has a shared interest and responsibility towards our children. The objective of the Central Parent Council (CPC) is to create a partnership between IJ parents and the school, to help all children in CHIJ Primary to succeed in school and in life.

Walk with us and **join** in the IJ family of Parent Volunteers (PVs), who **work together**, pooling our individual skills and talents, motivated by a common love, not just for our daughters, but for every child in our school.





HOW YOU CAN HELP

PASTORAL CARE

- Regular rosary sessions (1st Thursday every month, May/Oct — daily)
- Easter Play
- Weekly Novenas and PSLE Prayer Vigils
- Notice Board decoration — communication on Catholic celebrations and themes

We welcome help from any parent who would like to be part of this group.

EASTER PLAY

Do you like to act or dance or even direct a play? We look for always on a look out for parents to join us in this yearly display.

SPECIAL EVENTS

If you enjoy creative work, organising activities and making decorations — join us on special occasions and events.

Help is always needed with the planning and logistics of events such as *Children's Day Carnival*, *Teachers' Day Lunch*, *Dads for Life*, *P6 Grad Tea*, planned school events and annual performing arts concerts requiring your assistance.

LIFE SKILLS

An annual activity spearheaded by the CPC, which involves all the levels from P1 to P6. PV support is required at *Life Skills* sessions where the girls are taught different life skills through fun activities. They include tying of shoelaces; grooming (trimming nails, combing/tying hair), making sandwiches, sewing and needlework, hamper wrapping etc.

THE PV CODE

- 1 To maximise volunteer effectiveness, PVs should always be prepared to serve all children irrespective of classes assigned.
- 2 Do note that depending on the activity, PVs may NOT be assigned to the classes to which their own children belong.
- 3 PVs should be ready and willing to help out in a different class if there is a shortage of manpower on the day of a PV activity.
- 4 PVs should be impartial and fair in our dealings with the children.
- 5 Do note that PVs should not get involved in 'kiddie spats' especially those involving their own child.

Some Dos and Don'ts

WHEN A CHILD...

- *Is ill or hurt in class, we inform the child's Form Mistress immediately. If that is not possible, we bring the child to the General Office and inform the staff there, returning to the assigned class or activity as soon as possible. We do not administer medication to the child in any situation.*
- *Has forgotten to bring money to school, we refer the matter to the Form Mistress. We do not give or lend money to the child.*
- *Has seriously breached any school discipline, we refer the matter to the child's Form Mistress or the School.*

*These General Guidelines serve as a constant reminder of the love and dedication that we, as Parent Volunteers, possess for all our children.

Over time, there may be additions to these guidelines relating to specific PV activities as needed.



SCHOOL RULES APPLY

Do note that PVs are not exempted from school rules whether we are on volunteer time or not. Should a PV need to meet with any teacher regarding their own child, an appointment should be made to see the teacher in accordance with the procedure set by the school.

*Please note that during recess, the canteen is only for the students. CPC and PVs will avoid it due to space constraints.

GOOD ROLE MODELS

PVs should always be mindful that we present ourselves as good role models to our children in attitude, conduct and appearance.

PVs should not make any independent decisions to change the nature or teaching content of any PV activity. The CPC is always ready to help PVs should there be a need for clarification or if there is some difficulty in carrying out a PV activity.

“ Everything we do in love and service, with the unique talents we each possess, let us join together to help and support each other, our children and our sch ”

GENERAL GUIDELINES

PVs are to abide by the guidelines set by the school and CPC for each activity or programme.

Do note that all PVs' details and contact information submitted are kept strictly confidential by the school for the CPC. Details of PVs are only circulated to facilitate effective communication to and among PVs for related events. As such, all PVs are encouraged to exercise complete discretion in how we handle such information.

PV GUIDELINES

As PVs, we are guided by the principles drawn up by the CPC with the advice and endorsement of the Principal and her Senior Administration team — which helps us work effectively as a group.

Being a CHIJ Primary Parent Volunteer is a privilege and carries with it certain responsibilities. We must remember not to misuse this privilege because we are here to support the needs of every child, not just our own.

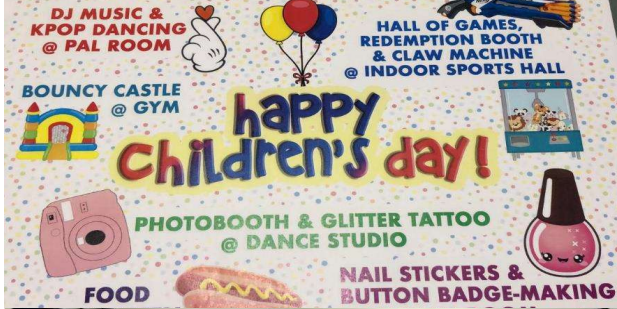
DOING OUR PART FOR IJ HOMES & CHILDREN'S CENTRE (IJHCC)

Where there are fund-raising opportunities, we actively support *IJ Homes and Children's Centre*, which cares for a group of children who board, and are in need of help and after school care.

We strongly encourage and engage our IJ girls in doing their part for the community by creating awareness and helping them to realize that there are children who are less fortunate than themselves, and are in need of our help and care. It is heartening to know that our girls have risen to the occasion time and again, in showing their generosity, and support.

For more information, please visit www.ijhcc.org





*“Do not walk in front of me,
I may not follow.
Don’t walk behind me,
I may not lead.
Walk beside me
And just be my friend.”*

(Albert Camus)

To contact the Central Parent Council, please [email: chijpri.cpc@gmail.com](mailto:chijpri.cpc@gmail.com)

Property of CHIJ Primary (Toa Payoh) 2020