



Christ Child Academy

Making Faith Part of Everyday Life

2025-2026

Family Volunteer Handbook

Make A Difference



Christ Child Academy Mission Statement

Christ Child Academy, a ministry of St. Peter Claver, Immaculate Conception and Ss. Cyril and Methodius parishes, is a Catholic education community coming together to celebrate and demonstrate Christ's love. Our school provides a comprehensive curriculum in the areas of spiritual, academic, character, and social growth. Our students are God's own children. Each is infinitely valuable and lovable. By studying, learning and sharing the teachings of Christ, we inspire our students to develop their potential as persons in a loving, caring atmosphere.

Christ Child Academy School Philosophy

At Christ Child Academy, we believe that . . .

We are created, loved and saved by God . . .

Christian education is a loving, growing, living,
and changing experience . . .

Children have the right to discover the truth about themselves
and the world around them in a Christian atmosphere . . .

A sense of Christian community makes possible an attitude
of sharing and service woven into our everyday lives . . .

Students, given the opportunity to make decisions and guided by the possible consequences, become responsible for their own growth . . .

Every person has the right and ability to become a caring, knowledgeable and loving human being . . .

Self-esteem comes from a healthy self-concept . . .

A good self-concept is developed by growing in the acceptance and respect of ourselves and each other . . .

We, as a community, will work together to reach our goals.

The Family Participation Policy:

The purpose of this policy is to promote the welfare of Christ Child Academy. All parents are expected to serve twenty (20) volunteer hours during the school year. We trust you will share your time and God given talents with us that we may have a more efficient, operating school. When you, as a parent, exercise the privilege of sending your child to CCA, you also become a member of our school community.

Acceptable vs. Non acceptable Volunteer Opportunities

Acceptable

- ☐ Any of the listed opportunities in this handbook.
- ☐ Committee Meetings while contributing to any CCA event.
- ☐ Tri Parish service up to 10 hours. This would include scouting events held on site at CCA.

Non Acceptable

- ☐ Coaching a non CCA team even if CCA students are on the team.
- ☐ Any Boy Scout Camping event off site.
- ☐ Baking for a child's classroom / birthday treats.

Parent, Guardian, Caregiver, Volunteer & Visitor Code of Conduct

Foundation

Parents are the primary educators of their children (Gravissimum Educationis, 1965). By choosing a Catholic school, parents and caregivers commit to supporting the school's mission, Catholic values, and policies. All interactions should reflect Gospel values, mutual respect, and cooperation.

Core Values

All members of the school community are expected to foster:

- Inclusion and welcome for all.
 - Respect, empathy, and cooperation.
 - Honest, civil, and positive communication.
 - Trust, responsibility, and constructive problem-solving.
-

Expectations

As a parent, guardian, caregiver, volunteer, or visitor, you are asked to:

- Support Catholic education and parish life.

- Respect school and parish leadership decisions.
 - Communicate constructively without disrupting operations.
 - Encourage and support your child's education with positivity.
 - Model flexibility, good manners, and problem-solving.
 - Respect school policies, teacher authority, and disciplinary processes.
 - Follow proper communication protocols with staff and leadership.
 - Avoid gossip, negative social media use, or offensive language.
 - Build community by supporting parish and school events.
 - Participate actively in parish life and stewardship.
-

Rights

You have the right to:

- Be treated with respect and courtesy.
 - Receive clear and timely communication.
 - Expect confidentiality and professionalism.
 - Raise concerns and receive a response within 48 hours.
-

Guidelines

- Protect the school's reputation, especially on social media.
 - Never confront another child directly—refer concerns to staff.
 - Use proper channels for grievances.
 - Schedule meetings respectfully; avoid disrupting teaching time.
 - Do not criticize the school or staff in front of children.
 - Support teachers during school events and follow their directions.
 - Attend and participate in school liturgies, activities, and events.
-

Accountability

Failure to respect this Code of Conduct may result in loss of access to school activities or, in serious cases, termination of a child's enrollment.

By enrolling at Christ Child Academy and acknowledging the Parent/Student Handbook, families agree to uphold this Code of Conduct and its guidelines.

Volunteer Opportunities

Art Room

Contact: Sarah Richter - srichter@christchildacademy.com

Date/Time Commitment: Varies throughout the school year.

General Duties:

- o Assist with various projects
- o Setup and take down for Art Shows

Athletic Committee

Contact: Sara Grote – christchildacademyathletics@gmail.com

Date/Time Commitment: Varies – depends on the sport.

General Duties:

- o Committee member
- o Concession Stands
- o Running the scoreboard for league and tournament games
- o Running the score book for league and tournament games
- o Help with admission for the tournaments
- o Assist with team practices
- o Cleaning gym
- o Repairs to the gym

Book Fair

Contact: Sarah Richter – srichter@christchildacademy.com

Date/Time Commitment: October only

General Duties:

- o Assist at the Scholastic Book Fair working at checkout.
- o Assisting during class visits.

Catholic Schools' Week

Contact: Mark Ruedinger – mruedinger@christchildacademy.com

Date/Time Commitment: December/January for planning - late January for event

General Duties:

- o Organize/Plan School Day Activities for the week
- o Help with School Day Activities
- o Snacks for Weekend Masses
- o Greeters for Weekend Masses
- o Gift Bearers for Weekend Masses
- o Readers for Weekend Masses

Classroom Helper

Contact: Classroom Teacher

Date/Time Commitment: Varies throughout the school year.

General Duties:

- o Assisting Teacher with classroom projects
- o Attending Field Trips
- o Organizing Winter Extravaganza Gift Basket

Home and School

Contact: Glynnis Shircel - glynnis.schircel@gmail.com

Date/Time Commitment: Varies depending on event.

General Duties:

- o Family Fun Night
- o Grandparents Day Social (October)
- o Halloween Ball/Truck-or-Treat (October)
- o Secret Santa setup/sales/take down (December)
- o Catholic Schools Week – all school lunch
- o Faye's Pizza distribution (spring)
- o Teacher Appreciation Day (May)
- o Brat Fry
- o End of Year Carnival setup/assist in games/take down (June)

Lunch Room

Contact: Erin Hutton – ccalunchlady@gmail.com

Date/Time Commitment: Varies throughout the school year

General Duties:

- o Setup
- o Help with lunches

- o Clean Up
- o Lunchroom Monitors
- o Playground Monitors

Marketing

Contact: Melissa Patton - ccamarketing@christchildacademy.com

Date/Time Commitment: Varies throughout the year.

General Duties:

- o Communications & Recruitment
- o Work with members of the committee on various activities throughout the year.
- o Open House During Catholic Schools' Week (January)

Outdoor Grounds Crew

Contact: John Arndt - jarndt@christchildacademy.com

Date/Time Commitment: Throughout the spring, summer, and fall.

General Duties:

- o Planting flowers
- o Pulling weeds
- o Picking up garbage
- o Cutting Grass
- o Placing Wood Chips
- o Watering flowers

Resource Center / Library

Contact: Sarah Richter – srichter@christchildacademy.com

Date/Time Commitment: Throughout the school year.

General Duties:

- o Assist in check out when classes attend.
- o Help rebind books.
- o Help log books.

School Fundraising Committee

Contact: Mark Ruedinger - mruedinger@christchildacademy.com

Date/Time Commitment: October – February for Winter Extravaganza
Varies depending on other events.

General Duties:

- o Winter Extravaganza
 - Attend meetings for planning
 - Entertainment
 - Call for Donations

- Organize donations
- Setup
- Computers – registration/checkout
- Cleanup
- o Golf Outing
- o Raffle Sale

School Office

Contact: Judy Banie – christchildacademyoffice@gmail.com

Date/Time Commitment: Varies throughout the school year.

General Duties:

- o Copying
- o Sorting
- o Filing
- o Substitute
- o Phone Coverage

Tutoring

Contact: Classroom Teacher

Date/Time Commitment: As needed – requested by teacher

General Duties:

- o Assisting students in their studies