



**MONTVIEW  
COMMUNITY**  
*Preschool & Kindergarten*

# PARENT JOB SIGN UP INSTRUCTIONS

Dear Parents,

Welcome to Montview! One of the things that makes Montview such a fun and close community is participation in one of our Parent Committees. By participating in your committee job you help support Montview's staff, teachers, and children. Engaging with your committee is essential to the workings of our Montview community. Please take the time to read carefully over the job descriptions in your Parent Handbook and thoughtfully fill out your Parent Job Sign-Up Form.

**We have made changes to our Parent Committees over the past few years to adjust to our families and their lifestyles. Even if you are a returning family we ask that you carefully read job descriptions because many committee functions have evolved.**

After reading the job descriptions we ask that you fill out the **Parent Job Sign-Up Form** and return it to the office by **July 15<sup>th</sup>**. Please keep the following in mind when picking your top 5 job choices at the bottom of the form:

- **You are required to include Kickball or Carnival as one of your top 5 choices.**
- Some jobs start in the summer and have already been filled. They will be marked with an **x** showing they are unavailable. If you would be interested in one of those positions should it become available, please make a note of it on the form.
- Also some of our committees are very small, consisting of only 1-6 members. When selecting these committees, please know that they fill quickly.
- Families who turn in late and/or incomplete forms will be placed into jobs last.
- **Some jobs require you to be available on specific dates.** Check your calendars before selecting these jobs (notably Kickball on October 1 and Carnival on May 6).

We try to place families in one of their top 3 choices but cannot always guarantee this. New and returning families have the same chance for committee placement. When forms are received, we take the families' skills, choices, and any additional information into account. Please know that all forms turned in on time will be placed first and have the highest chance of receiving one of their top 3 choices.

If your family has already been placed on a committee, we ask that you still turn in your Parent Job Sign-Up Form on time, with your assigned job indicated. This helps eliminate any possible confusion that may arise and avoids placing two people in the same position.

If at any time you have any questions about a parent job or the Parent Job Sign-Up Form, please feel free to call, text, or email me.

Thank you for your participation!

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