



Bilingual Families of SJ

We support World Languages, we celebrate cultural diversity

BILINGUAL FAMILIES OF SJ HANDBOOK

Bilingual Families of SJ is a non profit that was started in 2016 by a group of bilingual families concerned about the lack of resources in the area to reinforce the cultural and language heritage, and the lack of opportunities for a second language acquisition. Our organization is supported by all adult members, who organize classes for children and events to promote our mission and values, which are to provide resources and support to the bilingual families in the area and to create self-awareness in the community at whole about the benefits of a second language acquisition since a very young age.

As we grow, it is more needed to set up some regulations to organize and structure our team work and be able to strive together for our goals. Therefore, please read carefully the following regulations:

POLICIES AND PROCEDURES

General Participation

Bilingual Families of SJ relies on all adult members/families to participate in the organization of the classes, events, administration and fundraising.

All adult members are required to prepare and lead one or more classes in which her child(ren) is enrolled and per semester. BFSJ will provide a calendar where all the families can choose the most convenient date for them to lead a class. If a family needs to change the date she signed up for, it is her responsibility to find a substitute for that date.

Please consider your participation in the organization of the class as an opportunity to bring your ideas, creativity and cultural diversity to the group. Every family's participation is extremely important for the children. It enriches the children's lives by making them more tolerant and proud about their language and roots.

Adult members are encouraged to pick any of the BFSJ committees or be assigned to any of them by the Board of Trustees if none are chosen.

Please consider your participation in the BFSJ committees as an opportunity to put your skills, ideas and experience at the service of BFSJ mission and values.

Members are expected to comply with the BFSJ By-laws. A copy will be furnished upon request.



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Registration and Payment

All students **MUST** complete the registration form and pay for the annual fees during their first or second class.

Withdrawal and return policy

- a) A withdrawal form must be completed and submitted to CSSJ administrators.
- b) 100% tuition will be refunded for withdrawal forms submitted before the second class ends.
- c) 50% tuition will be refunded for withdrawal forms submitted before the fourth class ends.
- d) No tuition will be refunded after the fourth class ends.

Communication

Members are welcome to communicate any suggestions, comments or problems to the Board of Trustees by email info@bilingualfamiliesofsj.org, or phone at 267-980-8950 / (Diana's number).

Please check out BFSJ's Facebook (Spanish classroom-Bilingual Families of SJ) for important information.

If BFSJ classes are cancelled for some reason (ex. inclement weather), the Board of Trustees will contact you and will post it on BFSJ's Facebook page.

Building regulations

Children must be under adult supervision at all times

Members should know the location of emergency exits and fire extinguishers.

Parking is available in the street. Please do not park on the side of the church on Wood's lane or in the church's driveway.

Children and adults should remember to walk through the halls, not run, and use a quiet voice. Do not allow children to climb on the furniture.

All the facilities belong to The Lutheran Church of Haddonfield. Please be respectful with them. Faulty or broken equipment should be reported to the Board of Trustees.

One of the Board's members must be within the facilities during the class at all times.



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Class regulations

Children must be under adult supervision at all times.

Space is to be left clean and orderly. Furniture should be arranged as originally found.

We are using the church's classrooms. All the materials within the classrooms belong to the church. Please do not use/take them.

Office supplies are provided by the leader of the class. BFSJ encourages all families to leave in storage the material they have prepared and used during the class so it can be reused for future leaders. This practice will ease as the continuity of the program as the task of all leaders.

Adults should refrain from social talking during class, since it interferes with the children's attentiveness to the leader's activities.

The class and everything stored within, belongs to the property of The Lutheran Church of Haddonfield. Please make sure that if your children touches something stored in the class, they will returned it to its original place.

Technology (computers, cd readers, wifi) can be used for the class. Please ask one of the members of the Board of Trustees to know how to use it and get access to it.

Children that are disrupting the class and the leader's activities, should be removed from class until they calm down and are able to come back quietly to class.

Members are expected to attend regularly, arrive on time and stay until the end of the class.

Photo release

From time to time, there will be pictures and/or videos of the families and/or child(ren) taken during school or social events. BFSJ can display these images on its website, brochures, publications and other media formats as they deem fit. Any family may waive out of this stipulation by submitting the waiver in writing to the administrators of Bilingual Families of SJ.



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ORGANIZATION OF THE CLASS

Roles of Leaders

The leader would best serve the class if he/she:

Prior to class

- Reviews the BFSJ material and resources prepared by other leaders in previous lessons.
- Creates a lesson that reflects the curriculum for his/her assigned day and send it to the class coordinator
- Plans a craft and tests the craft with his/her own child at home.
- Prepares any materials that support the class and can help the children's learning in future classes.
- Create her/his event in the Facebook group "Bilingual Families of SJ."
- Reviews who's coming in BFSJ Facebook group page to his/her class and prepares material accordingly.
- Reminds other members of anything they need to bring from home to supplement the lesson.
- Changes de date on the attendance sheet and print it.

Upon arrival

- Arrives early to leave everything ready to start the class on time.
- Passes the attendance sheet

Class

- The leader can ask for assistance to any of the members of the Board of general members
- Makes sure that all children and parents are engaged in the activity
- Makes sure that everybody participates and parents are with their children at all times.
- Makes sure that everybody complies with the rules of BFSJ.

After class

- Leave the class as it was originally found.
- Shuts down any electronic device that was used during the class, turn off the lights and close the door.
- Puts away all BFSJ material and place it in the area designated for that.
- Gives the attendance sheet to any of the members of the Board.



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Class Coordinators:

Class Coordinators organize the classes, provide leading rotations, run class meetings, communicate BFSJ announcements, and oversee class activities. Class coordinators are responsible to keep the lessons made by each of the role of leaders and upload them to the community Google Drive, and to enforce BFSJ policies and creating a positive classroom environment so that all members may have a rewarding experience. Class Coordinators are responsible to greet new members and inform them of the organization and responsibilities that involve joining the group. Class Coordinators are responsible for collecting checks and volunteer slips, if any and give them to any of the members of the Board of Trustees. If a class coordinator is not going to attend a class, she must let the leader of the class that day to take care of her responsibilities. Class coordinators are required to brief the Program Director on a regular basis and specifically for the Board of Trustees meetings about the progress in class, suggestions and concerns.

STRUCTURE OF BILINGUAL FAMILIES OF SJ

General members:

General members provide the children with enjoyable, educational activities based on the BFSJ curriculum on assigned days. Members may be asked to participate in extra areas, as needed, and pass on successful ideas, materials they have prepared for their class and experiences so future classes may benefit. Members actively participate on a committee to help run special events of BFSJ and are led by the Committee Director in their responsibilities.

COMMITTEES

Board of Trustees: (Board of Trustees comprised of President, Vicepresident and Officers)

The Board of Trustees are members who volunteer to create the backbone of the organization and keep BFSJ running smoothly by working year-round. They handle all the administrative work of BFSJ (state regulations, tax filings, IRS contracts, insurance policies, BFSJ by-laws, rental agreements, program design, coordination of classes, events and fundraising organization and communication with media, and all the paperwork involved in running a nonprofit. These members attend organizational and regular board meetings prior to and during the school year.



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Committee Directors (Program, Events, Fundraising, Communication)

Committee Directors are general members who volunteer to organize and direct their committee in its function and the members in their responsibilities. These members attend board meetings prior to and during the school year and communicate important information from those meetings to the committee members. The role requires organizational, communication and people skills as well as dedication to serving BFSJ. These positions are not as demanding as the Board of Trustees positions, but they are equally important in assuring that the organization runs smoothly.

Program Committee

The Program Committee Director designs the educational program and prepares the curriculum for each class.

General members on the Program Committee contribute by looking actively for new materials (books, songs, activities, crafts...) that can help the children to enjoy a more active learning, and prepare and organize the Resources center to help leaders to find information quickly and easily to prepare their class.

Events Committee

The Events Committee Director researches, coordinates and promotes all BFSJ events. These events can be focused on social and educational activities such as pumpkin picking, firehouse visits, El Dia de los Muertos; or can be events focused on promoting the mission & values of BFSJ. When the event is focused on fundraising activities, the Events Committee Director will work closely with the Fundraising Committee Director. It is the duty of the Events Committee Director to find and do the pertinent reservations of the location for the two most important events during the year: The Picnic and the Posadas/Novenas. The Events Committee Director must do the reservations of both locations six months in advance of the event celebration, in order to start organizing the events with the rest of the general members.

General Members on the Events Committee assist the Events Committee Director in promoting the events, completing the signup sheets for individual classes, collecting money if it's necessary, and providing feedback to the Events Committee Director on the experience of the trip.

Fundraising Committee

The Fundraising Committee Director researches, coordinates and promotes Fundraising activities. Among these fundraising activities are promoting sales, collecting and summarizing forms, distributing orders, locating potential donors, contacting donors, follow up with donors and receiving contributions.

General Members on the Fundraising Committee assist the Fundraising Committee Director in the fundraising activities, locating and communicating with possible donors, finding new ways of fundraising and helping with all the sales process.



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Communication Committee

The Communication Committee Director promotes BFSJ by contacting local newspapers, tv and finding new ways of collaboration with public entities such as other nonprofits, libraries, school districts, etc.... The Communication Committee Director is responsible to keep updated the BFSJ online social media channels and the elaboration and publication of the monthly newsletter.

General Members on the Communication Committee assist the Communication Committee Director by finding and detecting opportunities in the community that BFSJ can collaborate with in order to promote their mission and values, and finding new content for BFSJ online social media channels and the BFSJ monthly newsletter.

Board of Trustees

President: Diana Swidler. Dianasalgadop@hotmail.com. Phone: 267-980-8950

Vicepresident: Dana Pilla. danamariepilla@gmail.com

Officer: Julie Schneider. juliebschneider@yahoo.com

Officer: Laura Thummel. lothummel@hotmail.com

Events Committee Director: Julie Schneider. juliebschneider@yahoo.com

Program Committee Director: Flo Girman flohirsch@gmail.com

Class Coordinator Group 0-4 years old: Flo Girman. flohirsch@gmail.com

Class Coordinator Group 5-6 years old : Laura Thummel. lothummel@hotmail.com

Class Coordinator Group 7-10 years old: Dana Pilla danamariepilla@gmail.com

Class Coordinator Group non native: Dana Pilla danamariepilla@gmail.com



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In order to have a better organization of the group and make sure that everyone's voice is listened, please, fill out the slip below, detach it and give it to your class coordinator.

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Name: _____

I have understood the regulations within this handbook

What Committee do you prefer to volunteer? (Please choose two)

- Program Committee
- Events Committee
- Fundraising Committee
- Communication Committee



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