

Dear CCA Families,

Welcome to a new school year! The Parent Partner Calendar for the 2014-2015 School year is NOW available for families that are enrolled in our hybrid program!

Here are some reminders about the requirements:

1. 5 Days of Parent Partnering, plus History Day for all families is required. That is one day per quarter, plus one additional day for one of the quarters. History day is in March and is already on the school calendar.
2. It is your responsibility to look at the Parent Partner calendar on the school website www.discovercca.com/?page_id=166
3. If you are unable to serve on your assigned day, you may switch with another parent and then notify the parent partner adviser of the change. Click here for list of families: [Family List 2014-2015 as of July.pdf](#)
4. We recommend viewing the Parent Partner Webinar and the Parent Partner Guidelines before the start of the school year. The guidelines are already available on the website. The Webinar will be available during the upcoming training days.
5. Parents are responsible to find their own replacement if unable to come on a scheduled day. Parents who do NOT show up, and make no attempt to find a replacement for their parent partner day, will be fined \$75.00.
6. Please notify me, by e-mail only, if you have switched days with another parent. My e-mail is jw6mom@gmail.com. Once you have notified me, I will make the updated changes on the website Parent Partner calendar.
7. If, after calling all eligible parents, you cannot find a replacement, please contact me as soon as possible by calling me directly at [239-699-4039](tel:239-699-4039).
8. Parent Partners are asked to please check in at the receptionist's desk at the beginning of the day. You will need to wear a parent partner badge while at the school. You will be handed the safety guidelines and your schedule for the day. Please be flexible and always go where you are needed.
9. After serving, please log your completed hours in the Parent Partner log. At the end of each quarter I will check and make sure all assigned hours are completed.

Please let me know if you have any questions,

Julie Wurtenberg
Parent Partner Adviser
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[239-699-4039](tel:239-699-4039)