

HOME AND CENTER ASSOCIATION



2004 HCA HANDBOOK
SOUTHERN UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS
OFFICE OF EDUCATION



Dear Home and Center Association Leader,

Welcome to the Southern Union's Early Childhood Education Team. Yes, you and your associates are a vital part of this team! Young children are important; parents are important; teachers, directors, support staff and supervisors are important; equipment and buildings are important too, and you represent the chain that keeps all of these various components linked together. Through an active and supportive Home and Center Association (HCA) your center's program can be greatly enhanced in its service to God and His family/your community and beyond.

Whether you have been a leader for a while or this is your first time, you have probably already realized the need for help in planning and organizing. This HCA Handbook has been created to assist you.

Our prayer is for God's blessings to be poured out upon you as you work to strengthen the links between parents, teachers, church members and the community your center serves. Thank you for joining us in our ambition of seeing His little lambs safely into the fold of God's kingdom.

Southern Union Conference
Office of Education

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The Home and Center Association

A Home and Center Association (HCA) should be organized in every center. Effective, continuous promotion should be used to recruit as many members of the church as possible. Education leaders, pastors, church officers, senior citizens, singles and all church members should be enlisted to promote Adventist education.

Every center and its operating board should promote, organize and conduct a Home and Center Association using the *Seventh-day Adventist Church Manual's* plans and policies for Home and School Associations as guidelines for the Center Association. The Local Conference Office of Education may serve as a resource agency for leadership training, resources and support.

A close tie exists between the HCA officers, the church Education Secretary and Family Life Coordinator in the local church. In a cooperative effort they are to keep the needs of families and their children before the church. It is suggested, therefore, that the HCA work in conjunction with these representatives to complement one another's efforts and to provide care for the entire family.



Purpose and Objectives

Purpose

- To provide parent education.
- To united the Home, the Center, and the church in their endeavors to provide Seventh-day Adventist Christian care and Education for their young children.

Objectives

- To educate parents in cooperation with the church and center in their work of fostering the development of the whole child - "the harmonious development of the physical, the mental, and the spiritual power." Education, p. 13.
- To promote cooperation between parents and teachers in the care and educational process.
- To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in young children through Bible stories, prayer, worship, and living example.
- To provide an opportunity for parents and teachers to develop a positive relationship and collaborate in their work for the young children.
- To support the center in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology.
- To strengthen the relationship between the home and center by promoting such activities as:
 - a. Providing suggestions to the administration and center board for curriculum improvement.
 - b. Encouraging frequent communication between the home and center.
 - c. Encouraging parents to visit the center.
 - d. Encouraging teachers to visit with the parents.
 - e. Providing volunteer services as requested by the center.
 - f. Assisting in providing the center with additional equipment and facilities not provided by the church or conference.
- To encourage the enrollment of every child when eligible into the church school, if available. Earnest endeavor should be made to provide ways for disadvantaged children to attend church school, if desired, so that no child will miss the opportunity of a Seventh-day Adventist education.

Based on the *SDA Church Manual*, 15th edition, pp. 105-107

Organization

Membership

Members of the church and patrons of the center are members of the association.

Officers

All parents of children enrolled in the center are encouraged to be active in the Home and Center Association (HCA). It is recommended the officers of this association be members of the Seventh-day Adventist Church. The officers shall consist of a leader, assistant leader, secretary-treasurer, the church Education Secretary and Family Life Coordinator. In a center, the officers are elected by the center board, under the recommendation of the director. To give continuity, it is highly recommended that some of the officers be re-elected for a second term. In the second term they may serve in their same rolls or different ones.

Leader

The leader of the Home and Center Association shall be a church member with experience and success in training children and whose mind is open to new ideas, who is apt to teach, and who believes in the importance of Christian education.

Secretary-Treasurer

The secretary-treasurer is to keep the records of the association and to report to the center board at the beginning and close of the center year.

Note: Association funds are to be channeled through the center treasurer/ accountant kept as a separate account, and audited in harmony with denominational policy.

Ex Officio

The director shall be an ex officio member of any and all Home and Center Association committee and sub-committees by virtue of position.

Based on the *SDA Church Manual*, 15th edition, pp.105-107



What do I do?

Now that I have consented to become the Home and Center Association leader what do I do?

The following material is an attempt to jump start your creativity. Feel free to pick and choose, adapt, modify and rearrange any of the suggestions to meet your needs. Use it to help get you started and stimulate further thinking. May God's special blessings be with you as you work to strengthen the tie between home, center and church. You are an important part of Adventist education, whose ultimate goal is to see our precious young children safely through to God's kingdom.

A successful Home and Center Association depends on an effective beginning.

8 AWESOME ACTIONS

Make your Home and Center leadership exceptional!






1. Choose a friend to co-lead with you, or to be your assistant.
2. Develop a Home and School staff, giving each one a specific duty in an area they enjoy (i.e. fund-raising, special outdoor activities, party planner, phone committee, special recognitions, prayers groups, spring/fall picnic, teacher appreciation week) -whatever your needs.
3. With your committee, make a general calendar of events. Changes may need to be made, but at least you and your staff will be heading in the same direction.
4. Set goals for the year that are attainable. Do not bite off more than you and your committee can "chew" or you will burn out and become discouraged. Better to do a few things and do them well.
5. Make an appointment with your director. Share your goals and aspirations for the year and get his/her input and support. Schedule follow-up appointments together.
6. Select room parents for each classroom in consultation with the director.
7. Show appreciation (verbal, written, and/or public) for the help you receive. People will do almost anything when they feel appreciated.
8. The three most important words of the HCA Association are... communicate ...communicate... communicate... with your director, teachers, Home and Center officers and staff, center board, parents and church members.



Activities and Projects






Promote Adventist Education

Working with the center administration and church pastor, every effort should be made to encourage all children to obtain an Adventist education. Activities may include:

-  Planning promotional activities during Adventist Education week.
-  Participating at baby dedications with certificate, book or T-shirt with an appropriate message welcoming baby/family.
-  Working toward the goal of enrolling every child of the church in the Center, after conducting a census, through student recruitment, worthy student help, etc.
-  Promoting center awareness to the public through press releases of activities and events.
-  Communicating center events and activities to church members.





Enhance Parent-Teacher Relationships

The most effective care and education will take place when teachers and parents work together to provide an environment where children can learn and grow. Activities may include:

-  Inviting parents to visit the Center.
-  Assisting teachers in presenting special programs, including open house. Schedule programs at times that accommodate working parents.
-  Selecting room mothers and fathers for the center year.
-  Sending home articles in church and/or center newsletters on positive parent- teacher interactions.
-  Encouraging teachers, in consultation with the director and parents, to possibly visit the children's homes, if invited.

Encourage Effective Parenting

A major function of the Home and Center Association is to encourage effective parenting in an atmosphere of love through Bible study, prayer, family worship, and by example. Activities may include:

-  Providing a parent education lending library of books, audio and video tapes, parenting journals, etc.
-  Sending home timely parenting articles in the Center or church newsletter.
-  Focusing on family values through, guest speakers, special weekends, prayer meeting series, vignettes, vesper programs and personal ministries, etc.
-  Planning social activities that bring families together.

Activities and Projects Cont...

Provide Resources

While fund raising is not a major function of the HCA it has proven to be valuable in providing additional equipment and materials to enhance the center program. Activities may include:

- Center "Shower"
- Center fairs (Fall or Spring)
- Fruit and nut sales
- Walk-a-thons or Trike-a-thons
- Car washes
- Food fairs
- Hobby shows
- Lyceums
- Pancake breakfasts
- Flea markets
- Spaghetti suppers
- Canned goods label collections
- Cash register receipts/ Partnering with retailers

Suggested Yearly Program Ideas

These ideas, programs and events may be helpful as you plan a yearly program. Adapt them to meet the specific needs of your center. One major Home and Center sponsored activity per month is a reasonable expectation. You could contact other HCA leaders in your area or conference to exchange ideas or pool resources for special events.

Request to participate at your center's yearly enrollment/ registration time. This is a good time to get volunteers signed up in areas of their choice. Remember to enlist the support of your center director, staff, center board and local church school faculty if applicable.



Activities Calendar

August/ September

- Establish/expand parent education lending library
- Get-acquainted soup and salad supper and dedication for teachers, center board members and HCA leaders
- "Welcome Back" corn/potato roast by HCA. Parents bring salads. Desserts for sale
- Meet your teacher program/open house
- Bake sale
- Sponsor children's church bulletin
- Team with director to report enrollment and future school plans to church members
- Teacher-student-parent consecration program on Sabbath
- Pie social and handshake
- Back-to-school potluck and Open house
- Hot lunch program
- Fall picnic



October

- Fundraiser
- Fall festival
- Home and Center Association meeting
- Community service project (planned by director)
- Oktoberfest
- Pumpkin patch fun fest
- Harvest party
- Open house
- Lunch treat for staff
- Newsletter



November

- Adventist Education Week activities (usually third week of the month)
- Hot Lunch
- Taffy pull-sell apples, cider, popcorn
- Thanksgiving dinner/brunch for all
- Newsletter to homes
- Home and Center meeting
- Fundraiser



December

- Assist the teacher with the Christmas program
- Christmas party for children
- Newsletter to parents
- Home and Center meeting
- Faculty-parent social
- Christmas dinner for children and staff
- Refreshment served at Center Christmas program
- Bake sale at Christmas program



Activities Calendar

January

- Plan a "family values" emphasis weekend at your local church
- Continue to promote parent education lending library
- HCA meeting
- Saturday evening family social
- Morning Hot chocolate break for staff
- Newsletter



February

- Faculty-parent social
- H&C meeting
- Sponsor Courtesy week
- Hot lunch
- Fundraiser
- Newsletter
- Talent show
- Community service project

March

- Sponsor Red Ribbon Week: Drug-free living
- Sponsor Grandparents' Day
- HCA meeting
- Newsletter



Activities Calendar Cont...

April

- Sponsor Teacher Appreciation Week activities (4th week of April)
- Sponsor Christian Education Day (4th Sabbath of April)
- Fundraiser
- Newsletter
- Hot lunch treat for staff
- Assist with kindergarten "round-up" activities
- Assist director with summer program "round up" P.R./ marketing
- HCA meeting



May

- Mother's Day brunch
- Newsletter
- Center picnic
- Assist with center closing program if its not open year 'round

Summer

Keep the church reminded of the Center program during the summer. Include everyone in the church in your summer activities. This is a good opportunity to promote Adventist care and education.

- Plan a sprinkler party and celebrate summer
- Plan a summer outing/picnic/fieldtrip
- Sponsor a special center renewal project
- Hold a summer work bee
- Focus on center library -catalog books, organize shelves, take inventory, make wish list for additional media etc.
- Father's Day at the park
- Hold weekly story hour or craft time
- Hobo Party with Hobo Stew



Meetings

One of the main functions of the Home and Center Association(HCA) is to strengthen the home and family unit. This can be accomplished through monthly meetings focusing on family centered topics. Due to our busy life-styles, attendance at these types of activities can be very sparse. It is discouraging to the HCA leader and staff who hve put time and effort into planning such a program to have only a few attend.

Times have changed. Other avenues have been suggested throughout this handbook to accomplish the same objective. As always, choose the methods that best fit your talents and the needs of your constituents. If your parents enjoy coming out to monthly meetings on timely topics, continue the tradition. Here are some ideas for meetings that have worked.

Provide Interest and Maintain Effectiveness

- a. Plan for attractive and interesting programs:
 - Make them practical
 - Plan them in advance
 - Start and end on time
- b. Have children provide features in the program
- c. Plan supervised activities for students and young children (such as nature films, arts and crafts, games and songs, etc) who attend with their parents
- d. Use enthusiastic resource people with practical and dynamic message

Increase Program Attendance

- a. Make enthusiastic announcements on Sabbath and print them in the church bulletin
- b. Invite by telephone, postcard, personal visit, etc. and arrange for transportation, if needed and possible
- c. Arrange for baby-sitters so parents are free to focus on program
- d. Display bright posters made by volunteers or children
- e. Conduct attendance contests, give a book or picture to the class with the highest percentage of parents attending
- f. Send or pass out personal written invitations made by HCA staff at a small social gathering
- g. Award door prizes for being on time, being first, bringing visitors (gifts may be solicited from resources in community)



Topics of Interest

For Newsletters, Guest Speakers, Articles, Programs:

- Family worship ideas
- Budgeting
- Communication in the family
- Building positive self-concepts/ Self-esteem
- Parental role in spiritual, emotional, mental, social development
- Positive discipline
- ADD/ ADHD
- Health issues
- Multi-cultural appreciation
- Providing a routine for your child
- Emotional health
- Child abuse
- Latch-key children
- Drugs
- Peer pressure
- Lunch ideas
- Nutrition
- Parenting skills
- Safety issues
- Anti-biases/ Tolerance issues
- Child development
- Behavioral issues
- Self-help skills for children
- Developmental stages



Room Parents Help

How Can Room Parents Help?

Room parents can be very helpful in the overall center program. Usually they are appointed by the Home and Center Association staff/committee in consultation with the teachers. They may serve for a month, quarter, semester or entire year.

- Room parent can help with the following:
- Bulletin boards
- Field trips
- Parties
- Duplicating material
- Sharing personal skills
- Capital improvement projects
- Guest presenter



Room Parents Help Cont...

Guidelines

These guidelines may prove helpful for centers seeking to establish a volunteer program:

- All volunteers must undergo conference and state mandated screening procedures.
- Volunteers must be introduced into the center through a director and teacher.
- The teacher is the authority in the classroom. Volunteers do not discipline children or countermand any teacher decision or request to a child.
- Volunteers must not "side" with a child in case of confrontation, at the time of the incident, in secret with the child, or with parents.
- Assignment of tasks should be appropriate to the skill of the volunteer.
- Volunteers must never be pressed to do a job they feel uncomfortable performing.
- Teachers should not be asked to work with a volunteer with whom they are uncomfortable or vice versa.
- Since a positive attitude is so important, volunteers who have a negative effect on children, teachers, the center's operation, or other volunteers will be asked to leave the program.
- Volunteers are not to evaluate center staff, children or programs.
- Volunteers are not to make decisions regarding diagnosis of child's difficulties, prescription of learning experiences, or evaluation of progress.
- Volunteers work under the direction and supervision of the teacher, director or program coordinator.
- Volunteers must keep to the regular schedule so that teachers can expect them at established times.
- Teachers must give volunteers specific directions for completing their task.
- Only when the teacher must be out of the room briefly will volunteers be asked to take charge of a class. A volunteer is not a substitute teacher.
- Volunteers are not allowed to show favoritism to children, their own or others.
- Volunteers must be safety conscious at all times and not request children to engage in activities that would endanger them.
- Volunteers must be able to maintain confidentiality.

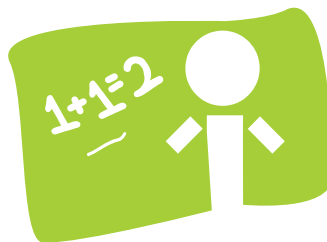
Despite the difficulties (legal and insurance restrictions) inherent in volunteer programs, the potential for positive contributions to the center are worth the effort required to initiate and sustain them. Check with your Local Conference Office of Education and state requirements regarding volunteers working in a center setting.

Teacher Appreciation Week

Ideas

Here are some popular activities Home and Center Associations conduct to show appreciation for teachers during this special week.

- 1 Something special is done for the teachers each day of the week.
- 2 Teachers are treated to lunch at a local restaurant while substitutes supervise classrooms.
- 3 Notes of appreciation or pictures collected from parents and children are given to the teacher in special sack or basket.
- 4 A banner hangs over entryway: "Teachers Appreciation Week- SUPER teachers work here."
- 5 Teachers are given an afternoon off, with substitutes filling-in (a good time for the children to make something for their teachers)
- 6 Breakfast is served to the staff at the morning worship.
- 7 An HCA "meeting" potluck supper to honor the teachers.
- 8 Decorate a bulletin board in honor of Teacher Appreciation Week.
- 9 Parents of students provide lunch for students and teachers.
- 10 Host a breakfast or luncheon for the teachers and staff.
- 11 Present teachers with flower arrangements, plants, small gifts or certificates to show your Home and Center Association's appreciation.
- 12 Plan a program to honor the teachers and staff.
- 13 Send a press release or a letter to the editor of your local newspaper highlighting the events your HCA will be holding during the Week.
- 14 The HCA can help children express their appreciation for teachers. Arrange times, room and volunteers to work with the children.
- 15 Select a teacher of the month during Teacher Appreciation Week.



Teacher Appreciation Cont...

- 16 Help students decorate a cake or cookies with words of appreciation. Work with groups of two or three children at a time. Discuss and list words for them to use. Serve the cake or cookies at a surprise party for the teacher.
- 17 Assist preschoolers in writing a "teacher appreciation recipe" which includes descriptive "recipe" ingredients that describe their teacher. Be sure to have a few samples written and a list of common recipe words for their use. Have the children present/read their recipes aloud to the teacher.
- 18 With the cooperation of the director, encourage children to produce a short video broadcast on the subject of teacher appreciation and the value of teachers. Allow the children to be creative. Assign a volunteer to oversee supervise the recording. The end result can be shown at the HCA meeting held in honor of their teachers during Teacher Appreciation Week.
- 19 Have the children make posters on a wall mural for the week. Give the children a theme on title to develop. Display the posters or mural throughout the center and church fellowship hall, if possible.



Resources

Home and School News is produced five times a year by the Upper Columbia Conference. It is filled with information and ideas for Home and Schools leaders by Home and Schools leaders. It could be used as a companion tool to the Home and Center Association Handbook. For a subscription write or call:

NAD Home and School News

PO Box 19039
Spokane WA 99219-9039
Tel. 509/ 838-2761

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Silver Spring, MD 20904-6600
Tel. 301/ 680-6447

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