

GFCC Parent Council Handbook

2025-2026





Mission Statement

The Greenwood Forest Parent Council, composed of parents or guardians of GFCC students, supports GFCC's philosophy, programs, and activities for the benefit of the GFCC community.

Purpose

- To encourage and coordinate volunteerism, communication, and parent education
- To provide supplemental funds for the school through various fundraising activities
- To foster a spirit of inclusion, cooperation, and community

Parent Council Structure

Membership

All parents and guardians of children enrolled in GFCC are automatically members of the GFCC Parent Council. There are no fees required to be a part of the Parent Council.

Meetings

General meetings are held on a regular basis on alternating days of the week to allow parents in all classes to attend. Notes will be taken during all meetings and distributed to all parents afterwards. Additional meetings may be required to plan and work on specific events.

Leadership Team

It takes many volunteers to make the Parent Council successful. A Leadership Team, composed of the following positions, provides oversight to the Parent Council at Large.

- Co-Chairs
- Secretary
- Treasurer
- Communications Coordinator
- Room Parent Coordinators
- Community Coordinators

These positions are appointed by the GFCC Director in the spring prior to the upcoming school year.



In addition, there are several other volunteer opportunities (committee chairs, room parents, etc.) which will be filled at the beginning of each school year based on interest forms completed by volunteers who would like to participate.

Room Parents

Room Parents help link the families with the classroom, educate families about happenings at GFCC, and encourage families to be involved. This is a great way to meet other parents and to get to know your child's teacher - no prior experience is needed.

Responsibilities include:

- Coordinate with your teacher and assist with class events.
- Assist in building a strong classroom community.
- Organize the class auction donation for Jingle Mingle.
- Coordinate and purchase group teacher gifts (optional, based on class preference).
- Forward emails from the teacher and Parent Council to families as needed.

Our goal is to have two Room Parents per classroom so responsibilities can be shared.

All Room Parents will be invited to attend a Room Parent 101 meeting at the beginning of the school year to learn more about their responsibilities for the role..

Community Team

The Community Team is responsible for encouraging the positive wellbeing of the GFCC community as a whole (students, parents/guardians, teachers, staff). They seek to do this through organizing socials throughout the year and coordinating one-on-one care for anyone experiencing hardships.

Events/Fundraising Overview

There are several events hosted by the Parent Council each year. Fundraising proceeds are split between the Dr. Bill Jones Scholarship Fund and an account which helps to supplement items needed for events.

At GFCC, we believe a preschool education and experience should be available to all children because we know intimately the value and impact can last long after they have outgrown us. It is for this reason, GFCC seeks to provide tuition assistance through the Dr. Bill Jones Scholarship Fund. It is funded solely through private donations and GFCC fundraisers; therefore, every year, we have a finite amount of resources to distribute. The Parent Council seeks to provide as much funding to this scholarship as possible.



Below you will find an overview of our signature events held each year. In addition, the Leadership Team is always looking for additional fundraising opportunities to help supplement our financial goals.

Spirit Nights

We partner with local restaurants to host Spirit Nights about once a month as a fundraiser. Restaurants will donate a part of their proceeds for a designated day and time.

Social Events

In an effort to build relationships within the GFCC community, we host socials on a regular basis. All are invited. Previous events have been end-of-year picnics, coffee dates, and Mom's Night Out.

Tears & Cheers

A social held on the first days of school to allow new and returning parents to meet and reconnect with other parents as they embrace their children's first day of school.

Jingle Mingle

The Jingle Mingle is a winter celebration party and a virtual auction held in December. We have several donated items that are raffled (basketball tickets, laptops, dining experiences, etc.). This is our signature fundraising event for the Dr. Bill Jones Scholarship Fund.

Love Bug Dance

Held in February, this is a fun opportunity to dance the night away with your little love bug. Join us for a special night of music, games, and lots of dancing!

Teacher Appreciation Week

Each Spring, we celebrate our teachers to show them how much they mean to our community. This committee plans the week including choosing a theme, coordinating daily themes and food, choosing a large gift to benefit all teachers, and asking for donations for the week.

Harris Teeter Together In Education

We participate in the Harris Teeter Together In Education program. If you are a frequent Harris Teeter customer, make sure to link your VIC card to our school (3625 GREENWOOD FOREST CHILDREN'S CENTER).