



Woodhaven School Resource Guide

Have a question? Not sure where to go? Use this guide to get started!

Electronic Resources

- Woodhaven School Handbook
 - Contains an abundance of information on our events, school policies, daily rhythms, conflict resolution and more.
 - Located on the Orientation page or on Google Drive
- Woodhaven Email Account
 - Account information will be emailed to you at the beginning of each school year to your personal email account.
 - Download the Gmail app so that you are able to access it on your phone as well.
 - Will be used to communicate current year information about your Parent job.
 - Check often
- Woodhaven Google Drive
 - Must access through your Woodhaven email address. When logged in, click on the upper right hand corner on 9 dots “Google Apps”, then click “Drive”.
 - Each email account has their own documents that have been created/shared in the past for each family job.
 - “My Drive” are files your email account has access to, and you can selectively share select documents with other people.
 - “Shared Drives” are a set of shared folders of files that everyone has access to depending on their family job.
 - Use the “Search Drive” feature to view current year and historical information. Especially helpful when beginning your parent job.
 - Can also download Google Drive app and sign in for mobile access.
 - Folders/files will be shared as needed on the Google Drive.
- Google Calendar
 - Must access through your Woodhaven email address. When logged in, click on the upper right hand corner on 9 dots “Google Apps”, then click “Calendar”.
 - Can also download Google Calendar app and sign in for mobile access.
 - Must use to sign up for family teaching & alternate days.
 - Use to view important school events, meetings, star child days, etc.
- Google Photos
 - Must access through your personal email account
 - Used to share school photos
- Family job description & Org chart
 - Documents will be emailed to your personal email account.
 - Refer back to as necessary throughout the year to make sure you are fulfilling your responsibilities.
 - Refer to in order to identify your team, who you report to, team lead.
- Family Teaching Documents/Video
 - Refer to on Google Drive or documents located inside the classroom, or emailed to you for family teaching questions.



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In-Person Resources

- Board Meetings
 - Held 1x per month to discuss school administration.
 - Only board members must attend, all community members are welcome to attend.
 - See Google Calendar for times/dates/location.
- All School General Meetings
 - Will be held throughout the year to discuss items such as beginning school, auction/fundraising procurement, trainings
- Team Lead
 - Questions/issues regarding your parent job
- Class Rep
 - Questions/issues regarding family teaching, class administrative questions, school gear.
 - Great place to start if you aren't sure who to talk to.
 - Please speak after school.
- Vice President or President
 - At anytime, we encourage you to reach out to the Vice President or President with any questions, comments, or concerns that you may have.
 - We will attempt to answer and resolve or we can connect you with the appropriate person.
 - Questions regarding the administration of the school, family responsibilities
- Treasurer
 - Questions regarding invoices, fundraising.
- Family Teacher for the day
 - Day of school questions/communications regarding your child, pick up/drop off, concerns, or changes.
- Teacher
 - Questions regarding curriculum, philosophy, teaching, child development.
 - Does not handle the administration of the school- please find the appropriate family job who can help you.
 - You may make an appointment or visit with the teacher during office hours (after school). Please do not expect to have a discussion at drop off - this is disruptive to our students and the daily rhythm.