

Butterflies Academy Volunteer Program

Empowering Young Minds Through Community Service

 14103 Saratoga Ave, Saratoga, CA 95070
 408-781-7874  info@butterfliesacademy.com

Information Guide

About Butterflies Academy

Our Mission

Butterflies Academy is dedicated to providing a nurturing, joyful learning environment where every child thrives academically and socially.

Our Values

- Community & Belonging
- Creative Learning
- Character Building
- Family Partnership



 **10+**

Years Serving Families

 **200+**

Students Enrolled

Why Volunteer with Us?

Volunteering at Butterflies Academy creates real impact — for students, families, and YOU.

Make a Real Difference

Support children's growth, confidence, and love of learning in meaningful ways.

Gain Valuable Experience

Build skills in education, childcare, event coordination, and community engagement.

Join a Warm Community

Connect with passionate educators, parents, and fellow volunteers who share your values.

Earn Service Hours

Receive official documentation of volunteer hours for school, college, or career purposes.

Express Your Talents

Contribute through art, music, tutoring, admin support, events, and more.

Inspire Future Leaders

Be a role model for the next generation — your presence truly matters.

Volunteer Roles & Opportunities



Classroom Assistant

Support teachers with daily lessons, reading groups, and hands-on activities.



Arts & Crafts Leader

Lead creative projects that develop fine motor skills and self-expression.



Music & Movement

Bring joy through song, rhythm, and movement activities for all ages.



Outdoor & PE Helper

Supervise and engage students during outdoor play and physical education.



Administrative Support

Assist with office tasks, filing, communications, and event planning.



Special Events Team

Help organize field trips, fundraisers, holiday celebrations, and showcases.

Volunteer Agreement, Consent & Release

Volunteer Agreement

I agree to follow Butterflies Academy's policies, maintain student confidentiality, and conduct myself respectfully at all times.

- No outdoor shoes are allowed in the classroom.
- Volunteers receive a **15-minute break after every 2 hours** of service.
- Volunteers are responsible for bringing their own snacks, lunch, and water.
- A **1-hour lunch break** is provided after **5 hours** of volunteering.

Photo & Media Release

Volunteers are not permitted to take photos or videos of children during their volunteer activities.



Liability Waiver

I understand that volunteering involves certain activities and I agree to hold Butterflies Academy harmless from any injury or loss sustained during volunteer service.

Schedule of Daily Activities

TIME	Daily Schedule
8:00 – 9:00 AM	Arrival & Child-Initiated Free Choice Activities
9:00 – 9:30 AM	Learning Centers & Creative Play
9:30 – 10:00 AM	Clean-Up & Morning Circle Time
10:00 – 10:15 AM	Bathroom Break & Handwashing
10:15 – 10:45 AM	Morning Snack & Outdoor Time
10:45 – 11:45 AM	Outdoor Exploration & Playground Activities
11:45 – 12:00 PM	Handwashing & Transition to Lunch
12:00 – 12:30 PM	Lunch & Outdoor Time
12:30 – 12:45 PM	Bathroom Break & Handwashing
12:45 – 1:00 PM	Mindfulness, Relaxation & Story Time
1:00 – 2:45 PM	Nap Time / Quiet Rest
2:45 – 3:00 PM	Wake-Up & Nap Area Clean-Up
3:00 – 3:15 PM	Bathroom Break & Handwashing
3:15 – 3:45 PM	Afternoon Snack & Outdoor Time
3:45 – 4:45 PM	Outdoor Exploration & Playground Activities
4:45 – 5:00 PM	Bathroom Break & Handwashing
5:00 – 5:15 PM	Learning Centers, STEM & Creative Play
5:15 – 5:30 PM	Quiet Activities, Family Pick-Up & Departure

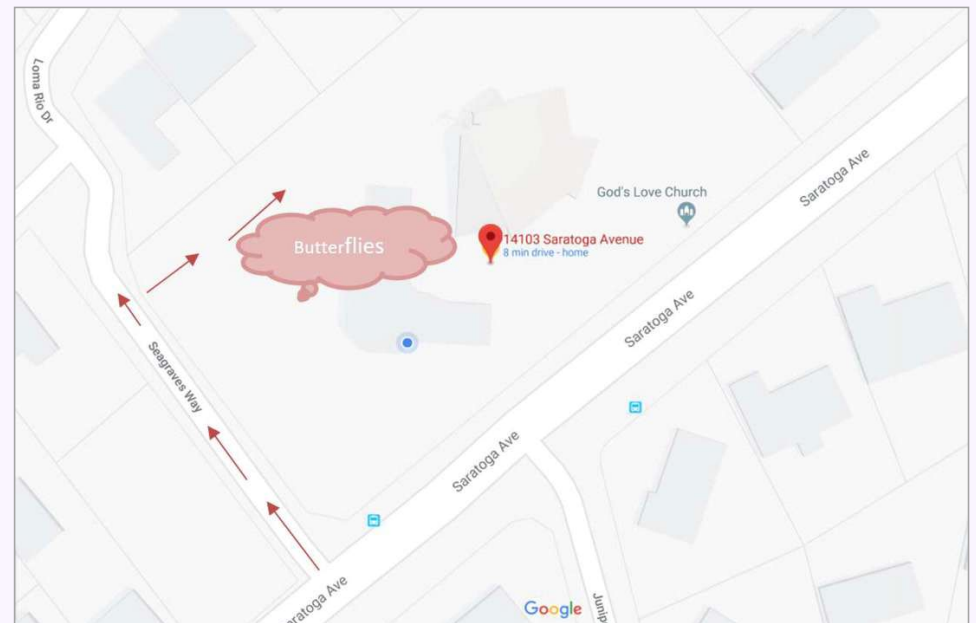
How to Find Us?

Directions to Butterflies Academy

Please follow the directions below to find us:

Butterflies Academy and its parking lot are located **behind Immanuel Lutheran Church**. Access the school from the **south side of the church via Seagraves Way**.

Look for the **Butterflies Academy sign** at the **second parking lot entrance on Seagraves Way**. Our parking lot is located at the back of the church. We look forward to welcoming you!



Ready to Make a Difference?

We'd love to have you join the Butterflies Academy volunteer family!

1

Complete the Application

Fill out all sections of this volunteer application form but page 9, completely and legibly.

2

Submit Your Form

Email to
info@butterfliesacademy.com.

3

Volunteer Hours Log

Will be completed by the supervisor at the end of your volunteer service.

4

Thank You!

Thank you! You will receive a thank-you letter recognizing your service and contribution.

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