

Brentwood Nursery School Society Parent Jobs Outline



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Introduction

The Parent Jobs Outline provides details about the specific responsibilities required for each parent job at our preschool. Please refer to the Parent Manual to learn more about parent participation and the importance of the parent jobs. Go to <http://www.brentwoodpreschool.com>, click “Registration” then scroll down to “Downloadable Forms”.

Parent Job Policy & Roles

As an independent preschool that relies on parent participation for the school to run smoothly, each family is assigned a job for each child they have attending. There are many types of parent jobs and each requires different time commitments. Time commitments vary from monthly to weekly and some are daily. Some jobs run for only a portion of the year and others run the whole year.

Parents must fill out a job preference form during the registration process. Every effort is made to ensure you are given a job of preference; however, it cannot be guaranteed. Each job is necessary and mandatory for continued enrolment. Please be aware that jobs will be filled to accommodate school needs and you must be prepared to fulfill any job that you are assigned.

You will be contacted (after registration) via email or phone about the job you have been assigned. You will also receive an email providing details about your job. You will be required to confirm that you have received this email.

It is the parents’ responsibility to complete their jobs adequately. If jobs are not performed, your child may be asked to leave the school.

Parent Job Opt-Out

We understand that it can be challenging for some families to take on a parent job at the preschool. As an alternative, we offer the option to opt-out of your parent job. However, there is limited availability so this will be determined by a lottery. There is a fee attached to opting out of a parent job. This fee will allow the preschool to hire outside help to fill the parent jobs that have been eliminated. The opt-out fee for 2017-2018 is \$400 (equivalent to \$40/month during the preschool year).

If you wish to opt out of a parent job, please indicate this on your registration forms on the “Parent Job Preferences” page. Your request to opt-out must include a cheque for the \$400 opt-out fee. Should you not be eligible to opt-out, your cheque will be returned to you at the end of September. We also still require you to fill out your list of preferred jobs because, should you not be selected for an opt-out, we will need to assign you a parent job.

Parent Job List

Category 1 - Administration, Finance & Registration

Executive Positions

Co-Presidents (2)

Co-Vice Presidents (2)

Secretary (1)

Treasurer Accounting (1)

Treasurer Assistant 1 (1)

Treasurer Assistant 2 (1)

Registrar 1 - Registration Packages (1)

Registrar 2 - Waitlist (1)

Class Representatives (4)

Non-Executive Positions

Grant Coordinator (1)

Treasurer Assistant 3 (1)

Category 2 - Parent Meetings and Communications

General Meeting/Parent Education Coordinator (1)

Host/Hostess (4)

Web Administrator (1)

Alumni Coordinator (1)

Marketing Coordinator (1)

Year End Social Committee (5)

Category 3 - Facilities and Classroom Support

Supplies & Equipment (1)

Scholastic Books and Mail (1)

Play Dough (2)

Library Parent (1)

Handy Person Coordinator (1)

Handy Persons & Yard Maintenance (4)

Laundry & Sewing (2)

Christmas Bureau Coordinator (1)

Floors, Carpets, Blinds & Windows (4)

Category 4 - Fundraising

Fundraising Assistant (1)

Silent Auction Coordinator (2)

Silent Auction Assistant (15)

Fall Fundraiser Coordinator (1)

Fall Fundraiser Order Persons (4)

Parent Job Descriptions

CATEGORY 1 – ADMINISTRATION, FINANCE AND REGISTRATION

EXECUTIVE POSITIONS

The members of the executive committee are parents who have volunteered to serve on the committee. Being a part of the executive is incredibly rewarding. Executive members play a direct role in making important decisions for the preschool.

The responsibilities of the executives are to:

- Represent the parents.
- Work with the teachers to ensure a safe and enjoyable learning environment.
- Oversee the administrative aspects of the preschool.

These positions are filled in the same manner as all other volunteer job positions are filled. Indication of interest should be noted on the Parent Job form during registration.

*Please note: Due to conflict of interest, parents that are teachers and relatives of teachers may not request executive positions.

Co-President

Time Frame: August to August.

Intensity and Time Commitment: The workload ebbs and flows with the school year. The intensity tends to be higher in September and when there are any major projects happening at the school.

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Work collaboratively with and act as liaison between the executive team, teachers and parents.
- Guide and direct the executive committee.
- Act as chairperson of executive and general meetings.
- Oversee scheduling of important dates including meetings, holidays, etc.
- Liaise with other executive members as needed.
 - For example, working with Treasurer I to set up a yearly budget, requesting cheques from Treasurer II for expenses, helping organize the registration process.
- Provide the registration team guidance with edits to registration documents.
- Attend to preschool mail and operating paperwork and expenses.
 - For example, being in contact and/or ensuring bills are paid with Fraser Health Authority, Burnaby School Board, utility companies, insurance companies, Ministry of Finance, etc.
- Organize, oversee and keep on task the various committees and teams throughout the school year.
- Oversee special jobs and projects - including contacting with reminders, scheduling, attending meetings as needed, opening and closing the preschool.
- Assign parent jobs, update parent manual and website content.

- Re-evaluate operating procedures (for example, registration, payroll).
- Collect mail over the summer months.

Co-Vice-President

Time Frame: August to August.

Intensity and Time Commitment: The workload ebbs and flows with the school year. The intensity tends to be higher from September to November, in the ramp up to the Silent Auction. The Silent Auction usually happens in late November/early December.

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Liaise with other executive members.
- Oversee grant and alumni coordinators.
- Liaise with marketing coordinator.
- Respond to family suggestions for fundraisers.
- Evaluate fundraising possibilities.
- Communicate fundraiser information to the preschool community.
- Maintain the VP binder and Office365 account (vicepresident@brentwoodpreschool.com).
- **Mandatory Fundraiser:** In August, contact supplier for guaranteed cookie/pie delivery date; collaborate with mandatory fundraiser coordinator to ensure they connect with mandatory fundraiser reps and determine order deadlines and ensure communication with preschool families; on delivery day, assist class fundraiser reps to distribute orders.
- **Silent Auction Fundraiser:** In August, contact silent auction coordinator and ensure they connect with their committee to book venue and solicit auction items; assist where necessary and attend meetings as needed.
- **Purdy's Fundraiser:** Contact Purdy's to set up Christmas and/or Easter campaigns then coordinate the delivery date and distribution with the fundraising assistant
- **Class Photos:** Book photographer and coordinate dates with teachers.
- **Mabel's Labels:** Check account with Mabel's Labels (ongoing fundraiser); email instructions for online ordering; track account status and ensure cheques (mailed to the preschool) are provided to the Treasurer.
- **COBS:** Contact COBS Brentwood location to deactivate account in June and re-activate account in September.
- **Optional Fundraisers:** Arrange, advertise, and set up optional fundraisers as necessary through the year (Panago pizza vouchers, mini photoshoots, or any other opportunities).

Secretary

Time Frame: August to June.

Intensity and Time Commitment: Much of the work is done during and just after the monthly executive meetings.

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Attend all executive meetings and takes minutes.

- Must attend annual general meeting and take minutes.
- Participate in executive meeting business/discussions.
- Compile and distribute meeting minutes.
- Post meeting minutes at the preschool entrance for parents to review.
- Maintain a minutes binder in the school's office.
- Perform clerical duties for the executive committee.
- Maintain the online school calendar with important dates.
- Act as the Co-Presidents' assistant.
- Produce a list of spreadsheets for the executive team and teachers.
- Maintain and updates binders as needed.
- Assist on registration document drop off day.

Treasurer Accountant

Accounting/bookkeeping experience recommended.

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: Intense between beginning of September to the end of November. Budget and financial statements are required for gaming grant submission.

- Gaming grant due Nov 30 - 4 hours to collect information and submit online.
- Child care operating fund (CCOF) - due on the 10th of every month - 1 hour
- BC Child Care Funding Agreement (BCCFA) - once a month - 1 hour/per child
- Child care subsidy - once a month - 1 hour/per child
- WCB once a year in March (must be done or the Preschool is penalized)

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Liaise between hired accountant and Executive Committee
- Present financial and budget report to parents at the October and May General Meeting.
- Gaming Account Summary Report, application for Community Gaming Grant and other items as required.
- Submit Child Care Funding Agreement as required.
- Work with hired accountant to prepare payroll information for subsidy.
- BCCFA - submit supported child development funding as required.
- Check mailbox frequently (heavy mail at the beginning of the school due to school closure for the summer).
- Expect time sensitive mail from the gov't which need to be addressed ASAP.
- Scan and email mail to hired accountant as needed.
- Scan and organize documents in SharePoint drive; once saved, shred/destroy hard copies.
- Ensure that past accounting documents are stored or shredded as needed.
- Check treasurer@brentwoodpreschool.com email account daily

Treasurer Assistant 1

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: Biweekly bank visits and constant data entry.

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Bi-weekly visits to the bank to make deposits.
- Keep a detailed computer record of all deposits and cheques from families for tuition, fundraising, and school activities.
- Produce, distribute and mail annual tuition receipts to families for income tax purposes.
- Produce donation tax receipts.
- Submit detailed spreadsheet of all deposits to the hired accountant monthly.
- Check mailbox frequently.
- Check deposits@brentwoodpreschool.com email frequently

Treasurer Assistant 2

** Please note that we are changing the role next year as we are hiring on an outside accountant to oversee aspects of this job. This description will be reduced for the upcoming year **

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: Usually busy at the start and end of the school year. There are monthly invoices to be paid on time. The Treasurer expects all the month's receipts, invoices and stubs to be verified and in order.

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Write, sign and (if necessary) mail cheques for the preschool, including unpaid invoices, requests for reimbursement, other requests from the Co-Presidents and the executive, teachers (Canadian Springs, Telus and Hydro are automatic withdrawals).
- Collect all invoices, expense reports, receipts (originals), cheque request forms.
- Paperwork is filed in the Treasurers' box; must look in the box on a continual basis to retrieve all the paperwork.
- All of the paperwork and cheque stubs are to be verified and forwarded to the Treasurer on a monthly basis (usually given at the executive meetings or arrangements are made to forward another time).
- Make contact with other members of the executive who have signing authority as the cheques always require two signatures.
- Attend to some time sensitive monthly invoices.
- It is necessary to have all the month's receipts, invoices and stubs to be verified and in order.
- Verify everything pertaining to a cheque that will be debited from the preschool's general and gaming account.
- Must keep both cheque books all year round in a safe spot at their residence. It is not stored at the preschool. The Treasurer 2 should always bring the cheque books to the executive and general meetings. Cheques are usually written and co-signed then.

Registrar 1 - Registration Packages

Requires exceptional communication skills and **MUST** speak English fluently and clearly.

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: Constant emails and phone calling during registration time. Other times arrangements need to be made for delivery of registration packages and cheques. Check voicemail messages every other day, answer enquiries weekly/daily, attend registration document drop off day.

Specific tasks include (but not limited to):

- Required to attend monthly executive and general meetings.
- Is provided an email/binder from the co-presidents with essential information.
- The main responsibility is to organize and oversee registration.
- Must work collaboratively with the Registrar 2 and share tasks when one or the other is busy with another task.
- To keep the executive committee informed of any changes in the class list.
- Use the registrar@brentwoodpreschool.com email for all registration correspondence.
- Check in with registrar team via meetings (by phone or in person).
- Prepare/edit registration documents posted on the Brentwood Nursery School website.
- Work with the teachers to conduct open houses for prospective families in mid/late fall and late winter/early spring.
- Call families to offer spots for the current school year and up coming school year.
- Organize and conduct registration document drop off day
- Work along with Registrar 2 to create the class list for the following year.
- Send confirmation letters for all incoming students.
- Check the registrar's box in the cubby room for any registration documents that have been dropped off.
- Oversee the withdrawal process prior to and during the school year.
- Contact families on wait lists to fill spots if a withdrawal has occurred and meet up with families individually to collect the registration package.
- Pass the registration cheques to the Treasurer's Assistant 1 for deposit.

Registrar 2 - Waitlist

Exceptional communication skills required and **MUST** speak English fluently and clearly.

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: Requires constant attention: respond to enquiries weekly/daily, attend registration document drop off day.

Specific tasks include (but not limited to):

- Required to attend monthly executive and general meetings.
- Is provided an email/binder from the co-presidents with essential information.
- Work collaboratively with Registrar 1 and share tasks when one or the other is busy with another task.
- Use the registrar@brentwoodpreschool.com email for all registration correspondence.
- Promptly respond to phone/email/voicemail enquiries regarding the preschool registration process throughout the year.
- Organize and maintain waitlists on the registrar's online folders.
- Check the registrar's box in the cubby room for any registration documents that have been dropped off instead of emailed.
- Maintain the files outside the school with fresh copies of waitlist and registration documents as needed (during the summer months as well).

- Supply Registrar 1 with names from the waitlist to fill preschool spots.
- Work as a team and regularly communicate with the registration team throughout the year.
- Assist with organizing and conducting registration document drop off day with Registrar 1.
- Recruit new students.
- Assist Registrar 1 with filling vacancies throughout the year.

Class Representatives

Time Frame: August to June.

Intensity and Time Commitment: Constant throughout the school year. Extra time is required at certain points of the year (e.g. to coordinate teacher gifts at Christmas and end of year).

Specific tasks include (but not limited to):

- Required to attend monthly executive and general meetings.
- Is provided an email/binder from the co-presidents with essential dates, procedures and lists.
- Act as liaison between families, teachers and the executive committee
- Be aware of all preschool procedures (i.e. be familiar with the parent manual which outlines details about how the preschool runs), special events, fundraisers, and general information about the school to be able to answer/track down answers to questions from parents in your class.
- Generate the monthly duty day calendar for parents and email out by the 15th of each month; the calendar needs to include all birthdays of the students for that month, special events occurring at the preschool, pro-d days, holidays, and meeting dates.
- Post the duty day calendar in the cubby room.
- Ask questions on behalf of the families in your class and/or clarifying procedures etc.
- Answer emails from parents regarding classroom/preschool procedures.
- Answer occasional phone calls from parents regarding duty days or other last minute questions.
- Contribute to executive by giving input/feedback from current families about current procedures and look at ways to improve/move the preschool forward.
- Liaise with other executive members as needed (e.g. if a family wants to withdraw, the class rep may help by contacting the registrar and asking questions on behalf of the family).
- Distribute information, when asked, by other committees (e.g. sending emails on behalf of the silent auction committee or urgent messages on behalf of the co-presidents).
- Send email reminders about events/meetings when asked by the teachers (e.g. bring certain documents to the GM).
- Sell tickets for fundraisers and answer questions about special events.
- Organize group gifts for teachers at Christmas, end of the year, etc. depending on the feeling from the families.
- Help, upon request, as needed at general meetings (e.g. collect information/documentation from families).
- Contact families in August introducing yourself and your role as class rep.
- Contact families in late August/first week of September to ask for information regarding duty day preferences and begin assembling calendar ASAP.
- Arrive 20 minutes early at parent orientation meeting in September to meet the families in your class, take attendance, and assist with administrative tasks (e.g. hand out and collect contact information cards).
- Optional: Administrate a WhatsApp group (or similar) for the class parents.

NON-EXECUTIVE POSITIONS

Grant Coordinator

Time Frame: September to June.

Intensity and Time Commitment: The time required to research grant funding opportunities is an ongoing activity for the grant coordinator. The time to submit a grant application takes a few days to a week's time depending on the amount of work required to prepare the grant application. Completing grant applications by the application deadline can be intense.

Specific tasks include (but not limited to):

- Research grant opportunities over the internet and understand what the funders' eligibility requirements are to assess if the preschool is eligible to apply.
- In October general meeting, ask families to inquire if their workplaces offer any employee grants for volunteer hours (duty days and parent jobs count as volunteer hours).
- Coordinate and assist with any workplace grants
- Keep in contact with granting organizations to stay aware of grant deadlines and understand better who the granting organization is supporting.
- Complete the grant applications and submit them.
- A minimum of four grant applications must be completed and sent each year.
- Strong written and spoken English skills required.
- An understanding of the granting cycle is helpful.
- Maintain a binder detailing different grant opportunities.

Treasurer Assistant 3

Must have access to computer, internet and know how to use Excel. Strong English language skills needed and some bookkeeping or similar knowledge an asset but not necessary.

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: 1-2 hours a month, some months being busier than others.

Specific tasks include (but not limited to):

- Assist the Treasurer and Assistants with monthly duties.
- Submit monthly invoices for child care subsidy, child care operating fund.
- Bi-weekly payroll.
- Process tax receipts.
- Data entry.
- Report to the Treasurer.

CATEGORY 2 - PARENT MEETINGS AND COMMUNICATIONS

General Meeting/Parent Education Coordinator

Time Frame: August to June.

Intensity and Time Commitment: Approximately an hour a month for reminder emails. Approximately 3 hours spent on guest speakers correspondence and scheduling. Be present before and after the meetings to oversee setup and clean up.

Specific tasks include (but not limited to):

- Coordinate and assist at the September parent orientations and the general meetings (third Tuesday of October, February, April and May).
- Coordinate the Host/Hostess families and any other families with jobs related to the meeting.
 - Meet with the Host/Hostess families prior to the first meeting they are responsible for and ensure they understand the expectations for setup/clean up, know where needed supplies are, etc.
 - Contact the Host/Hostess to remind them of their duties one week prior to the meetings and provide them with a grocery list to restock.
 - Arrive about 20 minutes early prior to each meeting to oversee setup.
- Provide the principal of Brentwood Elementary School a list of dates and times of general meetings so arrangements can be made to pick up the chairs from the elementary school custodian.
- Send a reminder email to all families one week prior to each meeting (contact the co-presidents for the email list for all families).
- Send a general meeting reminder email to all parents one week prior to the meeting.
- Post emergency babysitting sign-up sheet one week prior to the meeting at the preschool for babysitting services during general meetings and finds the babysitter(s).
- Responsible for finding guest speaker (for the April meeting).
 - Contact Treasurer Accountant for budgeted amount for speaker and supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the "Treasurer" box in the cubby room).
- Contact teachers for suggestions for suitable speakers.
- Stay 20 minutes afterwards to oversee clean up (the space should be left in the same or better condition than it was found in).

Host/Hostess

Time Frame:

Two (2) families will host meetings in the first half of the year (two parent orientation meetings in September and one general meeting in October).

Two (2) families will host meetings in the second half of the year (general meetings in February, April and May).

Intensity and Time Commitment: 20-25 minutes before and after for setup and clean up of each meeting. Requires some lifting and moving of furniture.

Specific tasks include (but not limited to):

- Each family will be responsible for three general meetings (third Tuesday of the month).
- Organize, obtain and return the chairs from Brentwood Elementary (some heavy lifting required to push the chairs).
- Arrive 20 minutes before the meeting to set up the room and make coffee and tea.
- Remain after the meeting to clean up the room and throw out garbage.
- Solicit parents for 50/50 draw during the meeting.
- Make coffee/tea for meetings.
- Buy supplies including coffee, tea, sugar, cream, disposable cups, etc. when needed.
 - Contact Treasurer Accountant for budgeted amount for supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).

Web Administrator

Time Frame: August to June, including limited activity during the summer months.

Intensity and Time Commitment: Regular maintenance duties throughout the year. Extra time required on an “as needed” basis if computer troubles arise, on request from the executive committee and teachers, and when documents and other changes need to be uploaded to the website.

Specific tasks include (but not limited to):

- Must have web experience.
- Is provided with a file of essential code and data to edit the website.
- Administrator for Office 365 email accounts and files.
- Import contacts annually using PowerShell scripts (usually done in August).
- Work closely with teachers and registrar team for updates to website.
- Communicate with members of the executive and teachers.
- Be available before or after class to help teachers with any computer or network related problems.
- Update calendars online.
- Post general meeting minutes.
- Post samples of artwork and other documents as required.
- Review/amend the website at the start of the school year and at the end of the school year.
- Review the website monthly and amend as needed.

Alumni Coordinator

Time Frame: September to June.

Intensity and Time Commitment: Email families for fundraisers, registration and as requested by the executive.

Specific tasks include but are not limited to:

- Alumni Point Person
 - Email the preschool alumni to inform them of the fundraisers and events as well as other preschool information such as registration info and deadlines.

- Collect funds and tally orders for alumni orders.
- Help out on delivery day for mandatory fundraiser and distribute alumni orders.
- Maintain the MailChimp email list in August/September from previous year's class lists (coordinate with VP's)
- Use MailChimp to send out e-newsletters to alumni.

Marketing Coordinator

Social-media savvy and an eye for design would be an asset.

Time Frame: August to June.

Intensity and Time Commitment: approximately an hour or two a month doing posts on Social Media, with more work needed around creating advertisements for Open Houses, and Hat's Off Day.

- Advertising
 - Look for different advertising opportunities for the school.
 - Work with executives and teachers about design of any ads.
- Social Media
 - Update the content on the Facebook page with upcoming fundraisers/events, artwork, early educational resources or announcements.
 - Work with the Executive, Teachers and Families for updates/content for social media
 - Manage and collect pictures, anecdotes for Instagram page and Facebook
- Look for opportunities or strategies to increase Preschool's presence in social media
- Generate posters and flyers for advertising opportunities (Hat's Off Day, Open Houses, etc), distribute flyers to local community event boards, sandwich board outside preschool with assistance from Executive Committee.

CATEGORY 3 - FACILITIES AND CLASSROOM SUPPORT

Supplies and Equipment

Access to a vehicle is required.

Time Frame: September to June.

Intensity and Time Commitment: Required to do monthly shopping.

Specific tasks include (but not limited to):

- Make purchases for the teachers and preschool as required.
 - Contact Treasurer Accountant for budgeted amount for supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- Is advised by the teachers.
- Is provided lists of items the school requires.
- Access to a vehicle is required.

Scholastic Books & Mail

Must have access to a computer and internet.

Time Frame: September to June.

Intensity and Time Commitment: Mail pick up 2-3 times a week, process monthly orders.

Specific tasks include (but not limited to):

- Distribute monthly Scholastic flyers.
- Collect orders and then deliver the order to students.
- Pick up mail 2-3 mornings a week from the office of Brentwood Elementary School and deliver it to the preschool.

Play Dough

Time Frame:

One (1) family will make play dough for the months of September to January.

One (1) family will make play dough for the months of February to June.

Intensity and Time Commitment: Takes about 20 minutes, twice a month.

Specific tasks include (but not limited to):

- Make and deliver play dough twice a month (or more, as needed - see teachers for schedule).
- Purchase ingredients (check with teachers about cream of tartar - they may have some on hand).
 - Contact Treasurer Accountant for budgeted amount for supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).

The recipe traditionally used at Brentwood Preschool:

- 4 cups of flour
- 4 cups of water
- 1 cup of salt
- 4 tablespoons of cream of tartar
- 4 Tablespoons of cooking oil
- Food colouring

Mix dry ingredients, add color, water and oil. Cook over medium heat and stir about 3-5 minutes. It will look like a “globby” mess and you will be sure it’s not turning out but it will. When it forms a ball in the centre of the post, turn out and knead on a lightly floured surface. Store in an airtight container or plastic bag. Deliver to school.

Library Parent

Time Frame: September to June.

Intensity and Time Commitment: Monthly visits to the library to pick up and drop-off books.

Specific tasks include (but not limited to):

- Go to the public library once a month to pick up and return books. The teachers will provide a list of books to be picked up and the librarian will help in searching.
- The books at the preschool are to be catalogued so that there is a system in place for families to borrow them.

Handy Person Coordinator

Construction/trades experience an asset.

Time Frame: August to June.

Intensity and Time Commitment: Will be called upon periodically to complete minor repairs around the school and/or work as a team to complete large jobs. At times, will require daily contact with executive members and/or teachers by phone or email. Generally, 1-2 hours a month.

Specific tasks include (but not limited to):

- Liaise with the teachers and executives about the jobs that needed to be done around the school.
- Conduct a thorough inspection of the school in September (inside, outside, on top and below) to discover any repairs or problem spots.
- Act as an advisor to the executive committee on building maintenance issues that may arise during the year and coordinate with any outside contractors hired to work on the preschool.
- Maintain a maintenance folder of the past and current work done to the preschool.
- Coordinate and delegate jobs with/to the Handy Person team as needed.
- Purchase materials if needed, to complete repairs.
 - Contact Treasurer Accountant for budgeted amount for supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).

Handy Persons & Yard Maintenance

Construction/trades experience an asset.

Time Frame: August to June.

Intensity and Time Commitment: May be called upon periodically to complete minor repairs around the school and/or work as a team to complete large jobs. Generally, 1-2 hours a month.

Specific tasks include (but not limited to):

- Respond to handyperson co-ordinator email assignments of various tasks.
- Maintain and make minor repairs to the preschool: replace lighting, clean gutters, soft sweep of roof, check condition of roof for leaks, change bulbs, replace plants, etc.
- Clean furnace filter monthly and replace it when needed.
- Shovel snow (if required).
- Shut off exterior water supply at end of fall to prevent pipes from freezing and bursting (see teachers for location of shut off valve).
- Check the crawl space twice a year for leaks.
- Handypersons should have access to a ladder as the preschool does not have one.
- Maintain the outside space: mowing lawn, trimming plants, weeding.

Laundry & Sewing

Washer, dryer, sewing ability, and sewing machine required.

Time Frame:

One (1) family will do laundry and sewing for the months of September to January.

One (1) family will do laundry and sewing for the months of February to June.

Intensity and Time Commitment: Weekly pickup and drop-off of laundry and time to do the laundry.

Specific tasks include (but not limited to):

- Take home and wash school laundry (play clothes and towels) once per week or as requested by the teachers.
- Bleaching of laundry may be required if musty towels have been sitting in bag for an extended period.
- Small sewing projects as requested by the teachers.
- Purchase fabric and other sewing supplies as needed.
 - Contact Treasurer Accountant for budgeted amount for supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the "Treasurer" box in the cubby room).

Floors, Carpets, Blinds and Windows

Note that you will not be able to bring your child so please be sure to arrange for childcare.

Time Frame: August, December and March.

Intensity and Time Commitment: 4 - 6 hours, 3 times per year.

Specific tasks include but are not limited to:

- Clean (scrub with machine, mop, and dry) and wax the floors.
- Wash the venetian blinds.
- Clean the windows (inside and out).
- Purchase all supplies and rent & return required equipment (a heavy duty scrubber/buffer).
 - Contact Treasurer Accountant for budgeted amount for supplies and rental.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- You will be provided with instructions on how to clean the floors, blinds and windows.
- Moving heavy furniture is required.

Christmas Bureau Coordinator

Access to a vehicle required for delivery day(s).

Time Frame: Approximately 10 hours over November/December.

Intensity and Time Commitment: Time and organization required becomes more intense as the pickup and delivery date approaches.

Specific tasks include (but not limited to):

- Coordinate with the Christmas Bureau Good Neighbour or similar program. *
- Register the preschool as a sponsor (around end of Oct), wait for Burnaby Christmas Bureau to set you up with a family (we usually sponsor 2 families with children and they usually let you know by middle of Nov).
- Call both families to find out specific items they would like and where they shop and arrange a date to drop off the items. The preschool usually donates \$75 dollars to each family towards a grocery card. You will have to pay for it in advance.
 - Contact Treasurer Accountant for budgeted amount.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- Send an email out to all the preschool families and let them know the families we are sponsoring (first names only out of respect and confidentiality to the families) and the items they are requesting.
- Have two large boxes wrapped in Christmas paper in the cubby room (labeled “Family A” and “Family B” with families’ wish lists). There should also be a large envelope for cash if parents prefer to donate money.
- Pick up items from each box on a weekly basis and (optional) wrap them and label them.
- Put all the wrapped items for the families in a Christmas sack and leave the remainder (such as canned foods, baskets etc. in the wrapped Christmas box).
- Write a card on behalf of the preschool and enclose the grocery card and any other gift cards inside the card.
- Deliver to both families. Arrange for a helper to go with you if necessary - boxes can be very heavy!

* If the Christmas Bureau is having trouble setting you up with families, consider approaching the principal at Brentwood Park Elementary for a local community family to support.

CATEGORY 4 - FUNDRAISING

Fundraising Assistant

Time Frame: September to June.

Intensity and Time Commitment: 4-6 hours per fundraiser, 2-3 times per year.

Specific Tasks included but not limited to:

- Reports to and works with the Co-Vice Presidents.
- Assists with following up with families who have signed up for non-mandatory fundraisers
- Assists on-location on the day of the fundraisers (i.e. for Fall or Spring Family Photoshoot, mandatory fundraiser)
- **Purdy's Fundraiser:** Contact Purdy's to determine delivery date and advise families for online ordering as well as deadlines; sort and distribute orders when they arrive

Silent Auction Team

Time Frame: August to December (some solicitations for donations will need to start in August).

Intensity and Time Commitment: Constant for 3 months, biweekly meetings, team is required to solicit a large portion of the donations for the evening. All team members (including partners) will be required to help on the night of the Silent Auction

Silent Auction Coordinators

Strong organization skills and event planning experience an asset.

Specific tasks included but not limited to:

- Works together as a team to coordinate the Silent Auction Assistants and organize the event.
- See Vice-President for binder and access to Office365 accounts for team.
- Liaises with the Vice President for direction.
- Sets meeting times/places for committee.
- Delegates jobs to the committee members.
- Books venue for the event.
- Organize the refreshments and finger foods to serve at the venue.
- Organizes donations from preschool families.
- Manages all expenses for the event and submits receipts to Treasurer Assistant 2.
 - Contact Treasurer Accountant for budgeted amount for event expenses.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the "Treasurer" box in the cubby room).
- Coordinates transactions for the event with Treasurer 1 & 2
- Maintains the Silent Auction Binder, and Excel list of past donors and other donation opportunities
- Passes Donation Receipts over to Treasurer 1 after the event.
- Works with the team to brainstorm ideas for the event.
- Manages the online auction site as well (optional).
- Coordinate design and distribution of thank you cards to vendor upon conclusion of the event.

Silent Auction Assistants

Strong English skills an asset.

Specific tasks included but not limited to:

- Expected to attend all meetings with the team to plan the silent auction event and participate equally in effort, but tasks may be subdivided and assigned to smaller subgroups.
- All committee members are expected to solicit donations for the silent auction including, filling out online donation requests, e-mailing, calling and/or visiting businesses and individuals using contact information from previous years.
- Coordinates pickup/drop-off of donations as a team.
- Organizing, wrapping donations before the event.
- Prepare bid sheets, tent cards and other informational signs for the event.
- Decide on and organize the refreshments and finger foods to serve at the venue.
- Organize any décor items as needed.
- Set-up and break-down of silent auction venue.
- All members are expected to be at the event to help make it run smoothly and perform such jobs as ticket sales, servers, activity supervision, master of ceremony.
- Help coordinate online auction, if any.
- Prepare tent cards, bid sheets, and informational signs for the evening.
- Help design, distribute thank you cards and tax receipts after conclusion of silent auction event.

Fall Fundraiser - Mandatory Fundraiser

Requires some physical work. Knowledge of Excel an asset.

Time Frame: Most of September (as we have recently decided to reduce fundraisers, this fundraiser may shift to a little later in the fall).

Intensity and Time Commitment:

Medium for three weeks then high for one week span:

- Three weeks of emailing class families to fill out their order sheets and answer questions.
- One week of consolidating all the orders and distributing the orders.
- The day of distributing orders takes about 5 hours and involves both parents for unloading and organizing pie boxes and cookie sheets.

Fall Fundraiser Coordinator

Specific tasks include but are not limited to:

- Coordinate the team.
- Prepare order forms to be distributed at the first general meeting.
- Answer questions and communicate important dates to the families (via email).
- Prepare global order and liaise with the company and organize distribution on delivery day.

Fall Fundraiser Order Persons

Specific tasks include but are not limited to:

- Email order forms, descriptions and reminders to your class families about the fundraiser.
- Discuss the fundraiser at drop off and pick up.

- Consolidate the orders by Excel spreadsheet.
- Collect cheques for the orders from families.
- Call families that have yet to submit their orders.
- On day of delivery, unload delivery van and organize cookies and pies to distribute to families coming to pick up (5 hours).