

# Brentwood Preschool Society Parent Jobs Outline



[www.brentwoodpreschool.com](http://www.brentwoodpreschool.com)

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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 required to contribute to our community by either having a parent job, a support role, or EC position. There are many types of parent jobs, and each requires different time commitments between monthly to weekly. Support roles require parents to support fundraising events within the community, or to support teachers with classroom. Some jobs run for only a portion of the year, while others for the whole year. Each job offers opportunities to work with other parents, as parents may share a job when necessary.

Parents complete a community contribution survey during the registration process. Every effort is made to ensure your contributions (jobs or tasks) will match your preferences; 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. Refer to the Parent Job Outline document for complete descriptions of each Parent Job. Example tasks are listed below, with changes and updates as needs arise.

After registration, you will be emailed about your assigned job and the details of this job, you are required to confirm that you have received this email and your job assignment. Each family has a responsibility to complete their jobs and tasks adequately. Job descriptions include specific accountabilities to other positions, and parents are asked to work together to ensure the work can be completed smoothly. If jobs and tasks are not performed, your child may be asked to leave the school.

## Parent Job List

Number in brackets after job title indicates number of families needed in each role.

### CATEGORY 1 – EXECUTIVE POSITIONS - ADMINISTRATION, FINANCE AND REGISTRATION

Co-President (2)  
Co-Vice-President (2)  
Co-Secretary (2)  
Co-Treasurer Accountant (2)  
Treasurer Assistant 1 (Deposits and Tuition) (1)  
Treasurer Assistant 2 (Payables) (1)  
Registrars (2)  
Operations (1)  
Class Representatives (4)

### CATEGORY 2 – ADMINISTRATION, FINANCE, REGISTRATION

Registrar Assistant – Criminal Record Check (1)  
IT Administrator (1)  
Subsidies (1)

### CATEGORY 3 - FACILITIES AND CLASSROOM SUPPORT

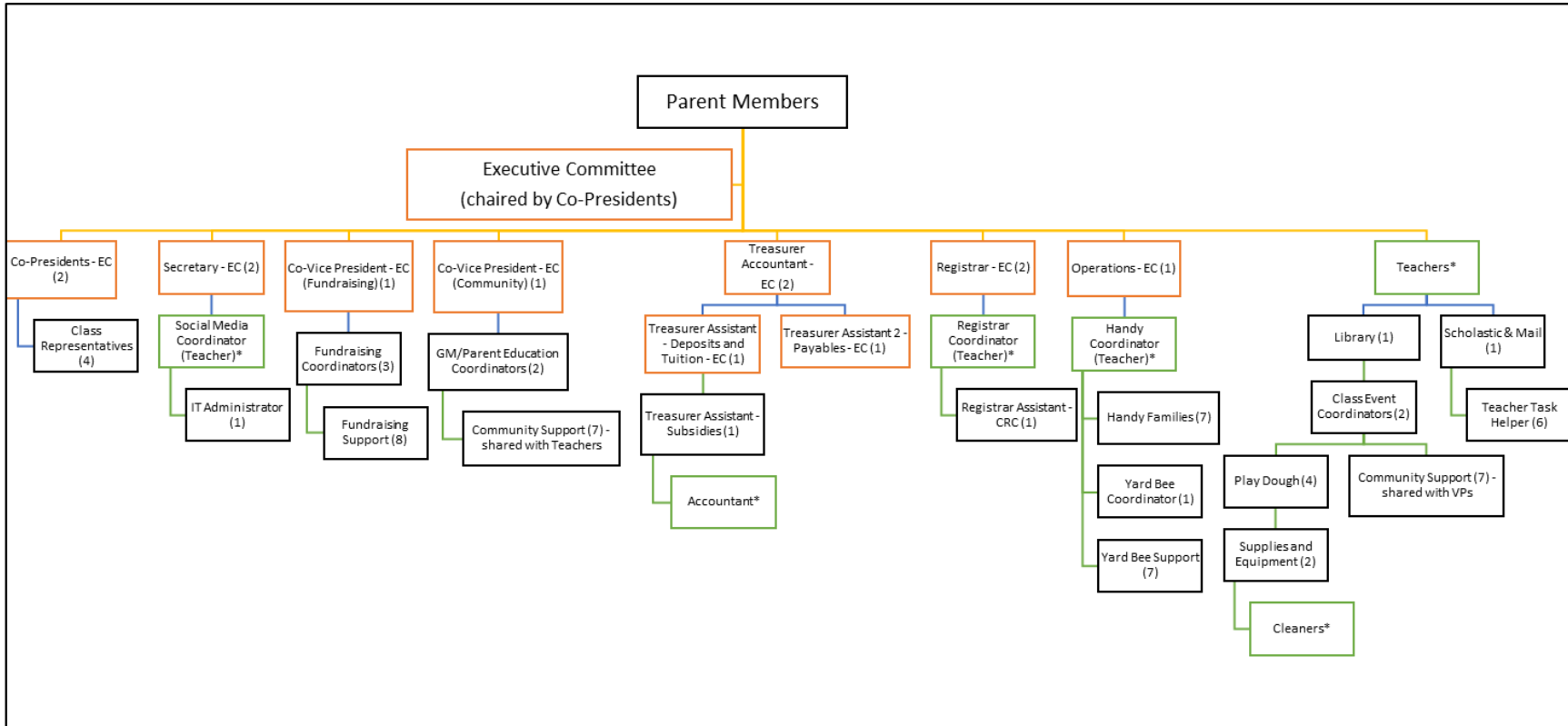
Library (1)  
Supplies and Equipment (2)  
Scholastic & Mail (1)  
Teacher Task Helper (6)  
Play Dough (4)  
Handy Families (7)  
Yard Bee Coordinators (1)  
Yard Bee Support (8)

### CATEGORY 4 – FUNDRAISING, COMMUNITY

Fundraiser Coordinator (3)  
Fundraiser Support (8)  
General Meeting/Parent Education Coordinator (2)  
Class Event Coordinator (2)  
Community Support (7)

# Organization and Accountability

Below is a visual chart that shows the organization of the Preschool's Parent Jobs.



Legend	
	EC members
	Paid positions

## Parent Job Descriptions

### CATEGORY 1 – EXECUTIVE POSITIONS - ADMINISTRATION, FINANCE AND REGISTRATION

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

The responsibilities of the EC 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. Indication of interest should be noted on the Parent Job form during registration. Each EC position maintains their designated email account, which they check email weekly. In addition, they report on the status of any applicable action items at monthly EC meetings. If they are unable to attend, they pass along updates to another member to report back to the EC.

All efforts are made to pair each EC position to another EC member or a teacher coordinator. Families are encouraged to join when their child is in the 3-year-old class and complete two years so they can provide mentorship for those incoming into the role the following year. If the role is transitioning to all new parents the following year, outgoing executives are expected to provide consulting support, generally, into the Fall or start of the scholastic year.

**\*Please note:** Due to conflict of interest, parents that are Brentwood Preschool Teachers or are relatives of Brentwood Preschool Teachers may not request EC positions.

#### Co-President (2)

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**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 school projects.

#### **Specific tasks include (but not limited to):**

- Required to attend monthly EC meetings and general meetings (GMs)
- Work collaboratively with and act as liaison between the EC, teachers and parents
- Guide and direct the EC
- Act as chairperson of EC and GMs
- Oversee scheduling of important dates including meetings, holidays, etc.
- Liaise with other EC 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.
- Review preschool mail and operating paperwork and expenses.
- Main contact for: Fraser Health Authority, Burnaby School Board, Insurance (Commercial and Director Insurance)

- Organize, oversee and keep on task the various committees, teams, projects throughout the school year, including reminders, scheduling, attending meetings as needed, opening and closing the preschool
- Oversee any staffing changes, requests, payroll approvals
- Assign parent jobs, update parent manual and website content
- Re-evaluate operating procedures (for example, registration, payroll approvals, teacher contracts, hiring as needed with Treasurer, parent communication)
- Payroll approval with Treasurer Accountant
- Collect mail over the summer months

## Co-Vice-President (2)

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**Accountable to:** Co-Presidents

**Intensity and Time Commitment:** The workload ebbs and flows with the school year. The intensity tends to be higher from September to November.

### General tasks include (but not limited to):

- Required to attend monthly EC meetings and GMs
- Liaise with other EC members
- Oversee Fundraising Coordinators and GM/Parent Education Coordinators
- Respond to family suggestions for fundraisers and social events/initiatives
- Evaluate fundraising possibilities
- Communicate fundraiser and social initiatives to the preschool community (email, presentations at GM) and alumni (via MailChimp).
- Maintain the Office365 account ([vicepresident@brentwoodpreschool.com](mailto:vicepresident@brentwoodpreschool.com))

### Fundraising tasks include (but not limited to):

- **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/team.
- **Class Photos:** Book photographer and coordinate dates (typically in February) with teachers and fundraising assistant/team.
- **Online Fundraisers:** Check account with Mabel's Labels, Chapters/Indigo (ongoing fundraisers); 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.



- **Legacy Tiles:** Coordinate with London Drugs and the preschool teachers to create art tiles for the 4-year-old classes.
- **Family Photoshoots:** Contact photographers in both Fall and Spring to establish (1-2) dates for family photoshoots, create and manage a schedule, manage payments.
- **Class Art Project:** decide on a fundraising opportunity (i.e.: auction) for the preschool art pieces.
- **50/50 Draw:** Apply for gaming license for and oversee 50/50 ticket sales at preschool events, as needed.
- **Optional Fundraisers:** Arrange, advertise, and set up other fundraisers as necessary throughout the year.

**Community and Social Initiative tasks include (but not limited to):**

- **Website:** With the teachers, provide links to family education resources for preschool families
- **Social Events:** Establish and manage two to three social/community events throughout the school year (1 in the fall, 1 end of year)
- **General Meetings:** Oversees GM/Parent Education Coordinator. Liaises with BACI for use of their space (as needed), coordinates Gaming License.
- **Parent Education:** Source and create education opportunities for preschool families, including one event in the spring.

## Co- Secretary (2)

\*Must have access to a computer.

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**Accountable to:** Co-Presidents

**Intensity and Time Commitment:** Much of the work is done during and just after the monthly EC meetings. Start of school may be intense due to the need to register list of directors after the GM, when directors are voted in. In addition, the completion of Directors' Declarations and Confidentiality Agreements requires much of a workload to ensure that information is complete and correct prior to filing the annual report to BC Societies (needs to be completed 30 days after the annual GM). In addition, newsletters are created for the Preschool Community 3 to 4 times per year.

Two secretaries can share the role and divide the responsibilities.

Strong written and spoken English skills required.

**Specific tasks include (but not limited to):**

- Co-Presidents' assistant
- Mandatory attendance at all monthly EC meetings and GMs to compile minutes and distribute minutes post meetings
- Manages communication with BC Societies registration and annual report
- Participates in EC meeting business and discussions with a focus on ensuring BC Societies Act and Society bylaws and policies are upheld.

- Manages Privacy Policy and ensures all relevant parent positions are aware and have signed Non-Disclosure Agreements or Director's Declarations as needed. Evaluates any changes to preschool operations for privacy issues
- Completes list of Directors for income tax purposes/filing
- Manages EC meeting hosting schedule
- Keeps aware of any award opportunities, such as Best of Burnaby (January voting)
- Assists Treasurer Accountant with grant opportunities (as needed)
- Maintains the online school calendar with important dates
- Coordinates website updates
- Coordinates with IT Administrator: updates class email lists, website updates, and brentwoodpreschool.com resets/logins
- Administration of and access to SharePoint
- Collects information from EC meetings, then reminds **all** families of any news that may be pertinent, such as registration, fundraising, and Scholastic orders, tuition withdrawals via regular email newsletters

## Co-Treasurer Accountants (2)

\*Accounting/bookkeeping experience recommended. The Preschool has a long-standing accountant that does the bookkeeping and CRA filings.

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**Accountable to:** Co-Presidents

**Intensity and Time Commitment:** There are monthly reporting duties that need to be done every month, as well as annual items that need to be done generally around September, January, and April.

Tasks have been broken down below with general tasks for both Treasurers to share as well as a suggested breakdown of responsibility. Each pair of Treasurer Accountants may decide annually to re-allocate responsibilities.

The Treasurer Accountants are accountable to the Co-Presidents and oversee the work of the Treasurer Assistants. The two Treasurer Accountants and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

Specific tasks include (but not limited to):

### General tasks:

- Required to attend monthly EC meetings and GMs to advise on matters related to budgeting and finance
- Liaise between hired accountant and EC
- Present financial, budget, grant opportunity report to parents at the October and May GMs
- 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
- Works with hired accountant to close off financials twice a year (end of March, end of August)

## Co-Treasurer Accountants (2)

### **Role 1: Planning, Payroll, Expenses**

- Point of contact with CRA and other vendors
- Understands terms of employee contracts, works with Presidents for approve payroll changes on a bi-weekly basis
- Liaises with hired accountant for payroll and CRA filings
- Works closely with Treasurer Assistant 2 (Cheques) to ensure all vendors are paid and that budget is not exceeded
- Leads annual budget amendment discussions
- If applicable: BC Center For Ability - submits supported child development budgets as required (March or September) and completes monthly invoicing – 30 minutes per child (depends on if any students are approved for funding each year)
- Expected to participate in contract renewal committees (every three years), when applicable
- Expected to participate in any hiring subcommittees, as applicable

### **Role 2: Income, Ministry Reports, and Parent Subsidies/Grants**

- Main point of contact with Preschool's Bank and Ministry of Family and Child Development
- Compiles information from accountant, Registrars, and Treasurer Accountant to complete monthly report to \$10 a Day done by the 20<sup>th</sup> day of every month
- Works closely with Treasurer Assistant 1 to ensure EFT from parents for tuition, fundraising is accurate and timely (i.e., monthly EFT approvals)
- Coordinates with Treasurer Assistant 1 for Tuition and Donation Receipts (December and June)
- Coordinates Affordable Child Care Benefit program with Registrars and Treasurer Assistants through:
  - Monthly invoicing
  - Answering parent inquiries
  - Arranging parent refunds
- Reviews investment plan annually and amends Term Deposits as needed
- Assesses granting needs annually; works with Secretary if any grants need to be applied for during that year (Gaming grant due Nov 30, if needed)

## Treasurer Assistant 1 (Deposits and Tuition) (1)

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**Accountable to:** Treasurer Accountant

### **Intensity and Time Commitment:**

- Biweekly bank visits and constant data entry
- Monthly EFT releases
- Receipt work is intense in January and May

The Treasurer Accountant and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

**Specific tasks include (but not limited to):**

- Required to attend monthly EC meetings and GMs.
- Makes monthly visits to the bank to make deposits
- Manages parent EFT information
- Submits EFT monthly tuition and fundraising deposits
- Keeps a detailed and current electronic record of all deposits and cheques from families for tuition, fundraising, and school activities, which assists the accountant with balancing the monthly finances
- Produces and distributes annual tuition receipts to families for income tax purposes (January and June); most efficiently done via Microsoft Office Mail Merge
- Screens and produces donation tax receipts
- Communicates with parents about any tuition related inquiries, EFT returns or rejections

## Treasurer Assistant 2 (Payables) (1)

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide overlapping support to their successor until October.

**Accountable to:** Treasurer Accountant

### **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 chronological order.

The Treasurer Accountants and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

### **Specific tasks include (but not limited to):**

- Required to attend monthly EC meetings and GMs.
- Writes, signs and distributes cheques for the preschool for: unpaid invoices, requests for reimbursement, other requests from the EC members and Teachers.
- Collects invoices, expense reports, receipts (originals), and cheque request forms. Ensures all expenses are recorded electronically.
- Maintains electronic cheque register.
- Coordinates cheque signing with other EC members as the cheques require two signatures.
- Pays bills on time (within 30 days of receipt by the preschool).
- It is necessary to have all the monthly receipts, invoices and stubs to be verified and in chronological order.
- Must keep both cheque books all year round in a safe spot at their residence, which are not stored at the preschool. The Treasurer 2 should always bring the cheque books to the EC and GMs, as cheques are usually written and co-signed during that time.
- Follows up with vendors to ensure that all bills are paid (with Treasurer Accountant)
- Tracking of all visa expenses to include collecting and saving all backup receipts, assigning an expense code to each expense for the Accountant to record.

## Registrars (2)

\*Requires exceptional communication skills and **must** speak English fluently and clearly.

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**Accountable to:** Co-Presidents

**Intensity and Time Commitment:**

- Constant communication with each another as they work collaboratively to:
  - register families,
  - oversee withdrawals, update class lists
  - recruit new families,
  - update waitlists and
  - answer inquiries via email or phone calls.
- Most active time between December to April to fill on coming year registration.

They are required to give the EC an update at the monthly EC meetings.

**Specific tasks include (but not limited to):**

- Required to attend monthly EC and GMs, which can be shared by both registrars
- All information regarding your duties and responsibilities are found in your OneDrive on your Outlook account: [registrar@brentwoodpreschool.com](mailto:registrar@brentwoodpreschool.com)
- Use above account for all correspondence relating to the registrars' position
- Respond to all email inquiries promptly
- Organize and oversee registration, intake and online waitlist forms.
- Review, organize, update and ensure completion of registration packages. Set-up and manage registration packages and templates electronically
- Follow the monthly procedure list and the process for registration and withdrawals
- Offer new families with class spots
- Manage and provide registration packages to accepting families
- All needed attachments are present. Work closely with Registrar Coordinator to review the onboarding of new students
- Assist the two Registrar Assistant (CRC and Waitlist) with answering inquiries

## Operations (1)

**Time Frame:** August to August. While the role transitions in August, departing EC members are expected to provide support to their successor until October.

**Accountable to:** Co-Presidents

**Intensity and Time Commitment:** Ebbs and flows throughout the year depending on work needed

**Specific tasks include (but not limited to):**

- Responsible for the building and building operations
- Oversees Handy Families, Yard Bee Coordinators, and Summer Yard Caretakers (as applicable)
- Works with Handy Family Teacher Coordinator to identify repairs and updates
- Required to attend monthly EC meetings
- May need to present major projects at GMs

- Conducts a thorough inspection of the school in August (interior, exterior, roof, crawlspace, outdoor space, HVAC) to determine building maintenance needs for the year with input from the Teacher Coordinator and Handy Families
- Directs and schedules Handy Families
- Advises EC on maintenance, repairs and updates that need to be done by outside contractors and scope of work required and possible costs
- Leads the organization of Yard Bees (with Yard Bee Coordinators and Handy Coordinator Teacher)
  - Yard bees occur the weekend before classes begin in September, weekend of Remembrance Day in November, and mid or end of April, weather-permitting
- Works with Treasurer Accountant and Secretary on grants to help fund major projects (if any)
- Coordinates quote gathering and negotiation with outside contractors and vendors
- Oversees any work by outside contractors
- Ensures proper permits are filed through City of Burnaby if needed
- Maintains maintenance records of the past and current work done to the preschool
- Point of contact for any ongoing maintenance and warranty status of mechanical systems for the preschool
- Coordinates with BACI regarding repairs and creates schedule for shared tasks such as salting, water turn off, building access for repairs, yard care etc.

## Class Representatives (4)

**Time Frame:** August to June

**Accountable to:** Vice-Presidents

**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 EC and GMs
- Acts as liaison between families, teachers and the EC
- Keeps aware of all preschool procedures (i.e., be familiar with the parent manual), special events, fundraisers, and general information about the school
- Generates monthly duty day calendar for parents after the monthly EC meetings (for the following month's duty days) and emails it to their designated classes and teachers by the 15th day of each month
  - Calendar includes all students' birthdays of the students for that month, special events occurring at the preschool, Professional days (Pro-D days), holidays, and meeting dates
- Posts the duty day calendar in the cubby room
- Ensures criminal record checks have been received for all individuals attending duty days
- Communicates with parents regarding duty days or other last-minute questions
- Contributes to EC by giving input/feedback from families about procedures and ways to improve/move the preschool forward
- Liaises with other EC 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)
- Communicates information as requested by other committees, EC members and teachers
- Organizes group gifts for teachers at Christmas and year-end, depending on parents' decision(s)
- Helps as requested and needed at GMs with their designated classes (e.g., collect information/documentation from families)

- Introduces self and their role to their designated families in August, and:
  - asks for information regarding duty day preferences and assembles monthly calendars thereafter
- Optional: Administrate a WhatsApp group (or similar) for the class parents

## CATEGORY 2 – ADMINISTRATION, FINANCE AND REGISTRATION

### Treasurer Assistant – Subsidies (1)

\*Must have access to computer, internet and know how to use Excel/Word.

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

**Accountable to:** Treasurer Accountant.

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

**Specific tasks include (but not limited to):**

- Track Benefit Approvals as they come in.
- Submit monthly invoices for Affordable Child Care Benefit, Child Care Operating Fund.
- Coordinate with Treasurer Assistant 2 for refund of Affordable Child Care Benefit (November - June)
- Generate refund statements for parents
- Coordinate with Treasurer Assistant 1 for Tuition Receipts (December/June)
- Coordinate with Registrars in May/June to help parents with applications for Affordable Child Care Benefit
- Monitor [subsidy@brentwoodpreschool.com](mailto:subsidy@brentwoodpreschool.com) email address, and assist parents with questions about benefit, or referring them to outside resources as needed.

### Registrar Assistant – Criminal Record Check (1)

\*Must have access to computer, internet, and know how to use Excel. Strong English language skills needed.

\*Must be willing to sign a privacy agreement.

**Time Frame:** August to August

**Accountable to:** Registrars, and works closely with the Teacher Coordinator

**Intensity and Time Commitment:** Most intensive from January to April and then from August to September.

**Specific tasks include (but not limited to):**

- Collates and maintains Criminal Record Checks (CRCs) and clearance letters for all families
  - Collates incoming CRC's
  - Prints and files in child's registration form in office
  - Updates class lists by recording which family member was cleared
- Organizes the processing of incomplete CRC's - get signed, scanned and emailed to the CRC office

- Detailed outline regarding your duties and responsibilities are found in your OneDrive on your Outlook account: [crc@brentwoodpreschool.com](mailto:crc@brentwoodpreschool.com)
- Use above account for all correspondence relating to the registrar assistant position

## IT Administrator (1)

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

**Accountable to:** Co-Presidents

**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 EC and teachers, and when documents and other changes need to be uploaded to the website.

**Specific tasks include (but not limited to):**

- Be available before or after class to help teachers with any computer (primarily Apple products), network, printer related problems
- Must have web experience, which may include website creation and maintenance
- Is provided with a file of essential code and data to edit the website
- Administrator for Office 365 email accounts and files
- Imports contacts annually using PowerShell scripts (by first EC meeting in August)
- Works closely with teachers, secretary for updates to website
- Communicates with EC members and teachers.
- Monitors [itadmin@brentwoodpreschool.com](mailto:itadmin@brentwoodpreschool.com) email address
- Reviews and updates website at the start and end of the school year, and monthly
- Manages the brentwoodpreschool.com domain
- Printer support
  - Point of contact with Printer Consumable Monitoring and Printer Servicing (billing is done by Treasurer)
  - Checks toner levels, particularly at the end of November and end of May before the teachers bulk print
  - Recycles toner cartridges at Staples

## CATEGORY 3 - FACILITIES AND CLASSROOM SUPPORT

### Library (1)

**Time Frame:** September to June

**Accountable to:** Teachers

**Intensity and Time Commitment:**

- Monthly visits to the library to pickup and drop-off books

**Specific tasks include (but not limited to):**

- Goes 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
- Books must be returned to the library on time



## Supplies and Equipment (2)

\*Access to a vehicle and Costco membership is required

**Time Frame:** September to Jan, February to June.

**Accountable to:** Teachers

**Intensity and Time Commitment:** Required to do monthly shopping

**Specific tasks include (but not limited to):**

- Contacts teachers for needed supplies the third week of every month Checks cleaning supplies at the preschool the third week of every month
- Orders through Staples (Eway) and/or Costco the last week of every month
  - Contacts Treasurer Accountant for budgeted amount for supplies
  - Provides receipts for reimbursement

## Scholastic and Mail (1)

\*Must have access to a computer and internet.

**Time Frame:** September to June

**Accountable to:** Teachers

**Intensity and Time Commitment:** Mail pick up two to three 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
- Picks up mail pick up two to three times a week from the office of Brentwood Elementary School and deliver to the preschool

## Teacher Task Helper (6)

**Time Frame:** One (1) to two (2) families per class to assist teachers throughout the year\

**3AM – 1**

**3PM – 1**

**4AM – 2**

**4PM – 2**

**Accountable to:** Teachers

**Intensity and Time Commitment:** Small tasks are completed throughout the year inside and/or outside of the classroom as directed by the teachers

**Specific tasks include (but not limited to):**

- Prepares materials for activities (i.e., cutting, sorting, removing or adding staples, etc.)
- Assists with completing small classroom jobs (i.e., replanting plants, cleaning or organizing classroom storage, small appliance fixing, and taking inventory)

## Play Dough (4)

**Time Frame:** One (1) family will make play dough for each class

**Accountable to:** Teachers

**Intensity and Time Commitment:** Takes about 20 minutes, twice a month or as needed by teachers

**Specific tasks include (but not limited to):**

- Makes and delivers play dough twice a month (or more, as needed - see teachers for schedule)
- Checks with teachers about cream of tartar

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 canola oil
- Food colouring

**Instructions:** Mix dry ingredients, add color, water and oil. Cook over medium heat and stir about three to five 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 pot, turn out and knead on a lightly floured surface. Store in an airtight container or plastic bag. Deliver to school.

## Handy Families (7)

\*Construction or trades experience is an asset.

**Time Frame:** August to June

**Accountable to:** Operations

**Intensity and Time Commitment:**

- May be called upon periodically to complete minor repairs around the school
- Will be expected to attend 2 out of 3 team working days (these are held in Fall, Spring and June) to complete large jobs
- Generally, 1-2 hours a month

Specific tasks include (but not limited to):

- Maintains and makes minor repairs to the preschool. For example, replace lighting, clean gutters, soft sweep of roof, check condition of roof for leaks, change bulbs, etc.
- General maintenance of the building

- Responds to Teacher Coordinator email assignments of various tasks
- Shovels snow and salt walkways (if required)

### Yard Bee Coordinator (1)

**Time Frame:** August to June

**Intensity and Time Commitment:**

- Responsible for organizing and attending three (3) Yard Bees during the school year.
- Some preparations required for each yard bee.

**Specific tasks include (but not limited to):**

- Set specific dates for 3 Yard Bees in September, November and April (weather permitting)
- Ensures lawn equipment is in good condition, which include wheelbarrow, lawnmower, extension cord
- Keeps record of tasks that need to be completed between Yard Bees. For example, paint playhouses or mud kitchen.
- Delegates large tasks to a trusted family for example, pruning fig tree for every Yard Bee
- Emails a reminder to the school 3 weeks and 2 days before Yard Bee dates
- Organizes and delegates tasks to Yard Bee Support families as they arrive at Yard Bee
- Must attend all Yard Bees

### Yard Bee Support (8)

**Time Frame:** August to June

**Accountable to:** Yard Bee Coordinators

**Intensity and Time Commitment:** Responsible for attending all three (3) Yard Bees during the school year

**Specific tasks include (but not limited to):**

- Attends and helps with all three (3) Yard Bees in September, November and April (weather-permitting)
- Helps with weeding, pruning and cleanup
- Assists with painting or fixing yard items (benches, playhouses, mud kitchen)
- Helps with pickup of any materials (sand, wood, etc.)
- Hauls away yard waste and bags at the end of the Yard Bee
- Completes any other tasks the Yard Bee Coordinators need support with

## CATEGORY 4 – FUNDRAISING AND COMMUNITY

### Fundraising Coordinator (3)

**Time Frame:** September to June

**Accountable to:** Vice-Presidents

**Intensity and Time Commitment:**

- Intense in September-January, light for remainder of year
- There are several small fundraisers during the year divided among the Fundraising Coordinators and VPs

**Specific Tasks included but not limited to:**

- Coordinates with vendor for fundraiser
- Point of contact on the day of the fundraisers (i.e., for Fall or Spring Family Photoshoot)
- Leads any day-of parent volunteers
- Graphic design experience is an asset

**Fundraising Tasks:**

- **Purdy's Fundraiser:** Contact Purdy's to set up Christmas and/or Easter campaigns, then coordinates delivery date and distribution with the Fundraising Support team
- **Class Photos:** Books photographer and coordinates dates with teachers and Fundraising Support team.
- **Online Fundraisers:**
  - Checks account with Mabel's Labels, Chapters/Indigo (ongoing fundraisers)
  - Emails instructions for online ordering
  - Tracks account status and ensures cheques (mailed to the preschool) are provided to the Treasurer
- **COBS:** Contacts COBS Brentwood location to deactivate account in June and re-activate account in September.
- **Legacy Tiles:** Coordinates with London Drugs and the teachers to create art tiles for the 4-year-old classes.
- **Family Photoshoots:**
  - Contacts photographers in both Fall and Spring to establish 1 to 2 dates for family photoshoots
  - Creates and manages schedule
  - Manage payments
- **Class Art Project:** Decides on a fundraising opportunity (i.e.: auction) for the preschool art pieces
- **50/50 Draw:** Oversees 50/50 ticket sales at preschool events
- **Optional Fundraisers:** Arranges, advertises, and sets up other fundraisers as necessary throughout the year

## Fundraising Support (8)

**Time Frame:** September to June

**Accountable to:** Fundraising Coordinators

**Intensity and Time Commitment:**

- Intense in September to January, light for remainder of year
- There are a few small fundraisers requiring Fundraising Support

**Specific Tasks included but not limited to:**

- Family Photoshoot greeter/assistant, which are three (3) to four (4)-hour slots (Fall and Spring)
- Assists with Neufeld Farm Pick up (twice a year)
- Sorts Purdy's fundraiser orders (Christmas and Easter)
- Supports with any other fundraising tasks that come up throughout the year

## General Meeting/Parent Education Coordinator (2)

**Time Frame:** August to June

**Accountable to:** Vice-Presidents

**Intensity and Time Commitment:**

- Approximately an hour a month for reminder emails
- Approximately three (3) hours spent on guest speaker correspondence and scheduling
- Sets up chairs before meeting and takes down chairs and cleans up after meetings

**Specific tasks include (but not limited to):**

- With EC and Teacher input, books guest speaker for optional Parent Education Meeting (March or April), which may be done in advance for the following year
- Contacts Treasurer Accountant for budgeted amount for guest speaker and supplies
- Books Brentwood Alliance Church Basement for all GMs and Parent Nights
- If needed, locates some babysitter(s) for GMs
- Coordinates and assists at the September parent orientation and the GMs (third Tuesday of November, February, and April or May), as well as any optional Parent Education nights
- As a team, make plan in preparation for each event:
  - Purchase snacks and beverages for GMs and Parent Education Night for parents to enjoy (VP will provide a budget)
  - Arrive about 30 minutes early prior to each meeting to set up
  - Sell 50/50 tickets; collect information from winners for Gaming License (provide this information to the Treasurer Accountant)
  - Collect information for any donations received during GMs, and request donation receipts as needed from Treasurer Assistant 1 (Deposits)
  - Stay 30 minutes afterwards to clean up (the space should be left in the same or better condition than it was found in)
- Provide receipts for reimbursement
- Submit cash tracker form to Treasurer Assistant 1 with the breakdown of costs/income for the GMs

## Class Event Coordinator (2)

**3-year-old classes: 1**

**4-year-old classes: 1**

**Time Frame:**

- September to January **OR** February to June.
- November and December, all coordinators are needed to help with Holiday Giving

**Accountable to:** Teachers

**Intensity and Time Commitment:** 1 to 2 hours per month

**Specific tasks include (but not limited to):**

- Works closely and checks in periodically with the teachers
- Coordinates and plans a class event in the early Fall with the teachers

- Assist teachers with purchasing supplies for class events (i.e., pumpkins)
- Assist teachers with other tasks related to class events (i.e., setup, preparation)

### **Community Giving:**

- **October:** Coordinate with the Christmas Bureau Good Neighbour or Brentwood Elementary School
- We usually sponsor 2 families with children.
  - Call both families to:
    - find out:
      - specific items they would like
      - 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
  - Provide receipts for reimbursement
- Email all the preschool families and let them know about the families we are sponsoring (first names only out of respect and confidentiality to the families) and the items they are requesting.
- Place two large boxes wrapped in Christmas paper in the cubby room (labeled “Family A” and “Family B” with families’ wish lists). There may 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 parent helper to go with you, if necessary, as boxes can be very heavy!

### Community Support (7)

**Time Frame:** September, January to February, May to June – support with organizing events

**Accountable to:** Teachers and Vice President

**Intensity:** During months of preparation, assist Community Coordinators with tasks that need to be completed for each community event (Fall Kickoff, Pub Night and Year End Picnic).

### **Specific tasks include (but not limited to):**

- Purchase food based on budget (indicated by VP and Community Coordinators)
- Purchase any items needed for event
- Help with decorations (make and/or purchase and setup)
- Help with setup, food service, takedown and cleanup of each event
- Transport needed supplies and equipment (chairs and tables, food, items)
- At Fall Kickoff, help with letting people into the school to use washroom and make sure it is clean
- For Year End Picnic, place reserved signs on surrounding picnic tables hours in advance