

Parent Volunteer Board & Classroom Support Information

St. Christopher's Preschool operates by an elected Board of Committee Members (parent volunteers) who help run the business side of the school with our Supervisor (Head Teacher) and Book Keeper (a permanent hired position) who provide overall structure & guidance.

The Board meets once a month to review and discuss school events, issues and administration. As a team we are responsible to ensure:

- the handbooks and by-laws are revised and up-to-date
- the school's fundraisers & field trips are organized/scheduled
- any repairs/maintenance needed are organized/scheduled
- our yearly leasing agreement with the Church is reviewed and signed
- our yearly insurance policy is signed & submitted to the region
- our yearly agreement with the hair salon a block away to be the point of collection in case of a fire/emergency evacuation is signed and displayed in the classroom
- a file of all parent contact information is compiled digitally & available for: emergency contact info, Bingo reminders & other contact required regarding the children

Each board position comes with an informative binder, support and guidance on how to fulfill the role. Please don't think you need previous experience. The Board is a wonderful way to participate in your child's school experience and engage with other parents.

Along with the Committee Members, a list of Classroom Support Positions are filled by parents also to fulfill the co-operative aspect of the school's running.

These two pieces of invaluable and vital parent support are the reason the school can keep it's monthly fees so low and it is *imperative* these positions are filled or the school simply cannot run.

Please choose either:

- your top three Board Committee positions
- and/or
- your top three choices for Classroom Support Positions.

We will take into consideration your preference but ask for your understanding in regards to assigning jobs. Below are descriptions for each role. Please reach out with any questions you may have about any role to info@stchristopherspreschool.ca

Board Positions

Chair – oversees all aspects of board business, represents the school, mediates any issues, signs cheques, leads general meetings.

Vice Chair – supports chair, responsible for all advertising (supported by fundraising).

Treasurer – Monthly bank trips to deposit cheques, pay CRA, quarterly paying of WSIB, reimbursement cheque issued for all expenses, issues teacher pay cheques, complete Bingo forms for City of Burlington.

Bingo Director – Monthly drop-off of materials to Bingo, weekly reminders to families, point of contact for Bingo Hall.

Membership Director – available for tours for potential parents, collection of all registration materials in spring/summer & prep of files for September.

Fundraising - supported by supervisor, oversees all fundraisers during the school year & helps create necessary materials, keeps record of all earnings for Book Keeper.

Secretary – attends all board meetings and keeps minutes.

Classroom Support Positions

Scholastic Orders – prepares monthly catalogues for families, oversees all orders & manages use of coupons/earnings to purchase books for the classroom

Special Events – organizing our class concerts & holiday events

Crafts – preparing home-made play dough for the classroom each week

Cleaning – cleaning the classroom toys/materials

Supplies – COSTCO runs for class materials as needed

Equipment – have exterior equipment repaired as required, audit shed for contents at year end

Exterior/Garden – garden & decorate our outdoor play area throughout the year as requested