



1233 - 21 Street NW Calgary, AB T2N 2L8
HHBKKindergarten@gmail.com
403.220.9775

hounsfield heights-briar hill
community kindergarten

www.hbhkindergarten.ca



Hounsfield Heights - Briar Hill Community Kindergarten

Parent Handbook 2011 – 2012

WHAT IS OUR KINDERGARTEN?	2
GOALS OF THE KINDERGARTEN	2
HOW CAN YOU BE INVOLVED?	3
REGISTRATION INFORMATION	3
GENERAL INFORMATION	3
Location	3
Hours	3
Class Size	4
AM / PM Placement	4
Staffing	4
CLASSROOM POLICIES AND RELATED INFORMATION	4
Attendance	4
What to Bring to Class	5
Volunteering	5
Emergencies	5
Privacy of Personal Information	5
Miscellaneous	6
KINDERGARTEN ORGANIZATIONAL STRUCTURE	7
Affiliation with the Hounsfield Heights - Briar Hill Community Association	7
Local Advisory Committee Composition	7
LAC Executive Job Descriptions	8
Leaders' Job Descriptions	10
Program Coordinator, Marsha Fehr	13
Bookkeeper	13
APPENDIX	14

WHAT IS OUR KINDERGARTEN?

The Hounsfield Heights - Briar Hill Community Kindergarten is an ancillary group of the Hounsfield Heights - Briar Hill Community Association. It operates as a private, non-profit Kindergarten program and celebrates its 55 anniversary this year! During that time, it has had only four teachers. The Kindergarten has operated in the Briar Hill School at 1233-21 Street N.W. since 1972. It shares the west wing of the school with two classes of Grade 1, the Briar Hill Children's Programs (which includes an out-of-school care program for both Kindergarten-aged and school-aged children and a daycare) and the Hounsfield Heights-Briar Hill Parent-Child Co-op Playschool.

Our program has access to the Briar Hill School library, the school gymnasium and its equipment, the playground and community park across the street. We utilize community resources available to us, both professional (public health nurses, police, firemen etc.) and non-professional (parents or family with special skills or interests). Physical resources in the community consistent with our program's goals are also utilized, such as the local fire station and library.

Our Kindergarten is licensed, approved and funded by the Alberta Ministry of Education. Government funding is received directly by the Kindergarten, and the disbursement of all funds is managed by the Local Advisory Committee (LAC), the decision-making executive made up of parent volunteers from within the current Kindergarten parent body.

We differ from the Calgary Board of Education Kindergarten programs in that we rely on parent volunteers to administer the program (with assistance from the Teacher, Program Coordinator and Bookkeeper). This gives us the advantage of local autonomy in many areas such as hiring staff, determining class size, fee structure and field trip experiences. The biggest plus to our program is that once the program standards of Alberta Education have been met, we can choose to enhance the education of our Kindergarten children. In the past, program enhancement has included more hours of instruction and many more field trips and/or in-class presentations. The strength of our program is directly related to parent commitment and involvement.

GOALS OF THE KINDERGARTEN

We strive to uphold the philosophy, goals and program standards set by Alberta Education. We try to be as inclusive as possible within the constraints of our physical space and needs of the children. Our primary goal is to contribute to the development of a positive self image in our children and to enhance their creative, intellectual, emotional, social and physical development. The children are prepared for successful learning in grade one by development of four interrelated and interactive aspects of learning:

1. Social and Emotional - separation anxiety, large and small group experiences, sharing, interactions between children.
2. Intellectual - alphabet recognition and sounds, printing, counting, spelling, reading readiness.
3. Physical - gross and fine motor skills.
4. Creative - drama, music, arts and crafts, movement skills.

Instructional activities in Kindergarten intend to integrate five areas of learning as they relate to

development:

1. Communication: Literacy and Numeration
2. Community and Environmental Awareness
3. Creative and Cultural Expression
4. Physical Skills and Well Being
5. Personal and Social Responsibility

HOW CAN YOU BE INVOLVED?

Your volunteer service to the Kindergarten is vital to our enhanced program. Ideally, we require one parent volunteer per school day in the class. Because we enrich our program with various field trips, we often need several parent volunteers to provide supervision on the outings. Parents are encouraged to share their skills, knowledge and interests with the class. If it is difficult to contribute during class time, please consider becoming a member of the Local Advisory Committee (see job descriptions on pages 7-13).

REGISTRATION INFORMATION

1. Children must be 5 years old on or before March 1 of the winter they are in Kindergarten.
2. Birth Certificate or other proof of name, birth date and citizenship is required for registration.
3. The \$65.00 registration fee is non-refundable (includes \$45 processing, \$20 community membership) and is payable at the time of registration.
4. The Birth Certificate must be provided by June 15 or the child will be removed from the class.

GENERAL INFORMATION

The 2011 – 2012 Kindergarten calendar will be posted on the website (www.hhbhkindergarten.ca) by the end of June.

Location

The Kindergarten is housed in Room 11 at Briar Hill School. This room is leased from the Calgary Board of Education. If, for reasons beyond our control, this location becomes unavailable, an alternate location will be used.

Hours

Classes are 2 ¾ hours long. The morning class is from 8:45 – 11:30 am. The afternoon class is from 12:50 – 3:35 pm. Children can be dropped off when class begins or parents can arrange to use the out-of-school care program. No supervision is provided by the kindergarten either before class starts or after class dismissal. (NOTE: You can apply to the Briar Hill Children's Program for before and after kindergarten care, their KG Program.)

Class Size

Class size is dependent on several factors, including: budget, available classroom space, number of teachers hired, number of classes to be offered, total number of registrations, the number of children coming from Briar Hill Children's Programs and the Playschool, and recognition of the interdependency between Kindergarten, Briar Hill Children's Programs, Playschool and Briar Hill School. Final decisions regarding class size will be made by the LAC Executive and the Teacher.

AM / PM Placement

The placement of each and every child is always considered very carefully. The following considerations are taken into account: gender balance; balance of younger and older children; maturity of individual students, identified special needs (e.g. health, mother tongue); behavior (e.g. combinations of children who support each other, combinations of children who do not have positive influences on each other, etc); input from parents. The final decision is made by the Teacher.

Staffing

For the past 10 years, our program has employed one full-time Teacher and one Teacher's Aide. The LAC (Parent) Executive finalizes staffing decisions in August based on enrollment numbers.

CLASSROOM POLICIES AND RELATED INFORMATION

The Policy Manual can be found on our website (www.hhbhkindergarten.ca) under Parent Resources.

Attendance

1. Children are expected to be prompt in arriving on time. Please make every effort to get your child to Kindergarten on time.
2. The Teacher must be informed if your child is going to be absent from class. Please leave a message on the classroom phone, 403-220-9775. Note that the classroom phone will not be answered during class.
3. The Teacher is at liberty to send home any child with a severe cold or other illness. The Health Department advises that no child should return to class after having a communicable disease without consulting a physician.
4. Children are expected to be picked up on time. *Late pick-ups are not allowed* and may carry a financial penalty. If you know ahead of time that you might be late collecting your child after class, please arrange for someone else to collect your child for you and inform the staff in writing who this will be. If you are delayed due to unexpected reasons, please phone the kindergarten classroom at 403-220-9775 to inform the Teacher about alternate pickup arrangements. The Teacher will check messages just prior to releasing the children.

What to Bring to Class

1. Children should come to Kindergarten in play clothes suitable for all types of activities (painting, sand and water play, outdoor activities). All articles brought to school must be labeled with the child's name. Please label in upper and lower case letters (ie. Tom, not TOM).
2. Please provide your child with a pair of running shoes to be left at school (Velcro closures preferred).

Volunteering

(please refer to Appendix: Tips for Volunteers on pages 14 and 15)

1. The enhanced aspects of our program are dependent on having a volunteer in the classroom each day. Besides mom and dad, grandparents, nannies, babysitters or friends are welcome as “parent” volunteers.
2. When you are a classroom volunteer, please find care for any other siblings outside of class (i.e. babysitter or ECS parent willing to exchange care). Siblings are not allowed in the classroom as they divert your attention from the classroom activities.
3. Field trip experiences have been planned to enhance the program and parents are asked to volunteer for at least 2 field trips per year. Working parents who cannot volunteer for field trips should be sure to volunteer for an Executive or Leader position instead.

Emergencies

An “Accidents, Emergency & Evacuation” policy exists which outlines:

- a) procedures for evacuating the classroom (this is practiced regularly as a fire drill).
- b) the arrangement to use Free House Dance Plus on 12th Ave if the class has to be relocated during class time.
- c) procedures for transporting a child other than on a bus if an emergency occurs to a child on a field trip. NB If this occurs, parents will be responsible for any cost(s) incurred, including EMS.

The “Accidents, Emergency & Evacuation” policy also outlines procedures for staff to deal with accidents and injuries in class. Again parents will be responsible for any cost(s) involved in transporting a child to hospital.

Privacy of Personal Information

Your personal information at Hounsfeld Heights – Briar Hill Community Kindergarten is protected under the *Personal Information Protection Act* of Alberta (PIPA). The Kindergarten’s Privacy Policy outlines how we collect, use and safeguard your personal information.

We will collect and use your personal information only for the purposes of delivering and supporting educational services we provide to you or your child, including educational services,

activities and programs, enrolment development, assessing enrolment eligibility, student counseling, student health and safety (including emergencies), fundraising, special events, and communication with student families. With the exception of certain specific emergency or statutory circumstances, you will be asked for your consent before we release your information to anyone.

For more information, please contact the Kindergarten's Privacy Officer, Marsha Fehr, Program Coordinator, at 403-284-3598 or mfehr@telusplanet.net.

Miscellaneous

1. The Teacher must have an up-to-date Emergency Contact List of home and business phone numbers where parents can be reached and any babysitters that may be involved with before- or after-school-care. Notification of emergency closure of the school will be made via the Phoning Leader. In the event of an emergency, all parents will be contacted as soon as possible.
2. Any arrangements for car pooling (for getting children to Kindergarten and home again) are the parent's responsibility. Anyone participating in a car pool is urged to evaluate his/her liability insurance to ensure a minimum coverage of \$1,000,000 is in place. (Note: Our insurance agent recommends car pool drivers have \$2,000,000 coverage but this is not mandatory).
3. You must notify the Teacher in writing if your child is to be picked up by someone other than yourself.
4. You are urged to routinely check your child's school bag each day and their school cubby hole frequently. The Teacher always posts her newsletters and other relevant information in cubbies.
5. The Teacher would appreciate hearing from you if something upsetting has taken place at home such as a death, illness or marital change.
6. There will be no snacks provided during class.
7. A Kindergarten newsletter will be sent home monthly, with an update as to what has been happening in the program and what is planned for the near future.
8. There will be two formal Parent-Teacher interviews held during the term (generally in the fall and spring) for the Teacher to report on the child's progress. A third interview is provided at the parents' or the teacher's request at the end of June. You are strongly encouraged to contact the Teacher, Mrs. Barbara Scratch, at any time if you have concerns or questions. Please leave a message (on the classroom phone, 403-220-9775) for her to return your call and arrange an appointment.
9. Once classroom rules have been established by the Teacher and the children, the children will be aware of what is considered "appropriate" behavior. If a child misbehaves, he/she

will be asked to use appropriate behavior. If the child continues to misbehave, he/she will be given a "time-out". Only if the child continues to misbehave frequently will the parents be notified. All classroom discipline will be handled by the Teacher or Teacher Aide (not by the Parent Volunteer) according to the Kindergarten Discipline Policy.

10. At the end of the Kindergarten year, all information from each child's file will be offered upon request, to the child's subsequent principal.
11. If a Child has any kind of medical condition, it is the responsibility of the Parent to inform the Teacher and the Registrar. In the case of a severe chronic medical condition, the Parents must meet with the Teacher and Program Coordinator to agree on the care of the Child (see Medication Policy).
12. The Alberta Education website: www.education.alberta.ca has information about the curriculum. They update the Handbook for Parents every year, which is usually available by the end of September for a cost of about \$5.00.
13. Terminology: "Kindergarten" is the program offered by Hounsfield Heights – Briar Hill Community Kindergarten. "KG" is the term used by Briar Hill Children's Programs and refers to their program for the kindergarten children using their before-and-after-care services.

KINDERGARTEN ORGANIZATIONAL STRUCTURE

Affiliation with the Hounsfield Heights - Briar Hill Community Association

Our Kindergarten is an ancillary group of the Hounsfield Heights/Briar Hill Community Association. For this reason, we include in our LAC Executive a Community Liaison who represents our concerns to the Education Director of the HHBH Community Association Board.

Local Advisory Committee Composition

The Local Advisory Committee (LAC) is the group of parent volunteers which runs this Kindergarten, also called the Board or the Executive. The LAC includes the LAC Executive (responsible for overall administration) and the Leaders (each one is responsible for one aspect of administration).

1. The LAC Executive

The LAC Executive is responsible for the business of running the Kindergarten; they make financial and administrative decisions that facilitate the operation of the Kindergarten. The LAC Executive is responsible to the parent body and acts as the liaison between the parents and the Teacher. The Executive is comprised of parent volunteers who are elected at the spring meeting of incoming parents. The new Executive meets with the outgoing Executive in June to review roles and responsibilities. Executive meetings are open to any parent. Meetings are held regularly to discuss and monitor the progress of the Kindergarten through the year. All members of the Executive sign a Confidentiality Agreement and agree to adhere to our Privacy Policy in the safeguarding and disposal of all personal information to which they are privy.

2. Leaders

The Leaders can coordinate their responsibilities largely on their own but are considered part of the LAC. Leaders may request assistance from other parents if they feel it necessary.

LAC Executive Job Descriptions

Chairperson - Responsible for administrative matters for the running of the Kindergarten. These duties may be performed by the Chairperson or delegated to other Executive members by mutual agreement.

- a) Call and chair all executive, general and special meetings.
- b) Prepare meeting agendas.
- c) With LAC Executive, authorize Teacher and Teacher Aide hiring, annual contract offers and agreements as approved by the Executive.
- d) Coordinate the activities of the Executive to ensure all reporting requirements, grant applications, insurance and license requirements are met. This is done in conjunction with the Program Coordinator.
- e) Investigate complaints from the Teacher, Teacher Aide or parents, and present a situational evaluation to the Executive for resolution.
- f) Attend other meetings as the need arises, with other LAC Committees or community leaders.
- g) Authorize cheques when needed by the Treasurer.
- h) Review and sign the Budget Report to be submitted to Alberta Education by November 30
- i) Complete an Annual Report, in conjunction with the Teacher, to be submitted to Alberta Education by November 30.
- j) Maintain all correspondence.

Vice Chairperson - Responsible for assisting the Chairperson with any duties as requested, such as:

- a) Take over duties of another Executive member as required.
- b) Review and update the Teacher / program evaluation and distribute them to each family. Review the completed evaluations and present a summary and recommendations to the Executive.
- c) Give orientation to families who join the program part way through the year.
- d) Assume Chairperson position during the school term should this become necessary.
- e) Organize year-end Kindergarten family party.

Treasurer

- a) Work with the Bookkeeper to ensure that all financial obligations of the Kindergarten are met
- b) Handle the following financial transactions on behalf of the Kindergarten.
 - i) Write cheques based on receipts, with approval signified with teacher's initials if necessary
 - ii) Acquire the two signatures required for each cheque
 - iii) Distribute cheques, including payments required at banks and staff pay cheques
 - iv) Arrange for the lease payments for rental of the classroom.

- v) Deposit all cheques/cash
- vi) Forward all receipts and notices to Bookkeeper for filing and safekeeping
- vii) Forward cheque book and deposit book to Bookkeeper once-per-month for data input
- viii) Answer questions from auditor with assistance from the Bookkeeper and reviewing and sign the Audited Financial Statement and the Budget Report
- ix) Receive all amounts payable to the Kindergarten (grant money, program enhancement fees, fundraising money, and Community Association fees).
- x) Forward all Community Association fees to the Community Association.
- xi) Arrange for post dated cheques (if program enhancement fees are charged) from parents to reduce monthly banking deposits and account transfers.
- c) Attend Kindergarten executive meetings.
- d) Present the annual budget and fee structure proposal for to the Executive and the new parents at the Spring General Meeting and Fall General Meeting (The Bookkeeper will prepare a standard budget which the Treasurer will bring to the Executive. The Executive will need to make decisions regarding Teacher salary, TA wages and Parental Fees. The Treasurer will then revise the budget.)
- e) Present initial and quarterly draft budgets (from Bookkeeper) to the Executive.
- f) Forward copies of the Audited Financial statement and Budget Report to the Kindergarten Community Liaison for filing with the HH/BH Community Association Board

Secretary

- a) Record, reproduce and distribute the minutes for all Executive, General and Special meetings. All financial decisions must be recorded in the minutes, specifically:
 - 1. actual or estimated costs and revenues
 - 2. approved salaries, wages, honorariums for all staff
 - 3. fees paid to substitutes
 - 4. initial enrolment figures as well as changes through the year
 - 5. final surplus/loss on fundraising activities
- b) After minutes are approved by the Executive (usually at a subsequent meeting), ensure that the “official copy” of the minutes are signed by the Chairperson and yourself to certify that they have been approved.
- c) Maintain the binder of the “official copy” of the minutes.
- d) All materials provided at the meetings (e.g. budgets, financial statements, reports) must be attached to the “official copy” and kept in the Secretary’s Binder.
- e) Manage all administrative correspondence as directed by other Executive members.
- f) Assist Registrar in preparing and distributing the registration information and applications.
- g) Amend and distribute the Kindergarten's August information package.
- h) Authorize bank cheques for the Treasurer when necessary.

Registrar (As of this year, the position starts in June with the rest of the LAC)

- a) Accept and keep all registration forms from the outgoing Registrar; ensure all forms are maintained up-to-date throughout the year.
- b) Contact any individuals on wait-list when availability arises.
- c) Prepare and distribute class list and amend it when necessary.
- d) Maintain the waitlist, if any.

- e) Be the contact person, including over the summer.
- f) Prepare registration forms, notices and advertisements for registration for the following school year.
- g) Plan and run the registration evening (January 16, 2012).
- h) Accept all registration fees, including Community Association fees. Ensure Treasurer forwards Community Association fees. Hand out Community Association receipt to each family.
- i) Accept and keep all registration forms; ensure all forms are maintained up to date throughout the year.
- j) Liaison with Briar Hill Children's Program.
- k) Be involved with any withdrawals and deal with relevant administration.
- l) Be aware of Registration Policy.

Community Liaison

Act as the Liaison between the Kindergarten and HHBH Community Association.

- a) Communicate with the Education Director of the Community Board on the affairs of the Kindergarten.
 - i) Submit Budget Proposals (September) and Audited Financial Statements (December) to the Education Director.
 - ii) Report current registration numbers / status and names of LAC Executive to the Education Director (June)
 - iii) Relay any changes to the By-Laws and Policy Manual from ECS to Community Association.
 - iv) Provide Program Coordinator with up-to date insurance documents (renewed in December)
 - v) Report any relevant information about CA to ECS.
- b) May attend the monthly Community Association meetings.

School Liaison

- a) Attend LAC Executive meetings. Report relevant Briar Hill School information and developments.
- b) Assist Program Coordinator and Teacher in representing Kindergarten on the Briar Hill Parent Council and School Strategy Committee.

Leaders' Job Descriptions

Advertising Leader

- a) Assist Registrar with preparations for registration (January 16, 2012)
 - a) Distribute posters and notices locally within the school, public library, community association, LRT station, coffee shops, etc...
 - b) Prepare and arrange for sandwich board signage 2 weeks before registration, (check into borrowing playschool's boards)
 - c) Remove notices after event

- b) Ensure that the HHBH community newsletter (The Beacon) has registration information well in advance. Contact HHBH CA Administrative Assistant to find out newsletter deadlines and where to send info.
- c) Ensure that registration information is included in the December School Newsletter and Playschool November Newsletter and BHCP Newsletter.
- d) Circulate information to all Playschool families and BHCP families in mid-December.
- e) May be asked to assist with advertising of events sponsored by School Strategy Committee of which HHBH Community Kindergarten is part.
- f) Assist Kindergarten Vice-Chairperson with any social activity advertising such as potluck and year-end picnic.
- g) If enrollment numbers are lower than 30 children as of the end of March, a second advertisement campaign may need to be run.

Classroom Technology Leader

Advise the Teacher and LAC Executive on classroom technology matters (i.e. those relating to the computers in the classroom) as necessary.

Clean - up Leader

- a) In consultation with the Teacher, select 3 dates when the classroom clean-up will take place. Organize the clean-ups outside school hours, at which Parents assist with cleaning furniture, toys and equipment in the classroom.
- b) Randomly assign one evening per family and be sure to include yourself at each clean-up. The Executive is exempt from clean-up duties in recognition of their contribution in time and effort on the Board.
- c) Provide each family with a note or e-mail outlining the date they are assigned to. Ask the phoning person to phone every family in advance of the clean-up to confirm their attendance.
- d) Ensure that each family attends at least one clean-up session, and if they are unable to attend their scheduled day, make sure they know they are responsible for trading with another family.
- e) Invite people to bring their own rubber gloves, buckets and rags for the clean-up.
- f) Provide the cleaning supplies, including bleach, extra rags, buckets, and gloves. Ask the Teacher regarding what is available from the classroom; submit receipt for those items you had to purchase.
- g) Wash all toys and equipment in a bleach and hot water solution, rinse in hot water and dry off or air fry before replacing them to their proper location. The Teacher is usually available at each clean-up to consult regarding which toys and equipment need cleaning.

Field Trip Coordinator

- a) Be familiar with Field Trip Policy.
- b) Assist the Teacher and Executive in arranging field trips.
- c) Maintain and update the list of field trips, costs and contacts to be passed on from one year to the next.

Fund Raising Leader (This position is only necessary if the LAC Executive decides to do fundraising.)

- a) Identify fundraising opportunities for the Kindergarten and present them at an Executive meeting in the fall.
- b) Organize fundraising events, collect money raised and present it to the Treasurer with a short report.

Library Leader

In consultation with the Teacher, pick out books from the School or Community Library that are related to topics or units covered in class.

Newsletter Distribution Leader

- a) Contact Teacher re each month's newsletter.
- b) By the first of each month, photocopy two class sets.
- c) Post a newsletter for each child over the cubby (or in their pouch for KG children). The newsletter could be emailed depending on the agreement with parent body in your year.
- d) Email copy to Website Communication Leader for posting on the website.

Parent Volunteer Leader

- a) Post a signup sheet outside the Cloak room for classroom volunteers (1 per day). Approach parents to fill empty days as needed.
- b) Phone parents to fill volunteer field trip sheet if needed.
- c) Identify specific parent volunteers with expertise they are willing to share with the program.

Phoning Person

Phone parents as required by the Teacher, Executive or Leaders to remind them of upcoming events, special occurrences or changes to existing plans.

Policy Leader

- a) Be familiar with policy manual, especially Policy Development & Review Policy.
- b) Setting up a committee to review and update policies annually. This committee should consist of at least a Policy Leader, Teacher, Chairperson or Vice Chair, Program Coordinator, a previous policy committee member (if possible) and one other interested person.
- c) Arrange the date and time of meetings, contact committee members and chair meetings.
- d) Arrange to have any revisions or additions to policy retyped (e.g. by Secretary).
- e) Ensure updates are made to policy manual in the classroom.

Scholastic Books

Handle orders and deliveries of Scholastic Books.

Supplies Purchaser

Assist the Teacher with purchasing necessary supplies. Bill Treasurer for expenses on a monthly basis.

Website Communication Leader

- a) Review website content on a monthly basis to ensure it is up-to-date.
- b) Gather information from Teacher, Program Coordinator, LAC Executive, Registrar.
 - a. Important “parental” events: Open House, Registration (forms change every year so please be sure to put the current registration form and information on the website), General Parent Meetings (September and May), Mother’s Day Tea Party, Father’s Day Tea Party, Clean-up nights
 - b. Important children events: field trips, special lessons (e.g. swimming), Year-End Party,
 - c. Data: Annual Education Report, Parent Handbook, monthly LAC minutes, Program Evaluation summary, Teacher’s Newsletter
- c) Craft communications as needed.
- d) Pass on information to Website Tech Leader to upload.

Website Technology Leader

Update the Kindergarten website as requested.

- a monthly updates: Teacher’s Newsletter, minutes from the LAC
- b “seasonal” updates: General Parent Meeting Minutes, Annual Education Report, Parent Handbook

Program Coordinator, Marsha Fehr

- a) Ensure administrative continuity in the Kindergarten program
- b) Ensure all requirements of Alberta Education are being met
 - a. Apply for operating licenses and insurance
 - b. Complete Alberta Education enrolment forms
 - c. Attend Alberta Education workshops when required
- c) Act as a neutral liaison between staff, parents, LAC, relevant government departments and the community
- d) Be familiar with the duties of each LAC position and assist with same as necessary
- e) Participate in classroom on a regular basis i.e. once every three months
- f) Act as an Ambassador for the HHBH Community Kindergarten
- g) Provide history / background information as required
- h) PC sits on the Executive in a non-voting, supportive role

Bookkeeper

- a) Work with the Treasurer to ensure that all financial obligations of the Kindergarten are met.
- b) Liaise with the Program Coordinator when necessary, especially around the Audit and the Budget Report and the initial budget proposal.
- c) Handle the financial transactions outlined in the “Services and Obligations” document for the Bookkeeper on behalf of the Kindergarten.
- d) Ensure filing of all paperwork is completed and adhering to filing requirements by Revenue Canada, Alberta Education, ATRF, Auditor etc

APPENDIX

TIPS for VOLUNTEERS

For

HOUNSFIELD HEIGHTS – BRIAR HILL COMMUNITY KINDERGARTEN

Volunteering is welcome and strongly encouraged in our kindergarten. We need volunteers to assist in the classroom and on field trips as well as to fill Executive and Leader positions. Besides parents, we welcome grandparents, nannies, babysitters and adult friends.

Volunteering In The Classroom

We suggest you try to volunteer about once per 1-1 ½ months to allow you to monitor your child's status/progress in terms of socializing and behavior in a group.

Important: Arrive 15 minutes early to receive instructions from the Teacher
Do not bring younger siblings

Ask questions if you need clarification; do this before class starts, not during circle time.

Teacher's expectations: Sometimes the Teacher will ask you to do something specific (e.g. work at one centre, filing) because it fits the day's plan. Sometimes you will be offered a choice of ways to help. N.B. Anything you do is enough!! Don't worry if you don't complete the assigned task.

You may need to accompany children to the washroom. Stand outside of the washroom and wait for the children, unless they request your assistance. If volunteers need to use the facilities, they are requested to use the staff washrooms.

Remember that the most important people in the classroom are the children. Please refrain from chatting to other adults about things not related to classroom activities.

We would welcome any opportunity for you to share your talents!

Enjoy this opportunity to share in your child's education.

Discipline is the responsibility of the staff. However, feel free to handle minor problems in the way that you think is best.

You are welcome to offer suggestions/ideas about how to make the volunteer's position work better.

Volunteering On Field Trips

Volunteers take directions from the Teacher who must be present and in charge of any field trip.

Occasionally, a field trip requires some parent direction. In such cases, detailed instructions for volunteers will be distributed well in advance.

In situations of child health and safety, take control if the Teacher or Teacher Aide is not nearby.

Safety is your primary concern.

Do not bring non-registered children.

Bus rules:

Wait until bus driver invites you onto the bus.

Children for whom you are responsible go single file onto the bus just ahead of you.

Fill the bus from back to front.

Sit with your group.

Everyone stays sitting at all times (no sitting on laps).

Use quiet voices on the bus.

Stay on the bus until the driver directs you and your group off.

Adults should sit by the exits.