

# Pomme d'Api Volunteer Manual

Prématernelle Pomme D'Api

# Introduction

Pomme d'Api is a parent run preschool. Our success depends on the support and corporation of all parents.

This manual explains the duties of each volunteer role. It is important that you check this manual to understand what the duties of your assigned role are. If you want to learn more about our general parent participation policies please consult the Parent Guide, available on our website.

- Please note that some roles require you to volunteer either before or after the school year has begun and ended and some roles require more volunteering at certain times of year or at special events.
- Some volunteer roles are very specific (for instance Classroom Cleaners), others are part of committees (for instance the Grant Writing Committee) that are largely selfdriven. It is up to the committee members to decide which specific projects and tasks they undertake throughout the year.
- As a parent volunteer it will be helpful for you to get in touch with the parent who occupied your volunteer role last year in the beginning of the school year to learn about your role. You can obtain the contact information for your predecessor from the Parent Participation Director at participation.pommedapi@gmail.com.
- If you have any questions about your role that are not answered in this manual, please contact the Parent Participation Director.

## Class representatives

**Number of volunteers:** 3 (one per class)

**Reports to:** President, Parent Participation Director

**Special requirements:**

- must have access to a phone that can send and receive texts
- must be consistently available at drop-off or pick-up at least one day per week
- must have access to Microsoft Excel to input volunteer hours into the tracking spreadsheet

**Duties:**

- Ongoing duties:
  - act as a liaison between the Board and the families in your class
  - help with communication between the teachers and the families in your class, using email, phone, notes in cubbies, and whatever else may be required
  - create an emergency text/call contact list for your class and use it in case of last-minute class cancellation or other emergencies
  - collect and track the monthly volunteer hours of each family in your class
  - help the Parent Participation Director find volunteers from your class when needed
  - communicate and raise awareness of fundraising events to families in your class (including the opportunities for parents to review the school on social media)
- Duties at certain times of the year:
  - organize a welcome potluck for your class (September)
  - create an emergency text/call contact list for your class and use it in case of last-minute class cancellation or other emergencies (September)
  - create baby and family photo collages for your class (September)
  - manage the purchase of class photos (late fall)
  - collect money from parents and purchase a class gift for the teachers (December and June)
  - organize croissants and chocolate milk for your class on pajama day (March)

## Classroom cleaners

**Number of volunteers:** 8 (including one coordinator)

**Reports to:** Vice President

**Special requirements:**

- should be available either Tuesday afternoons or Fridays at 3:30 pm for about an hour and a half  
If not enough people are available Tuesday afternoons, the midweek cleaning might be done Tuesday or Wednesday evenings instead.  
You may bring babies and children with you.

- must be available for training session the week before school begins

**Duties:**

- work in teams of two to clean the classroom and bathroom  
This task is done twice weekly. Since there are eight people on the cleaning committee (four people who clean on Tuesdays and four people who clean on Fridays) each team of two will clean the classroom once every two weeks.
- may be asked to take responsibility for holding a key to the school if the midweek cleaning is done on an evening rather than on Tuesday afternoon
- at the end of the school year a couple parent volunteers are needed to help the teachers clean up the classroom and sort through material before the summer break. This job will be done after the last day of school. The Vice President will attempt to source these volunteers from the pool of Classroom Cleaners; the Parent Participation Director may additionally put out a call to the entire parent pool for additional assistance.

Classroom cleaners will attend a training session the week before school begins to learn specific procedures required for cleaning the classroom.

## Documents and web content committee

**Number of volunteers:** 2 or 3

**Reports to:** President

**Special requirements:**

- must have access to Microsoft Word
- must have good writing and editing skills

**Duties:**

- work with the Board to update the Parent Guide as necessary
- work with the Board to update the school's Operations Manual as necessary
- work with the Board to update the school's Policy Manual as necessary
- work with the Parent Participation Director to update the Volunteer Manual as necessary
- work with the Board and Technology Committee to update website content as necessary, including:
  - editing and updating existing content
  - writing new content
  - getting new or updated content reviewed
  - getting content translated (you do not have to translate it yourself)

## Field trip committee

**Number of volunteers:** 3 (one per class)

**Reports to:** Partying Director

**Special requirements:** None

**Duties:**

- coordinate class field trips and other in-class activities
- meet with teachers in September to begin discussing possibilities
- send out information and a participation slip to the class for each field trip (ask the Documents and web content committee or your predecessor for a template)

The Field Trip Organizer decides which and how many field trips to do throughout the year. However, all classes usually visit a pumpkin patch in October, which needs to be organized at the beginning of the school year. Other past field trips have included: The Maritime Museum, The Firehall, Burnaby Village Museum, Richmond Nature Park.

## Fundraising committee

**Number of volunteers:** 3 to 6 (at least one per class)

**Reports to:** Director of Fundraising

**Special requirements:** None

**Duties:**

- work with Director of Fundraising to brainstorm fundraising initiatives
- help to carry out new and established fundraising initiatives, including a gift basket raffle at the Christmas Concert and an online auction at the end of the year

## Grant writing committee

**Number of volunteers:** 3 (including one lead)

**Reports to:** Treasurer

**Special requirements:** grant writing experience an asset, but not required

**Duties:**

- apply for the various grants Pomme d'Api needs to receive every year
- seek out additional grant opportunities

## Health and safety committee

**Number of volunteers:** 6 (including one coordinator)

**Reports to:** President

**Special requirements:** None

**Duties:**

- clean and repair classroom toys once per month (including the water table)
- carry out emergency drills (fire, earthquake)

- assist with notifying and educating families about other health and safety issues that might arise

The Health and Safety Committee Coordinator makes a schedule at the beginning of the year to coordinate participation in monthly toy cleaning and emergency drills.

## Maintenance committee

**Number of volunteers:** 4 (including one coordinator)

**Reports to:** Vice President

**Special requirements:** None

**Duties:**

- repair school equipment and furnishings as necessary
- assist with other building and maintenance projects

## Office printer coordinator

**Number of volunteers:** 1

**Reports to:** Vice President

**Special requirements:**

- experience with printers/technology an asset, but not required

**Duties:**

- periodically go into the school office to check the ink supply in the printers and the number of spare ink cartridges in the office  
There must always be some spare ink cartridges handy.
- buy new ink cartridges when necessary (will be reimbursed)
- install and re-align new ink cartridges when necessary, according to the instructions for the printer

## Open House coordinator

**Number of volunteers:** 1

**Reports to:** Director of Publicity

**Special requirements:**

- event planning experience an asset, but not required

**Duties:**

- work with the Director of Publicity to organize and advertise the annual Open House in late February or early March

- make and distribute posters and flyers advertising the open house
- organize treats, craft stations and goodie bags for the open house
- find volunteers to assist with these tasks
- most of the work is done from December to February

## Open House committee

**Number of volunteers:** 4

**Reports to:** Director of Publicity

**Special requirements:** None

**Duties:**

- assist the Open House coordinator with all activities regarding the Open House, including:
  - distributing advertising
  - obtaining donations
  - preparing crafts and activities
  - preparing goody bags
  - organizing food and drinks
  - helping at the Open House itself
  - cleaning up before and after the event
- most of the work is done from December to February

## Parent participation assistant

**Number of volunteers:** 1

**Reports to:** Parent Participation Director

**Special requirements:**

- should be planning to return to Pomme d’Api the following year (to assist with transition for the next year’s Parent Participation Director) if possible

**Duties:**

- track each family’s volunteer hours throughout the school year (with input from the class representatives)
- contact families with low hours to let them know their hours are low and help find them volunteer opportunities
- update the Parent Participation Director on the status of families with low hours
- assist with additional Parent Participation related tasks as needed, if available

## Party representatives

**Number of volunteers:** 3 (one from each class)

**Reports to:** Partying Director

**Special requirements:** None

**Duties:**

- plan and organize all aspects of class parties (Halloween, Christmas, and Graduation)
- work with teachers to set up, clean up after, and recruit additional parent helpers for, class parties
- meet with teachers in October to discuss plans for Christmas
- largest commitment is in November/December and again in May/June

## Photocopying coordinator

**Number of volunteers:** 2

**Reports to:** President

**Special requirements:**

- must be able to make free photocopies

**Duties:**

- make photocopies for teachers and Board members
- connect with teachers and the Board early in September to arrange a system
- ongoing throughout the school year

## Photographer

**Number of volunteers:** 3 (one per class)

**Reports to:** Director of Publicity

**Special requirements:**

- must have a digital camera and be able to upload/share photos
- must be present at the school for parties, special events, and field trips

**Duties:**

- take photos in class for special events and throughout the year
  - work with the technology committee to determine how best to share photos with parents
- Photos may be used on Pomme d'Api's website (with consent).



## Playground and sidewalk maintenance committee

**Number of volunteers:** 4 (including one coordinator)

**Reports to:** Vice President

**Special requirements:**

- must be available to help set up and clean playground equipment one week prior to school start

**Duties:**

- empty garbage
- rake leaves
- clean out sandbox and flowerbeds as needed
- clear snow from the school entrance and lay down salt, if necessary, to make the pathway to the school safe for teachers and families

**Duties at specific times of the year:**

The Playground and Sidewalk Maintenance Committee must set up and clean all playground equipment during the week before school starts. This includes washing down climbing structures and playhouse, repairing broken toys or acquiring new playground toys if possible (via donations), refilling the sandbox if possible (donation of sand as well as transportation needs to be sourced from parents)

## President's assistant

**Number of volunteers:** 1

**Reports to:** President

**Special requirements:**

- should be planning to return to Pomme d'Api the following year (to assist with transition for the next year's President), if possible

**Duties:**

- keep track of school keys
- keep track of and coordinate playground maintenance together with the Vice President
- ensure emergency contact list is current
- ensure emergency supplies are stocked
- ensure emergency drills are carried out by the health and safety committee

## Publicity and advertising committee

**Number of volunteers:** 2 (including one coordinator)

**Reports to:** Director of Publicity

**Special requirements:** None

**Duties:**

- assist the Director of Publicity in maintaining and raising Pomme d'Api's profile in the community
- may include posting advertisements online and putting up posters

## Purchaser

**Number of volunteers:** 2 (one purchaser, and one backup; the backup purchaser will also have another volunteer position and may not end up doing any purchasing work at all)

**Reports to:** Treasurer

**Special requirements:**

- must have a car
- must be able to run errands during the week throughout the year

**Duties:**

- purchase supplies as requested by the teachers, classroom cleaners, and Board
- meet with the teachers in early September to discuss plans

## Recycling

**Number of volunteers:** 1

**Reports to:** Vice President

**Special requirements:**

- must have a suitable vehicle
- must be consistently available at pick-up at least one day per week

**Duties:**

- remove the recycling accumulated in the classroom each week and bring it to a recycling facility

## Registrar's assistant

**Number of volunteers:** 1

**Reports to:** Registrar

**Special requirements:**

- should be planning to return to Pomme d'Api the following year (to assist with transition for the next year's Registrar), if possible

**Duties:**

- assist the Registrar with various duties, including:
  - responding to inquiries from potential registrants
  - collecting tuition and fees
  - assist at the Open House with registration

## Scholastic coordinator

**Number of volunteers:** 1

**Reports to:** Parent Participation Director

**Special requirements:** None (experience coordinating Scholastic orders is an asset)

**Duties:**

- coordinate Scholastic book orders for the school
- detailed instructions on how to fulfill this role is available from the Parent Participation Coordinator and the previous Scholastic Coordinator

## Teachers' assistant

**Number of volunteers:** 2 (including one emergency back-up)

**Reports to:** President

**Special requirements:**

- must be a parent in the 2-Day Immersion Class
- must be available onsite every Tuesday and Thursday from 11:30 am - 11:45 am

**Duties:**

- assist the teachers in readying children from the 2-Day Immersion Class to go outside to meet their caregivers at pickup time. This includes helping the children get in their shoes and jackets and have their belongings with them.

## Technology committee

**Number of volunteers:** 3 (including one coordinator)

**Reports to:** Vice President

**Special requirements:**

- must have computer skills
- must be able to work from home and occasionally on-site

**Duties:**

- maintain and update the website (back end and front end)
- assist photographers with sharing digital photos with their classes
- manage the school's various automated email lists
- create lists for new year ASAP. Make sure it is ready for beginning of September.
- update lists throughout the year when informed of new students by registrar
- provide technical support to the teachers
- upgrade, fix, or purchase items such as computers, printers, networking devices and phone systems
- provide technical assistance and advice to other parents for preschool-related activities
- make sure local land line (MagicJack) and cell phone (7-eleven Speak-Out) are ready to go (and make sure they won't expire) before school year starts.

## Translator

**Number of volunteers:** 2

**Reports to:** Francophone Liaison

**Special requirements:**

- must be fluent in both English and French (translation is mostly from English to French)
- must be able to provide translations within 1 to 3 days after they are requested (except for very large projects)

**Duties:**

- assist Board members, teachers, and committee members by translating parent handouts, minutes, newsletters, emails, and other documents as required

## Treasurer's assistant

**Number of volunteers:** 1

**Reports to:** Treasurer

**Special requirements:**

- experience with book keeping an asset) & should be planning to return to Pomme d'Api the following year (to assist with transition for the next year's Treasurer), if possible

**Duties:**

- assist the Treasurer with all ongoing duties