

## Helping Hands Executive & Helping Hands Timetable

### Duties to be split between 2 members.

- Monthly Tasks
  - Check email frequently; correspond with other board members and directors to ensure emails are being responded to and not replied to repeatedly.
  - Playground
    - Maintain and inspect the playground for any maintenance see report
      - July, October, January, April
        - Report to the Operations Director any items that need attending to
      - If items are needed please get approval from the Director to fix
    - Measure depth of mulch and if its less than 6" deep please contact Operations Director
    - Clear area or all insect nests and web
  - Coordinate with your parents of the Month for job duties. ( Primarily responsible for Dramatic Play)
- June
  - Meet with director to go over upcoming year coordination with HH
    - 1 to Get access to all sites and get keys
    - Clean up all email/Google docs older then 3 years old
    - GO over schedule and intention for the year
  - Attend/ Host Popsicles on the Playground coordination with HH
  - Discuss ways that TY can be involved in the community for the year, along with E&M Chair
  - Check in on school grounds
    - Mulch levels on playground
- July
  - Attend/ Host Popsicles on the Playground coordination with HH
  - Check in on school grounds Fill out the Playground inspection report.
    - Check items on Inspection report
    - Check Mulch levels on playground
- August- it is a busy and involved month!
  - Attend/ Host Popsicles on the Playground coordination with HH
  - Check with Director to make sure field trips have been organized for the year

- HHE/HH to Organize the Fire Station,, Blooms and Berries (3s) and Shaw Farms (4s) field trips in early September, and Garden/ Sharon Woods in spring, and Bus Trip in May
    - Operations Director to schedule Other field trips Premier Tumbling/Fuse Martial Arts/ Dentist/ Valentine Lady/ Bus Trip, etc.
  - Attend Setup and Orientation
    - Help with organizing Dramatic Play supplies with HH
    - Make sure to check with E&M about organizing E&M bins
- September
  - Introduce yourself on the facebook/instagram page.
  - Arrange teacher first day of school gifts from board if wanted for your age class
    - Usually coffee gift card and flowers
  - Connect with Operations Director about t-shirt ordering pick up
    - Arrange T-shirt order collection- contact RP Diamonds
  - Help plan Spaghetti Dinner with HH & E&M
    - 1st Friday of October
- October
  - Host and Attend Spaghetti Dinner participation with E&M.
  - Check in on school grounds Fill out the Playground inspection report.
    - Check items on Inspection report
    - Check Mulch levels on playground
  - Prepare for Mandatory Parent Meeting with Director
    - These meetings are mandatory and now take place over Google Meet or Google Form.
  - Assist Trunk or Treat participation with E&M.
- November
  - Get together Kindergarten Readiness information and local Kindergarten registration to give to 4's in DEC/ JAN
  - Assist teachers in setting up a Giving Tree (this should be done right at the start of the month)
    - Teachnology Chair will post an online link
    - Place the tree with tags in the hall in years allowed. (tree in resource room)
  - Help with organizing Santa for your age class, we have MR & MRs Claus Costume

- Mr & Mrs Caudell- 812-290-9597 Did it in 2021
- December
  - Teachers pick out a book as gift to come from Santa, Please wrap then and return them 1 week before Santa, Coordinate with HH
  - Help plan Chili Cook Off with HH & E&M
    - 3rd Monday of January
  - Connect with Director to make sure school is ready to go for January registration
  - Attend/ Host Winter Clean with team & HH
    - Connect with Parents responsible for helping with the deep clean over winter break if your responsible
      - Saturday immediately after break
  - Drop of DryClean MR & MRs suite at dry cleaner in field ertel for Director to pick up.
    - Tender Years Cooperative Preschool Ph# 513-399-7405
- January
  - Distribute Kindergarten Readiness information and local Kindergarten registration to 4's packet
  - Prepare for Mandatory Parent Meeting with Director
    - These meetings are mandatory and now take place over Google Meet or google form.
  - Attend Chili Cook off
  - Attend registration at end of month
- February
  - Check in on school grounds Fill out the Playground inspection report.
    - Check items on Inspection report
    - Check Mulch levels on playground
  - Help with Cheers for TY in any way, pick up items etc
  - Hang up registration flyers in the community
- March
  - Help with Cheers for TY in any way
  - Attend/ Host Winter Clean with team & HH
    - Contact parents responsible for helping with the deep clean over Spring break usually last week of March/ beginning of April.
      - Attend/ Run Cleaning

- Coordinate Class basket for fundraiser for your class age.
- April
  - Help with Cheers for TY in any way
  - Check in on school grounds Fill out the Playground inspection report.
    - Check items on Inspection report
    - Check Mulch levels on playground
  - Connect with Operations Director & HH about discussing 4s graduation and 3s EOY celebration with the party parents
    - Typically party moms arrange a class gift for each student (TY pays for), provide snacks and drinks and decorates Nisbet Hall for the event
  - Connect with Operations Director about- Make all arrangements for EOY picnic
    - Double check on reservation
    - Technology Chair Post event on social media for any potential families to attend
    - Make sure board members (current and incoming) plan to attend
    - Prepare buttons, sand pails, decorations, and any other activities for the event
- May
  - Reserving a bus for the EOY 4s trip in May of next year
    - ( may 2023 is already booked)
  - May board meeting with old board to be conducted as exit interview and how to better the roles
    - This is a time for each board member to go over their position
    - All transfer of board member materials will happen at this time as well it will be given to the Operations Director
    - Update the timetable by this date. ( Google Docs)
      - Sign out keys to new Board member in the LPC secretary office
  - Connect with the Operations Director about arranging all preparations for Tear down & attend.
  - Attend and host EOY Picnic at Miami Riverview Park
    - Hang “reserved” sign at park the morning of event
    - Students and parents each get a button describing their role at TY (board member, alum, incoming 3s, incoming 4s)

- Each student gets bubbles/ chalk or whatever is left from fundraiser