



MONTHLY CALENDAR

AVAILABILITY REQUIREMENT: Must be available to compile, edit and distribute the monthly calendar by the first school day of each month. Must have access to and familiarity with Microsoft Word. Copier access a helpful.

1. Prepare calendar draft one month prior to beginning of new month. Label all calendar days and mark school events, days off, birthdays, due dates (see #6 below and attached template.)
2. Email draft to teacher, Angie Kowalewski, by the 1st of the previous month, so the teachers can fill in their information.
3. Try to get the calendar from the teacher one week prior to the first of each month.
4. Review the revised copy from the teacher and make corrections if needed (spelling, grammar, etc.).
5. Email copies to each family, and provide a hard copy to those that request a printout. Post a hard copy on the hallway bulletin board. Save the calendar as PDF and email to Children and Company Yahoo Group (childco@yahoogroups.com). This will go to all members of Children and Company. Print out 4 hard copies and place in each teacher's folder.
6. Additions to the monthly calendar may include:
 - a. Birthday information obtained from the school directory. Talk to the class chair's for birthday party information (birthday's are noted by the day the parent does their co-opping).
 - b. Verify field trips, snow day make-up's, school closings with the class chairs, president, or teachers as needed.
 - c. Monthly Themes which are given to you by Angie Kowalewski at the beginning of the school year.
 - d. Optional: Whimsical graphics related to activities occurring during the month.
7. You will be pulling above information from various calendars:
 - a. Children & Company School Calendar
 - b. Co-Op Calendars (from 2's, 3's, 4's Classes) – Obtain from Class Chairs
 - c. You may also include Fundraiser due dates or special events throughout the year.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.



Revisions: 02/2015 MLDG



April 2008

	Tuesday	Wednesday	Thursday	Friday
	1 2's 4's Letter Ww cont.	2 3's - 4's	3 2's 4's -My Ww book	4 Monthly Clean 3's - -
7 3's 4's Letter Gg Week	8 2's 4's	9 3's 4's	10 2's 4's	11 SCHEDULED SNOW DAY NO SCHOOL (unless make-up needed)
14 3's 4's Letter FF Week	15 2's 4's	16 3's 4's	17 2's 4's	18
21 Fire Drills Week 3's 4's Letter Review Wk	22 2's 4's	23 3's 4's	24 TEACHER IN SERVICE DAY SCHOOL CLOSED	25 3's
28 3's 4's Letter Nn Week	29 2's 4's	30 3's 4's Natalie Currie's B-day!		January Themes -