

CHILDREN AND COMPANY 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 #5 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. Provide a copy of the teacher's activity calendar to each member of the school.
 - a. Try to get the activity calendar from the teacher one week prior to the first of each month.
 - b. Make a copy on standard size paper.
 - c. Return the teacher's copy.
 - d. Type the monthly calendar
4. Email copies to each family, and provide a hard copy to those that request it. Post a hard copy on the hallway bulletin board. Send an electronic copy (in Microsoft Word format) to the Webmaster.
5. 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-oping.
 - b. Verify field trips, snow day make-up's, school closings with the class chairs, president, or teachers as needed.
 - c. Optional: Whimsical graphics related to activities occurring during the month.

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.

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 -