



2190 East 44th Avenue
Vancouver BC V5P 1N2
Phone: (604) 800-1197



Pomme d'Api Preschool: Operations Manual

Revised December 2015

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Introduction

This is the Operations Manual for Pomme d'Api preschool. It contains information about school operations for the use of Board members and teachers.

To find more information about Pomme d'Api in general, please see:

- the Policy Manual
- the Parent Guide
- the Volunteer Guide
- the individual Board position manuals

You can find links to the locations all of these documents in **Appendix A: Where to find more information** at the end of this manual.

School information

This section contains information about the physical school building, including its name, location, lease information, opening hours, and class schedule.

Location and contact information

Address:	2190 East 44 th Ave Vancouver BC V5P 1N2
Phone:	(604)800-1197

Name

Official name: Prématernelle Pomme d'Api

Also known as: Pomme d'Api Preschool

Lease information

Pomme d'Api preschool leases part of St. Columba Presbyterian Church. The preschool has exclusive use of the classroom area and the yard, and occasionally has access to the rest of the church for special meetings and events.

The lease is renewed every five years, with the current lease expiring on **June 30, 2016**. Either party can terminate the lease early with six months written notice.

Location

Our signed copy of the lease is kept in [redacted] and an electronic copy is kept in the Board's shared Google Drive folder.

Contact information

Here is the contact information for our liaisons at St. Columba.

Name	Phone Number	Email Address	Contact regarding:
[redacted]	[redacted]	[redacted]	<ul style="list-style-type: none"> • administrative items • lease • rent • use of building
[redacted]	[redacted]	[redacted]	<ul style="list-style-type: none"> • building and maintenance items • play area

Financial terms

Pomme d'Api pays [redacted] in rent each month. Every December, the Vice President hands the landlord twelve post-dated cheques to cover the upcoming year.

Access terms

Pomme d'Api has access to the classroom area and the school yard at all times, and is the only group that uses these areas.

St. Columba currently allows us to use other parts of the church building for special events at no extra charge. However, there is no written agreement about this in our lease, so it is especially important to leave these areas in good condition after we use them.

Here are the special events for which we use other parts of the church building.

Event	Approximate date and time	Part of church building used
Annual General Meeting (AGM)	One Wednesday evening in September, 6:00–8:00 pm	Sanctuary, with access to the bathrooms downstairs
Rehearsals for Christmas concert	During class times in December	Sanctuary only
Christmas concert and party	The last Friday before Christmas break, 6:00–9:00 pm	Sanctuary and downstairs hall, including bathrooms
Parent orientation meeting	One Wednesday evening in May, 6:00–8:00 pm	Sanctuary, with access to the bathrooms downstairs

Opening hours and schedule

This section describes our opening hours and schedule. For more information on the preschool's daily routine, please see the **Parent Guide** and the **Policy Manual**, which are available on the preschool's website or in the Board's shared Google Drive folder.

Opening hours

The teachers are at the preschool Monday to Friday (excluding holidays) from 8:30 am to 4:00 pm. During this time, the doors are usually locked, but the teachers will answer the door if the buzzer is pressed.

The teachers are available for meetings on Tuesday afternoons, when no classes are in session.

Parents who need access to the preschool after hours can sign out a key. See **Key sign-out and tracking** on page 9 for more information.

Class schedule

Classes are in session as shown below.

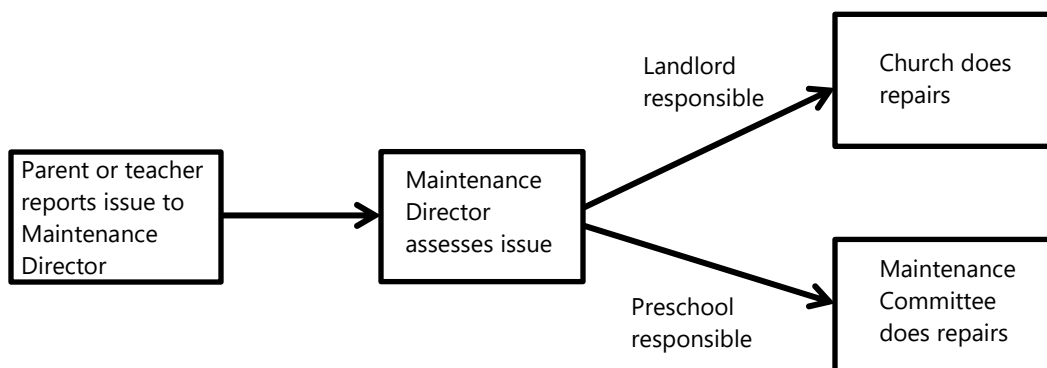
	Monday	Tuesday	Wednesday	Thursday	Friday
9:15-11:45 am	3 day immersion	2 day immersion	3 day immersion	2 day immersion	3 day immersion
1:00-3:30 pm	francophone	no classes	francophone	4 day francophone	francophone

Maintenance

Maintenance is shared between Pomme d'Api and St. Columba in a typical landlord-tenant arrangement: Pomme d'Api is responsible for the contents of the classroom and school yard, and St. Columba is responsible for the actual building and property, including utilities.

Damage and repairs

All repair or maintenance requests should be sent to the Maintenance Director, who will assess the situation and coordinate with either the church or the preschool's Maintenance committee.



For more information about division of maintenance responsibilities, please see the **Maintenance Director's Manual**, which is kept in the Board's shared Google Drive folder.

Yard and playground

The preschool and the church share responsibility for the yard and playground. The preschool's Playground and Sidewalk Maintenance committee is responsible for our share of the yard maintenance.

Preschool responsibilities	Church responsibilities
<ul style="list-style-type: none"> • maintenance of the play equipment and picnic tables • maintenance of the outdoor storage areas (under the wheelchair ramp against the church wall) • snow shoveling and leaf raking • garbage removal • maintenance of the flower beds in the school yard 	<ul style="list-style-type: none"> • lawn maintenance, including aerating and seeding • dealing with any major yard issues, such as flooding or chafer beetles

Cleaning

All cleaning is done by volunteer parents from two committees: the Classroom Cleaning committee and the Health and Safety committee. Both committees report to the Vice President, who is responsible for creating and maintaining the cleaning schedule and checklist.

The table below shows the frequency of cleaning and who is responsible.

Area	Cleaning frequency	Parent committee responsible
Classroom, including: <ul style="list-style-type: none"> • floors • rugs (vacuuming) • tables • chairs • cabinets • bathroom 	Every Tuesday and Friday	Classroom Cleaning committee
Rugs (steam cleaning)	Once a month	Classroom Cleaning committee
Toys and costumes	Once a month	Health and Safety committee

For more information about cleaning, please see the **Vice President's Manual** and the **Volunteer Guide**, which are kept in the Board's shared Google Drive folder.

Security

This section describes the physical security measures taken by the preschool. For other security measures such as drop-off and pick-up procedures, please see the **Parent Guide** and the **Policy Manual**, which are available on the preschool's website or in the Board's shared Google Drive folder.

Doors and locks

There are three doors leading out of the classroom: the main door, the fire door, and an interior door that leads to the rest of the church.

Main door

The main door leads from the school yard to the classroom. It has two locks: a deadbolt just above the door knob and a sliding lock near the top of the door, out of reach of the students.

The doors are kept open for ten minutes at the start and end of classes, when many parents are coming in and out of the cloakroom, and then locked after the last parent leaves. Latecomers must buzz to be let in.

During class times, the doors are closed and both locks are engaged unless the children are outside in the school yard. This is to make sure that nobody enters or leaves the classroom without the teachers' knowledge.

When nobody is at the preschool, the deadbolt must be locked and the alarm engaged.

Fire door

The fire door leads from the back of the classroom to the small parking lot at the back of the church. It is not used unless there is an emergency and it is unsafe to exit through the main door.

This door is always locked from the outside. It is not locked from the inside and opens outwards with an exit bar. If the door is opened, an alarm will sound. This alarm is only heard within the classroom, and its purpose is to alert the teachers if a child opens the door.

Church door

The door that leads to the rest of the church is at the back of the cloakroom, directly opposite the main door. It is always kept locked and is never used.

Key sign-out and tracking

Pomme d'Api has ten keys to the main door, each labelled with a number. Three of the keys are assigned to the President and the two teachers, and the rest are available to borrow temporarily.

Security

Keys are tracked using a laminated sign-out sheet which is kept on the back of the office door. The teachers are responsible for storing the keys that are available for lending, and for making sure that all borrowed keys are signed out and signed back in.



Important: you must return the key as soon as possible when you are finished with it. The only people allowed to sign out a key for the entire school year are the President and the teachers.

How to sign out keys

To sign out keys:

1. Ask the teachers for the key sign-out sheet and a numbered key.
2. On the sign-out sheet, write your name, the date, and the reason you are taking the key on the line next to the number of the key you are taking.
3. Ask the teachers for the alarm code.
4. When you are finished with the key, return it to the teachers and erase your information from the key sign-out sheet.

Alarm

The classroom has an alarm which must be set when the last person leaves the classroom and disarmed when the first person arrives. It is located on the wall by the school office, directly opposite the main door to the classroom.

The alarm is separate from the church's alarm system. Our alarm company is [redacted] ([redacted]). The table below shows our contacts with [redacted].

Name	Role	Phone Number	Email Address
[redacted]	Main contact	[redacted]	[redacted]
[redacted]	Technician	[redacted]	[redacted]

How to disarm and set the alarm

❓ To disarm the alarm:

1. Unlock and open the main preschool door.
2. Within 30 seconds, pull down the front panel of the alarm box, enter the alarm code using the keypad, and then close the panel.

❓ To set the alarm:

1. Close the main preschool door.
2. Pull down the front panel of the alarm box, enter the alarm code using the keypad, and then close the panel.
3. Within 30 seconds, open the door, exit the building, and close and lock the door behind you.



The teachers have the alarm code and will give it out to people who sign out a key. For security purposes, the code must be changed at the start of every school year.

For more information about the alarm, please see the **Maintenance Director's Manual**, which is available in the Board's shared Google Drive folder.

Fire and earthquake safety equipment

The classroom is equipped with emergency lighting, a smoke detector, and a fire alarm. The teachers hold regular monthly fire drills, rotating through the classes so that each class has a fire drill every three months. Each class also has an annual earthquake drill, early in the school year.

For more details about fire and earthquake safety procedures, see the **Parent Guide** and the **Policy Manual**, which are available on the preschool's website or in the Board's shared Google Drive folder.

Emergency lighting

The classroom has emergency lights along the walls near the ceiling. These will come on automatically if there is a power outage.

Smoke detector

The classroom has a battery operated smoke detector, which is on the ceiling near the school office. It runs on a 9 volt battery that must be replaced once a year. The teachers are responsible for directing the Purchaser to buy new batteries when required.

Fire extinguisher

The classroom has one fire extinguisher, which is on the wall next to the fire door. The extinguisher must be replaced whenever it expires and after every use.

Yearly testing

The fire extinguisher, smoke alarm, and emergency lights must be tested each year. Here is the contact information for the company we currently use.

Name:	[redacted]
Contact:	[redacted] (office manager)
Phone:	[redacted]
Fax:	[redacted]
Email:	[redacted]

Earthquake supplies

The preschool has an earthquake kit containing enough food, water, and other emergency supplies to meet the needs of two teachers and 20 students for a three day period. This kit is kept in the outdoor storage area to the east of the playground, under the ramp leading to the church.

The Health and Safety committee is responsible for maintaining the earthquake kit, including regularly checking and replacing supplies as necessary. For more information about this task, please see the **Volunteer Guide**, which is available on the preschool's website or in the Board's shared Google Drive folder.

For more information about the contents of the earthquake kit, please see the **Parent Guide** and the **Policy Manual**, which are available on the preschool's website or in the Board's shared Google Drive folder.

Finances

This section contains overview information about our finances. For more information, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

Accountant information

The preschool uses a paid accountant to handle some of our financial tasks. For more information about the accountant, please see the **Treasurer's Manual** and the **yearly budget**, both kept in the Board's shared Google Drive folder.

Responsibilities

The preschool's accountant is responsible for:

- monthly financial statements
- payroll
- charity returns
- tax receipts (including tuition tax receipts and donation tax receipts)
- bank reconciliations (for both our General and our Gaming accounts)

Contact information

Here is the contact information for our current accountant.

Name:	[redacted]
Address:	[redacted] [redacted]
Phone:	[redacted]
Fax:	[redacted]

Banking information

Pomme d'Api has two bank accounts, both with [redacted]:

- Our **General** account, containing all money not received from the BC Community Gaming Grant.
- Our **Gaming** account, containing all money received from the BC Community Gaming Grant.

We have the Gaming account because the terms of the BC Community Gaming Grant specify that money from the grant must be kept in a separate bank account for tracking purposes.

Finances

For more information about bank accounts, including account numbers, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

Contact information

Here is the contact information for our account manager at the [redacted] branch of [redacted].

Name:	[redacted]
Address:	[redacted] [redacted]
Phone:	[redacted]
Email:	[redacted]

Special account rules

Like many non-profits, our bank accounts have special rules designed to protect the preschool's finances by making sure that one person alone cannot transfer money out of the accounts:

- All cheques issued by Pomme d'Api must be signed by two Board members with signing authority.
- Our accounts do not allow us to make online payments or transfers.

Four Board members are authorized to sign cheques: the President, Vice President, Treasurer, and Registrar.

After the yearly election of the new Board we must update the list of people who are authorized to sign cheques. For more information about how to do this, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

Cheque and reimbursement procedures

All of our expenses are paid by cheque, including the teachers' paycheques, our rent, and other bills. For more information about our regular expenses, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

We also regularly reimburse parents for purchases made on behalf of the preschool. The parent who has the volunteer role of Purchaser makes regular purchases for the classroom, and parents in other volunteer roles make occasional purchases as necessary.

The school will reimburse these expenses as long as they have been authorized beforehand. The only expenses that do not need to be authorized ahead of time are routine purchases by the Purchaser, such as cleaning supplies, toilet paper, and school supplies within the monthly supply budget.



Important: all cheques must be signed by two authorized signers. See **Special account rules** on page **14** for more details.

How to issue a cheque

? To issue a cheque:

1. Fill out the cheque.
2. Compare the cheque and any supporting documents to verify that the cheque amount and payee are correct.
3. Sign and initial the cheque and any supporting documents. Make sure that two authorized people have signed the cheque.
4. Distribute the cheque to the payee using one of the following methods:
 - **Personally deliver** paycheques to the teachers.
 - **Personally deliver** rent cheques to the landlord (12 post-dated cheques delivered each December).
 - **Mail** all other cheques, unless it makes sense to hand them directly to the recipient.
5. Give any supporting documents to the Treasurer to file.

How to request reimbursement for an expense



Important: you must authorize your purchase with the President ahead of time or you will not be reimbursed. The only exceptions to this rule are routine purchases made by the Purchaser within the monthly supplies budget.

? To request reimbursement for an expense:

1. Before making your purchase, contact the President (pres.pommedapi@gmail.com) for authorization (unless this is a routine purchase by the Purchaser).
2. If you do not already have a copy of the reimbursement request form, either ask the teachers for a paper version from the school office or email the teacher-administrator (currently [redacted]) to request the PDF version.

Note: If you have the PDF version, you will need to print it out and submit a paper copy.

3. Fill out the form, including the amount, the date, an explanation for the expense, and the address where you would like the reimbursement cheque to be sent.
 4. Attach all supporting paperwork, such as receipts or invoices.
 5. Submit the form and supporting paperwork to the teachers.
- Once your request has been approved, you will receive a cheque by mail at the address you indicated on the form.

How to reimburse an expense**? To reimburse an expense:**

1. Examine the reimbursement request form and supporting paperwork, and verify that:
 - a. the amount claimed matches the amount paid.
 - b. the explanation for why the expense was incurred is valid.
2. If the expense is not a routine purchase by the Purchaser, contact the President to verify that the expense has been authorized.
3. If the form is correct and the expense has been authorized, issue a cheque in the amount of the expense.

Registered charity information

Pomme d'Api is a registered charity, which means that we can issue tax receipts for qualifying donations.

Registered charity number

Our registration number is [redacted].

Qualifying donations

Donations of money or physical items usually qualify for a tax receipt.

Contributions of services, payment of tuition fees, or contribution to a fundraiser (unless it is a direct donation fundraiser) usually do not qualify.

For the most up-to-date information about which types of donations qualify for charitable tax credits, please see the Canada Revenue Agency's website:

www.cra-arc.gc.ca/chrts-gvng/dnrs/rcpts/dntn2-eng.html

Donation receipts

Donation receipts are issued by our paid accountant. For more information, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

Subsidies

Some families at Pomme d'Api may be eligible for a provincial Child Care Subsidy to cover part or all of their tuition fees.

If a family has been approved for this subsidy:

- Pomme d'Api is responsible for submitting a monthly claim in order to receive the subsidy amount from the Ministry of Children and Family Development.
- The family is responsible for paying any portion of their tuition that is not covered by the subsidy.

For more information about the Child Care Subsidy, please see the **Treasurer's Manual** and the **Registrar's Manual**, both of which are kept in the Board's shared Google Drive folder.

Other sources of income

Aside from tuition fees and charitable donations, Pomme d'Api also receives money from grants and from the provincial Child Care Operating Funding Program.

Grants

Grants, particularly the BC Community Gaming Grant, are an important source of income for the preschool. The Grant Writing committee works with the President and Treasurer to apply for this and other grants throughout the year.

You can find general information about the BC Community Gaming Grant here:

www.gaming.gov.bc.ca/grants/community-gaming.htm

For more information about grants at Pomme d'Api, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

Child Care Operating Funding Program

Pomme d'Api receives a monthly payment from the BC Child Care Operating Funding Program based on the number of children enrolled at the preschool during that month.

Finances

In order to receive the funding, the Treasurer must submit a monthly enrollment report. For more information about this program, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

Technology

This section contains information about technology at Pomme d'Api including telephones and fax machines, the website, email lists, social media, and online information storage.

Telephones and fax machines

Pomme d'Api currently has two telephones and one fax machine.

Name of phone/fax	Type	Number	Purpose
Main school phone	VOIP phone	(604) 800-1197	<ul style="list-style-type: none"> contacting the school in general contacting the teachers leaving a voicemail after hours phoning out from the school
Absentee text line	cell phone	(778) 939-3095	<ul style="list-style-type: none"> sending a text to notify the teachers that your child will be late or absent
Fax machine	fax machine	(604) 800-1197	<ul style="list-style-type: none"> sending and receiving faxes

The VOIP phone and fax machine share a phone number. If the phone rings twice and then stops, it is a call for the fax machine; otherwise, it is a regular phone call.

Our VOIP provider is [redacted] ([redacted]). The cell phone we use for our absentee text line is a prepaid cell phone from [redacted] ([redacted]). If there is a problem with these phones, the Technology team will contact the provider. For more details, see the **Technology Director's Manual**, which is kept in the Board's shared Google Drive folder.

Computers and printers

We have one desktop Windows computer and two printers in the school office, which are used by the teachers for preschool-related tasks. The computer and printers are maintained by the Technology committee.

The two printers are:

- A black and white laser printer, which is used for most printing.
- A colour inkjet printer, which is only used for printing decorations or special items for lessons. All ink from the use of this printer has to fit into the teachers' monthly supply budget.

Internet access

The school's internet service provider is [redacted] ([redacted]). If there is a problem with our internet, the Technology team will contact [redacted]. For more details, see the **Technology Director's Manual**, which is kept in the Board's shared Google Drive folder.

Website

Our website (www.pommedapi.org) is maintained by the Technology Committee, headed by the Technology Director. For more details, see the **Technology Director's Manual**, which is kept in the Board's shared Google Drive folder.

Hosting

Our website is currently hosted for free by [redacted], a parent at the preschool.

Server address:	[redacted]
To contact	[redacted]

The technology team plans to move the website to the server space that comes with our [redacted] internet account before the end of the 2016-2017 school year.

Domain name

Our domain name must be renewed each year by the Technology Director.

Domain name:	pommedapi.org
Domain name registrar:	[redacted]
Annual cost:	[redacted]

Email

This section describes our parent email lists, teacher email addresses, and Board email addresses.

Email lists

Pomme d'Api has several email lists, maintained by the Technology Committee using the free Google Groups service. These lists allow parents and Board members to email an entire class or the entire school using a single email address. There is also a separate mailing list for the Board.

To send an email to one of the lists, address your email to the group name @googlegroups.com (for example, pomme-dapi-2015-2016@googlegroups.com). The email address you are sending from must be a member of the list you are sending to.

If you need to be added to or removed from a list, please contact the Technology Director at technology.pommedapi@gmail.com.

The table below shows the email lists for the 2015-2016 school year.

Group Name (@googlegroups.com)	Includes
pomme-dapi-2015-2016 (All school mailing list)	<ul style="list-style-type: none"> all parents at the school all Board member email addresses both teachers
pomme-dapi-2dayimmersion-2015 (2 day immersion class mailing list)	<ul style="list-style-type: none"> all parents from the 2 day immersion class all Board member email addresses both teachers
pomme-dapi-3dayimmersion-2015 (3 day immersion class mailing list)	<ul style="list-style-type: none"> all parents from the 3 day immersion class all Board member email addresses both teachers
pomme-dapi-francophone-2015 (francophone class mailing list)	<ul style="list-style-type: none"> all parents from the francophone class all Board member email addresses both teachers
pomme-dapi-notifications-Board-of-Directors (Board mailing list)	<ul style="list-style-type: none"> all Board member email addresses

The technology team creates new groups each year. The exception is the Board group, which is updated only when new Board positions are created or old ones are removed.

Teacher email addresses

The teachers use Gmail addresses for school-related emails. The table below lists the current teachers' email addresses.

Name	Role	Email address
[redacted]	Teacher-Administrator	[redacted]
[redacted]	Teacher	[redacted]

Board email addresses

Each Board member has a Gmail address that should be used for emails related to their position on the Board. Emails relating to their role as a parent at the school and other personal emails should go through their personal email address.

Existing Board addresses are passed on to newly elected members of the Board, and the archived emails in their accounts provide a historical record of past decisions. This provides important continuity to those running the preschool.

Technology

The table below lists the current Board email addresses.

Position	Email address
President	pres.pommedapi@gmail.com
Vice President	vicepresident.pommedapi@gmail.com
Secretary	secretary.pommedapi@gmail.com
Treasurer	treasurer.pommedapi@gmail.com
Registrar	registrar.pommedapi@gmail.com
Parent Participation Director	participation.pommedapi@gmail.com
Publicity Director	publicity.pommedapi@gmail.com
Fundraising Director	fundraising.pommedapi@gmail.com
Technology Director	technology.pommedapi@gmail.com
Maintenance Director	maintenance.pommedapi@gmail.com
Francophone Liaison	liaisonfranco.pommedapi@gmail.com

Social media

Pomme d'Api has a Facebook page and may add more social media accounts in the future.

Facebook page

Our Facebook page is at www.facebook.com/pommedapivancouver. People who have admin access to the page include:

- the Technology Director
- the Publicity Director
- the Fundraising Director

The Facebook page is used for several purposes:

- to advertise Pomme d'Api, particularly around the time of the Open House
- to inform followers of Pomme d'Api news and events
- to advertise fundraisers
- to hold our annual silent auction, which usually takes place in March or April

For more information about the Facebook page, please see the **Publicity Director's Manual**, which is kept in the Board's shared Google Drive folder.

Online information storage

Some Pomme d'Api documents are available to everybody, and others contain more sensitive information and are not available publicly.

Account numbers, logins, and passwords

Currently, our account numbers, logins, and passwords (including those for Board member email addresses) are kept [redacted]. In the future, we hope to have a secure online storage system for this information.

Publicly available documents

PDF versions of the following documents are kept on our website:

- the Parent Guide
- the Volunteer Guide
- the Policy Manual
- the Pomme d'Api Constitution

The site includes English versions of all of the above documents and French versions of some. Eventually, we hope to have all documents available in both languages.

To access the documents on the website, click on "Current Students" and then on "Parent Guides", or go directly to www.pommedapi.org/en/documents.html.

Other documents

The rest of our documents are stored online in a Google Drive folder ("Shared Board Docs") that is shared between all of the Pomme d'Api Board and teacher Google accounts. These documents include:

- the Operations Manual (this document)
- individual Board member manuals
- Word versions of the PDF documents on the website
- class lists with contact information
- volunteer hour tracking spreadsheets
- meeting minutes
- forms and templates

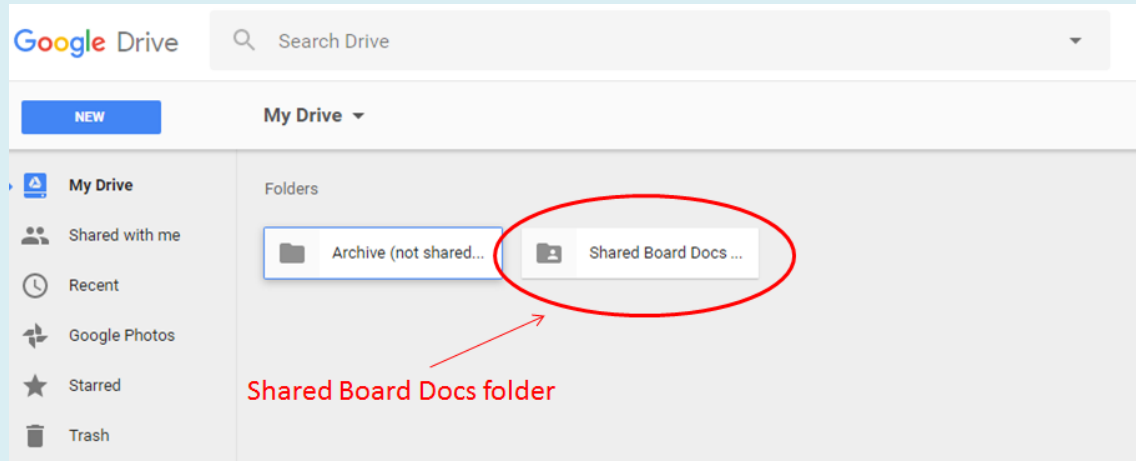
? To access the Board's shared Google Drive folder:

1. In a web browser, go to drive.google.com and log in with the same username and password you use for your Board or teacher Gmail account.

Note: if you are not prompted for a login, check to make sure that you are logged in with your Pomme d'Api account. If not, log out and log back in using that account.

2. In the main panel, double click on the Shared Board Docs folder.

Note: The folder may be in a different place on your screen.



3. Browse through the sub-folders to locate the document you are looking for.

If you cannot see or access the Shared Board Docs folder, please contact the Technology Director at technology.pommedapi@gmail.com.

Meetings

This section contains information about the monthly Board meetings and the two mandatory parent meetings that are held each year.

Meeting	Frequency	Purpose
Board meetings	Monthly	To discuss and make decisions related to running the preschool
Parent orientation meeting	Annually, in May	To discuss school policies, procedures, and routines with new and returning families
Annual General Meeting (AGM)	Annually, in September	To elect the new Board and approve the yearly budget

Board meetings

Board meetings are held monthly on a schedule determined by the Board after their election at the AGM in September. They are usually held in the preschool classroom.

Both teachers are paid to attend the first 30 minutes of Board meetings.

Purpose

The Board meets to discuss and make decisions related to running the preschool. All parents are invited to attend Board meetings, but non-Board members may be asked to leave the room during sensitive discussions.

Structure

The basic structure of Board meetings is shown below.

Structure of Board Meetings

1. The meeting is called to order.
2. Approval of the minutes from the previous Board meeting.
3. The teachers give a report, and there is a discussion of the items in the report.
The teachers may leave after this portion of the meeting.
4. Discussions regarding current preschool issues.
5. Reports from various Board members.
6. The meeting is adjourned, with a motion to adjourn.

Meetings

During discussions, the Board votes on decisions and assigns actions to various Board members as necessary.

Parent orientation meeting

The parent orientation meeting for new and returning families is held on a Wednesday evening in May, from 6:30 pm to 7:30 pm in the church sanctuary. Child care is provided by parent volunteers in the classroom.

Attendance is mandatory for at least one adult from each family with a child enrolled at Pomme d'Api for the upcoming school year.

Purpose

This meeting is:

- an orientation for parents who are new to Pomme d'Api
- a reminder and update about school policies for parents who are returning for a second year or with an additional child

Structure

The basic structure of the annual parent orientation meeting is shown on the next page.

Structure of Parent Orientation Meetings

1. The Board member acting as master of ceremonies welcomes parents and asks if anyone would prefer to have the meeting translated into French.
If so, somebody, usually the Francophone Liaison, will translate.
2. The Parent Participation Director speaks about:
 - the importance of parent participation
 - the difference between a parent participation preschool and a parent-run preschool like Pomme d'Api
 - the logistics of how parent participation works at the preschool
3. The Treasurer introduces and reports on the budget.
4. The teachers introduce themselves and talk about:
 - the preschool's educational philosophy
 - how French is taught in the immersion and francophone programs
 - school policies
 - communication with the school
 - practical information about starting the school year
5. The master of ceremonies invites parents to ask questions.
6. The master of ceremonies invites Board members to make any final remarks.
7. The meeting is adjourned.

Annual general meeting (AGM)

The annual general meeting (AGM) is held on a Wednesday evening in early September, from 6:30 pm to 7:30 pm in the church sanctuary. Child care is provided by parent volunteers in the classroom.

Attendance is mandatory for at least one adult from each family with a child currently enrolled at Pomme d'Api.

Purpose

The main purpose of the AGM is to elect the Board and approve the budget for the year. Because it takes place at the beginning of the school year, we also take the opportunity to remind parents about some of the things that were discussed at the parent orientation meeting the previous spring.

The basic structure of the AGM is shown below.

Structure of the AGM

1. The meeting is called to order.
2. The outgoing or continuing President welcomes everybody.
3. The Parent Participation Director reminds parents of parent participation rules and logistics.
4. Other Board members such as the Fundraising Director speak to parents about upcoming events or projects.
5. The Treasurer presents the budget and answers questions.
6. The budget is approved.
7. The new Board is elected.
8. The meeting is adjourned.

Meeting minutes

The Secretary takes the minutes at each Board meeting and parent meeting, translates them (or gets them translated) into French, and distributes them to all parents. Minutes from past meetings are kept in the school office and in the Board's shared Google Drive folder.

The minutes for the AGM are needed to:

- file the BC Society Annual Report and register the new Directors
- update the new cheque signers with the bank
- file the year end Charity Return with the Canada Revenue Agency

For more details about how and when to do the above tasks, please see the **Treasurer's Manual**, which is kept in the Board's shared Google Drive folder.

School year calendar

The Secretary creates the calendar for the upcoming school year after a discussion with the rest of the Board in May or June. Before the calendar is finalized, the Vice President must book the church for any events held outside the classroom.

This calendar is included in the summer registration package sent out by the Registrar. It also appears on the school's website.

Here are the special events and holidays that should be included in the school year calendar each year. Statutory holidays and breaks generally follow the Vancouver School Board (VSB) calendar.

Month	Events	Notes
September	First day of classes	<ul style="list-style-type: none"> usually the week after the VSB starts, unless Labour Day is very late a Tuesday for the 2 day class a Monday for the 3 day and francophone classes (unless the Monday is Labour Day)
	AGM – mandatory parent meeting	<ul style="list-style-type: none"> a Wednesday evening from 6:30 pm to 7:30 pm
October	Picture day	<ul style="list-style-type: none"> early October usually a Monday and Tuesday
	Thanksgiving Day – no classes	<ul style="list-style-type: none"> statutory holiday
	Halloween party	<ul style="list-style-type: none"> the closest regular class before or on Halloween each class has its own party during class time
November	Remembrance Day – no classes	<ul style="list-style-type: none"> statutory holiday
December	Christmas concert	<ul style="list-style-type: none"> the evening of the Friday before Christmas break (all classes together)
	Christmas break – no classes	<ul style="list-style-type: none"> two weeks from late December to early January the same as the VSB winter break
January	First day back in class	<ul style="list-style-type: none"> the same week the VSB resumes classes a Tuesday for the 2 day class a Monday for the 3 day and francophone classes (unless the Monday is New Year's Day)
February	Family Day – no classes	<ul style="list-style-type: none"> statutory holiday
	Valentine's Day celebration	<ul style="list-style-type: none"> the closest regular class before or on Valentine's Day each class has its own party during class time
February or March	Open House and registration for next year	<ul style="list-style-type: none"> a Saturday morning in late February or early March
March	Spring break – no classes	<ul style="list-style-type: none"> one week in March the second week of the VSB Spring Break

Month	Events	Notes
March or April	Good Friday – no classes	• statutory holiday
	Easter Monday – no classes	• statutory holiday
May	Orientation meeting for new and returning parents	• a Wednesday evening from 6:30pm to 7:30pm
	Victoria Day – no classes	• statutory holiday
June	Last day of classes and party (end of year party for the 2 day class; graduation party for the 3 day and francophone classes)	<ul style="list-style-type: none"> the last day of classes is four working days before June 30 parties and graduations are held during normal class time on the last day of classes
	End of year cleanup – parent volunteers needed	• the four working days between the last day of classes and June 30

Here is a sample calendar, from the 2015-2016 school year:

Date	Event
September 8 (Tuesday)	First day of classes (2 day immersion class)
September 9 (Wednesday)	First day of classes (3 day immersion and francophone classes)
September 16 (Wednesday)	AGM – mandatory parent meeting (evening)
October 5 (Monday)	Picture day (3 day immersion and francophone classes)
October 6 (Tuesday)	Picture day (2 day immersion class)
October 12 (Monday)	Thanksgiving Day – no classes
October 29 (Thursday)	Halloween party (2 day immersion class)
October 30 (Friday)	Halloween party (3 day immersion and francophone classes)
November 11 (Wednesday)	Remembrance Day – no classes
December 18 (Friday)	Christmas concert (evening, all three classes)
December 21-January 1	Christmas break – no classes
January 4 (Monday)	First day back in class (3 day immersion and francophone classes)
January 5 (Tuesday)	First day back in class (2 day immersion class)
February 8 (Monday)	Family Day – no classes
February 11 (Thursday)	Valentine's Day celebration (2 day immersion class)
February 12 (Friday)	Valentine's Day celebration (3 day immersion and francophone classes)
February 20 (Saturday)	Open House and registration for 2016-2017
March 21-25	Spring break – no classes
March 28	Easter Monday – no classes
May 23 (Monday)	Victoria Day – no classes
June 23 (Thursday)	Last day of classes and end-of-year party (2 day immersion class)
June 24 (Friday)	Last day of classes and graduation (3 day immersion and francophone classes)
June 27-30	End of year clean-up (no classes). Parent volunteers needed!

Summary of Board and Teacher-Administrator duties

This table contains a brief summary of the duties associated with each Board position, and the administrative duties associated with the Teacher-Administrator position, which is held by one of the two teachers.

Position	Duties
President	<ul style="list-style-type: none"> oversees all school activities chairs Board meetings and parent meetings hires employees with Board input
Vice President	<ul style="list-style-type: none"> coordinates insurance policies liaises between the Board and the landlord oversees personnel matters coordinates school cleaning committees
Secretary	<ul style="list-style-type: none"> takes and distributes meeting minutes distributes announcements and reminders from teachers and the Board
Treasurer	<ul style="list-style-type: none"> oversees and monitors banking and financial statements coordinates grant applications liaises between school and accountant leads budget preparation
Registrar	<ul style="list-style-type: none"> maintains a database of current and future students takes charge of registration and enrollment collects tuition and fees reports enrollment numbers to the Board and the Ministry
Parent Participation Director	<ul style="list-style-type: none"> matches up all parents with volunteer roles finds volunteers for extra tasks that come up during the year ensures that all families meet their minimum volunteer commitment
Publicity Director	<ul style="list-style-type: none"> coordinates advertising campaigns organizes the Open House
Fundraising Director	<ul style="list-style-type: none"> organizes fundraising activities
Technology Director	<ul style="list-style-type: none"> maintains the website and the email lists coordinates online document storage maintains the computer, printers, fax machine, and phones
Maintenance Director	<ul style="list-style-type: none"> coordinates maintenance projects and repairs
Francophone Liaison	<ul style="list-style-type: none"> liaises between the preschool and francophone community resources

Summary of Board and Teacher-Administrator duties

Position	Duties
Teacher-Administrator (one of the two teachers)	<ul style="list-style-type: none"> • ensures that the preschool meets licensing requirements • establishes and manages care plans for children with extra support needs • maintains the substitute list and participates in the substitute hiring process • establishes and updates school records for each child • oversees day-to-day operations at the preschool

For more details about each of these roles, please see the individual Board position manuals and the teacher contracts, all of which can be found in the Board's shared Google Drive folder.

Appendix A: Where to find more information

This section gives the locations of our document repositories and a brief summary of what is in other Pomme d'Api documents.

Document repositories

Pomme d'Api has three main document repositories:

1. **School office:** hard copies of publicly available documents are kept in the school office.
2. **Website:** PDF versions of publicly available documents can be found here:
www.pommedapi.org/en/documents.html
3. **Google Drive:** all school documents are kept in the Board's shared Google Drive folder. This folder, "Shared Board Docs", is shared among all of the Board and teacher Google accounts. All Board members and teachers have permission to add and edit documents in this folder.

For more information about this folder, please see

Online information storage on page 23.

If you are on the Board but cannot access the shared folder, contact the Technology Director at technology.pommedapi@gmail.com.

Other documents

The table below shows where to find more information about the preschool.

Document	Contents	Location
Constitution	The constitution of the Pomme d'Api Society, which governs the preschool	School office, website, Google Drive
Parent Guide	Policies, procedures, and other information of interest to parents	School office, Website, Google Drive
Policy Manual	Details of all of the preschool's policies	School office, website, Google Drive
Volunteer Guide	A list of all non-Board parent volunteer roles and how to do them	School office, website, Google Drive

Appendix A: Where to find more information

Document	Contents	Location
<p>Board position manuals:</p> <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer • Registrar • Parent Participation Director • Publicity Director • Fundraising Director • Technology Director • Maintenance Director • Francophone Liaison 	<p>How to do all of the work associated with each Board position.</p> <p>Note: <i>these manuals are not publicly available as they may contain sensitive or confidential information, including passwords and banking information.</i></p>	<p>Google Drive</p>

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