

Parents and Friends Group

Procedure and Operational Guide

Eureka Community Kindergarten Association Inc. (ECKA)

11 Grandview Grove, Wendouree, 3355

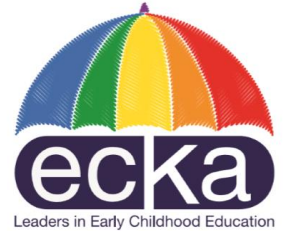
Po Box 2126, Bakery Hill, Vic, 3354

P: (03) 5339 5055

M: 0400 089 143

E: sueecka@chariot.com.au

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Procedure and Operational Guide

1. It is recommended that the P&F hold a meeting once per term to set a schedule of activities for the term or in some cases the whole year. An ECKA staff member will attend the term meeting to assist with making decisions and offer guidance with planning.
2. At your first meeting, record Parents and Friends names on the list provided.
3. The Parents and Friends Group will need to nominate a Co-ordinator/s who will take notes and record discussions at meetings held once per term. These notes are to remain hand written and left in a clearly labelled folder at the kindergarten/ preschool.
4. The Co-ordinator/s will also:
 - Communicate and work closely with the ECKA staff, i.e. the Kindergarten Teacher and Sue - at the ECKA office.
P: 5339 5055 E: sueecka@chariot.com.au
 - Consult with staff at the service before any decisions are made.
 - Ensure that Sue at the ECKA office has been notified of all planned events to assist with a risk assessment. Risk assessments must be undertaken prior to any event being confirmed.
 - Work with other Parent and Friends group members to ensure set tasks are being completed.
 - Organise for the collection of money from events with Sue or Colleen from the ECKA office.
5. The Parents and Friends Group may decide to hold a social event, after consulting with staff. Please notify ECKA of the details of your planned event as the Insurance cover and Risk Assessment is ECKA's responsibility.
6. All maintenance issues are to be discussed with the ECKA Teacher, who will make contact with the ECKA office.
7. Any requests to use funds for the purchase of equipment or make improvements (other than maintenance, regulations requirements or OH&S issues) are made to ECKA staff who will work with the parents and friends to make the purchases etc.

Names of Parent and Friends members

Parent Name	Childs Name	Childs group	Telephone No.



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Parents and Friends Meeting Record



Date:

Attendance:

Decisions Made: (record what the decision is and who is doing what)

Q and A

Q) Where do we find help or advice in relation to any fundraising or social event?

A) Your child's Teacher or Sue and Colleen at the ECKA office. P: 5339 5055

Q) Do ECKA need to be notified of any planned meetings, fundraising activities or social events?

A) Yes, ECKA are the legal entity under which your group operates, all activities and decisions made by the members of the Parents and Friends must be authorised by the ECKA office prior to planning and or implementation.

Q) How many meetings should we hold per term and when should we hold them?

A) We suggest that you hold 1 meeting per term. If you are organising a large event, additional meetings may be necessary. We recommend that you hold the meeting at the start of each term.

Q) Should we hold a meeting at night?

A) Experience shows that meetings held after a kindergarten session are the best attended. It is hard for parents to come out at night, due to baby-sitting restrictions and other commitments.

Q) Who sends out notification of meeting dates?

A) The Co-ordinator and Teacher can distribute notes. The ECKA office can also distribute notifications via text messages to all parents.

Q) Should we ask the teacher before organising a fundraising or social event?

A) Yes, always discuss proposed events with your child's teacher, this avoids any conflicting dates or plans that the teacher may have, such as excursions.

Q) How do we get flyers printed?

A) Please ask your child's teacher or request assistance from Sue at the ECKA office.

Q) Can we use the ECKA logo?

A) Yes, however all notices, flyers or posters that must be forwarded to the ECKA office for approval before printing commences.

Q) How do we get a cheque to pay for fundraising activities?

A) Phone the ECKA office and speak to either Colleen or Jo who will write the cheque and either forward it back to the parent and friends group or directly to the company.

Q) Can we use cash for any setup fundraising costs?

A) No, ECKA accounting procedures do allow for such cash transactions. Please phone Sue or Colleen at the ECKA office and we will make the payment on your behalf.

Q) What do we do with cash raised?

A) Please phone the ECKA office if you have received cash payments for any fundraising or social event. We will organise collection asap.

Q) How do I get reimbursement for items purchased for a social event?

A) Please keep the receipt of any purchases you have made and forward this (with your name and contact details) to the ECKA office. We are happy to receive a scanned image of your receipt. Once we have received the receipt we will contact you to organise reimbursement (via cheque or electronic transfer).

Q) Do we have a fundraising target?

A) Yes, Jo and Colleen put your budget together and will forward a copy to the kindergarten Teacher.

Q) How many fundraising events should we hold per year?

A) We suggest you only hold 1 event per term as there is a limit to how much families can manage.