

Welcome to Highlands Early Learning Centre! As a member of our community you and your family are an important part of the school’s legacy. Established in 1963, we have been the go-to school for multiple generations of North Shore families. Many families have explained that what makes Highlands special is the sense of community that is created. Highlands Early Learning Centre is a non-profit organization run by an **Executive Director** and a **Board of Directors** comprised of 12-13 parent volunteers. We are not a “parent participation” school but we keep our fees low in part due to parent volunteerism.

Need more **reasons** to get involved? Research tells us of the numerous benefits of volunteering which include an opportunity to: **learn new skills; make a difference; meet new people; improve our self-esteem and mental health; and have fun!** There is a growing body of evidence suggesting that people who give their time might also be rewarded with better *physical* health—including lower blood pressure and a longer lifespan. Plus, volunteering is a great way to model positive community involvement for our children.

Just can’t fit anything else in? No Problem, **you can opt out and instead make a financial contribution of \$150** in lieu of the minimum 4 hours of volunteer time requested.

* Please choose Option A (Volunteering) or Option B (Payment in lieu of volunteering) and fill out the form accordingly. *

Parent’s Name:		For Office Use
Child’s Name:		
Child’s Class:		
Email Address:		
Phone #:		

OPTION A

Yes, I would like to volunteer a minimum of 4 hours to Highlands Early Learning Centre! _____ Initials _____

PART I:

I am a current Board member - *If you are currently on the Board your volunteer obligation is fulfilled; please check here and complete the info box at the end of this form*

I would like to learn more about serving on the Board of Directors

➤ We are looking for applicants with the following backgrounds:

➤ Legal, IT, Accounting, Planning, Leadership

PART II: Please select **at least ONE** task from the following table:

TASK	Time commitment	Interest (check)
<p>1. Playground / Preschool Clean-up (10 people needed): May involve shoveling sand/woodchips; raking; light carpentry; painting; pressure-washing; etc May also involve cleaning windows, wiping furniture, toys & walls</p> <ol style="list-style-type: none"> 1. End of August – 10 people needed 2. End of October – 10 people needed 3. End of April - 10 people needed 4. End of June - 10 people needed 	<p>2 hours (each Clean-up)</p>	

<p>2. Fundraising & Event HELP Assist & Help Board Fundraising Coordinators to plan, support and execute Fundraising activities held throughout the year such as Pub night, Pumpkin fundraiser, Silent Auction, Purdy's fundraiser....</p>	Varies	
<p>3. Guest Speaker We believe in the power of diverse perspectives and experiences to enrich our students' learning. Are you passionate about your profession or eager to share aspects of your culture and celebrations? We invite you to be a Guest Speaker! Topics could include, but are not limited to:</p> <ul style="list-style-type: none"> • Your profession (e.g., police officer, firefighter, nurse, dentist, physician, pilot, carpenter, etc.) • Cultural insights and celebrations <p>Topic I would like to discuss: _____</p>	Varies	

PART III - Please select **at least TWO** tasks from the following table. Please indicate your first and second choices in the space provided:

TASKS	Time Frame	Interest (check)
<p>4. Class Representative (1-2 per class) <u>Overview:</u> WhatsApp Class Group Admin, Class Contact List Manager, Communication Facilitator, Teacher Appreciation organizer</p>	September – June	
<p>5. Laundry Duty <u>Overview:</u> Family will be given a laundry basket with wet hand towels from classroom water/art activities or wet preschool clothes. Must be washed, dried and folded. <u>Timeline:</u> Flexible <u>Pick up & Drop off:</u> at the beginning or end of child's class</p>	2x - 4x per month	
<p>6. Playground Sweeping & Tidying (Fall/Spring) <u>Overview:</u> leaf blowing, leaf sweeping into green bin, play sand sweeping and general clean up <u>Timeline:</u> Flexible – any time outside of preschool hours (9-3:30) or weekend</p>	2x in 1 month	
<p>7. Sewing projects (small) <u>Overview:</u> Fixing fabric dress up clothes and toys needed <u>Timeline:</u> Flexible</p>	As needed	
<p>8. Small fix-ups around the school <u>Overview:</u> Light carpentry experience necessary</p>	1-2 hours (As needed)	
<p>9. IT Support (IT experience is necessary) <u>Overview:</u> If needed will be able to support with website updating (WIX), software updates and troubleshooting.</p>	As needed	

OPTION B:

Our family **prefers to make a financial contribution of \$150** to the school in lieu of completing volunteer hours.

***Please include a cheque for \$150 when submitting this form. ***

Parent Signature

*** Please return this form to the Executive Director. You will be contacted throughout the year as needed. ***

Thank you for being a part of the Highlands Early Learning Center Legacy!