

TO: Parents of Pre-School Children

FROM: Kathy Hawkins and Nancy Smith

SUBJECT: Time and Talent: "What is it?" and "How do we do it?"

At Bethlehem Christian Pre-School parents and guardians are asked to participate in the life of the school by completing at least ten (10) hours of volunteer time per child (up to a total of 20 hours maximum required) during the school year. For most families this is a simple task, easily completed. For other families, it is more difficult, and some of them choose to pay \$90.00 for their Time and Talent responsibility, which equals \$9.00 per hour.

Often we are asked what we can do to fulfill our commitment. The following are some ways to volunteer at BCP and complete Time and Talent:

1. One of the papers each family filled out at registration was a Time and Talent questionnaire asking in what areas each family has skills or interest to help. That form was transferred to a list from which the office calls when we are looking for someone to help with a given task, such as calling for parent helpers on Picture Day.
2. It is not necessary to wait for a call from the office in order to volunteer at BCP. Here are some suggestions for ways to get involved:
 - * Take home a "cutting project" and help your teacher be prepared for class. Ask your child's teacher.
 - * Run an errand for the office. The office managers post signs when help is needed.
 - * Help with a special cooking or art project in your child's classroom. Ask your teacher...she has lots of ways you can help.
 - * Help plan and run a classroom party.
 - * Work on the Book Bag Committee.
 - * Work on the Recycling Committee.
 - * Run the copier or laminator for the office manager.
 - * Take care of classroom pets on a weekly basis, cleaning cages or changing aquarium water.
 - * Help us problem-solve our computer glitches.
 - * Help us fix and maintain our furniture and equipment.

What doesn't constitute "Time and Talent?" The following events are NOT considered Time and Talent.

- * Attending a special event such as a Harvest Party or Dad's Saturday.

- ★ Spending the morning in the classroom with your child doing a specific job for the teacher. However, please be aware that parents are ALWAYS welcome in the classroom whether it's to help or to just be with their child.

Record Keeping: In order to keep track of Time and Talent hours, we have created a self-tracking system. The Time and Talent record of hours for each child is kept in a notebook in the child's classroom and is located on the sign-in desk. Each family keeps its own record of hours, recording in the notebook each time they complete a T&T job. Periodically, BCP updates the tally of T&T hours and notifies each family.

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