

## **WESTMINSTER COMMISSION: PRESCHOOL (Reports monthly to Session.)**

Responsible for the successful implantation of the Westminster Preschool.

**Membership:** One (1) or two (2) active elder, one that serves as moderator.  
Eight (8) – Ten (10) members-at-large from congregation.

**Staff Resources:** Preschool Director  
Assistant Preschool Director

**Task Teams:** Long Range Planning Committee

**Responsibilities:**

- Support of day-to-day operations as needed and special events (Parent Orientation, Christmas Program, Open Houses, Family Night, Year End Ceremony)
- Coordinates publicity needs with Communications Team
- Develop and implements fundraising activities as needed
- Review, evaluate and recommend curriculum.
- Prepare budget; oversee expenditures.
- Develop a yearly calendar.
- Formulate yearly goals and objectives.
- Perform annual reviews of Preschool director
- Maintain outdoor playground
- Ongoing development/expansion of preschool
- Ongoing development/expansion of playground (Phase 2)

### **Suggested timeline:**

Feb.	-Beginning registration publicity for upcoming year.
Feb-Jun	-Open House the second Thursday of February. -Plan fundraiser (May) -Turn Fundraiser schedule in to Finance Commission (June) -Interview and hire teachers as needed.
Sept/Oct	-Budget Preparations / Evaluate teachers
Nov /Dec	-Calendar, goals, and objectives for upcoming year -Call commission members and ministry members for upcoming year -Plan Open Houses for upcoming year. -Prepare Annual Report

