



At BHNS, our mission is to provide the child with a nurturing environment and to instill a love of learning within our developmental play-based curriculum.

Belvedere-Hawthorne Nursery Schools
Post Office Box 288 Belvedere, California 94920
www.belvedere-hawthorne.com

Belvedere Nursery School

**15 Cove Road Place, Belvedere Phone: 415-435-1661
Fax: 415-435-64**

Hawthorne Pre-Kindergarten

145 Rock Hill Road, Tiburon Phone: 415-435-9757

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MESSAGES

Message from the Board President

Welcome to the 2024-2025 school year at Belvedere-Hawthorne Nursery School! Our Board, Directors, and teachers have been working tirelessly all summer to get everything ready for another fantastic year.

This handbook is a must-read for both new and returning families. Inside, you'll find everything you need to know—school policies, program details, your responsibilities as parents, the event calendar, and introductions to our amazing teachers and board members. Whether you're a returning family or new to our community, I encourage you to take some time to go through the important information included.

I want to extend a huge thank you to our dedicated and nurturing teachers. Their energy, passion, and hard work are the backbone of our school. Alongside our Executive Board and Operations Committees, they've kept this community thriving for over 80 years!

I'm always open to your comments, suggestions, and questions. I encourage you to attend our General Board Meetings and get involved whenever you can. I'm looking forward to seeing you all at school or at the exciting events we have planned throughout the year.

Jaimie Feliz

President, Board of Directors

Email: President@Belvedere-Hawthorne.com



Jaimie's Family: Palmer (BHNS alumni) and Jules (MWF), Thomas.

Please note: **All personal BHNS family information must be used for official school business only; absolutely no outside solicitations.** Any other communication must be presented to the President for approval prior to distribution. Please respect our families' privacy.

Message from the Directors

We want to welcome you to the new school year. At Belvedere-Hawthorne Nursery School, we believe in the importance of developed play and foster the growth and development of each child. We look forward to a wonderful, enriching year with your children.

On behalf of the teaching staff we want to thank you for your continued support.



Kathleen Parker
*Head of School
Belvedere-Hawthorne
Nursery Schools*



Abigail Vare
*Executive Director of
Belvedere-Hawthorne
Nursery Schools*



Hrund Gisladdottir
*Director of
Hawthorne Pre-Kindergarten*



Gindin Meuse,
*Operations Manager of
Belvedere-Hawthorne
Nursery Schools*

2024-2025 CALENDAR

23, 26, 27 Teacher Work Days

28 First Day MWF, HPreK

29 First Day TTh (no lunch; 11:30 dismissal)

2 Labor Day Holiday

3 First Day optional TTh Lunch Program (12:30 pm dismissal)

4 First Day optional MWF Afternoon Program (3 pm dismissal)

1 Staff Development Day

11 Veteran's Day Holiday

25-29 Thanksgiving Holiday

19 TTh Holiday Sing (no lunch)

20 MWF/HPreK Holiday Sings (no MWF Afternoon Program/early release HPreK)

23-31 Winter Break

1-3 Winter Break

6 Teacher Work Day

7 January Time for Twos Parent Orientation

9, 16, 23, 30 January Time for Twos

20 MLK Jr. Holiday

AUGUST 2024						
S	M	T	W	Th	F	S
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SEPTEMBER 2024						
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OCTOBER 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
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JANUARY 2025						
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MARCH 2025						
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MAY 2025						
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25	26	27	28	29	30	31

JUNE 2025						
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29	30					

JULY 2025						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 January Time for Twos joins TTh

17-21 Mid Winter Break

17 Staff Development Day

3 Spring Time for Twos Parent Orientation

17, 24 Spring Time for Twos

7-11 Spring Break

1, 8, 15, 22 Spring Time for Twos

23 last day MWF Afternoon Program

26 Memorial Day Holiday

5 last day TTh Performance (no lunch)

6 last day MWF/Hawthorne PreK Performances (early release HPreK)

9-11 Teacher Work Days/Summer Planning

23-27 Summer Session Week 1

7-11 Summer Session Week 2

14-18 Summer Session Week 3

21-25 Summer Session Week 4

28-31, Aug. 1 Summer Session Week 5

Teacher Work Day - no school for students
 Holiday - no school for students/staff
 MWF Afternoon Enrichment Program
Staff Development Day - no school for student
 First/last day of school for students
 Summer Session
 TTh Lunch Program
January Time for Twos
 Spring Time for Twos

ABOUT OUR SCHOOL

Organization

Belvedere-Hawthorne Nursery Schools, Inc. (BHNS) is a private non-profit 501(c)(3) organization owned and operated by the parents who have children attending Belvedere Nursery School and/or Hawthorne Pre-K. The Board of Directors is responsible for policy making. Recommendations from the teaching directors provide important guidance for board decisions. Board members are elected annually by the parent body and serve volunteer terms of one to three years.

The Board of Directors employs one Executive Director, who oversees the organization as a whole and manages enrollment, and two Program Directors -- one for Belvedere Nursery School and one for Hawthorne Pre-K. Each is responsible for managing daily operations and developing and ensuring the most up-to-date, research-based curriculum at each school, as well as teaching in the classroom on a daily basis.

Our teachers are highly qualified and trained in early childhood education. We maintain a child/staff ratio of six to one (or less) for all morning programs.

Our History

The Belvedere Nursery School, Inc. has the distinction of being the oldest nursery school in southern Marin County. It was originally started in 1939 as a WPA Project during the New Deal Administration. The parents assumed control of the school in 1944 and conducted an intensive building fund drive. The present site on Cove Road Place was purchased in 1950 as a result of strenuous fundraising and generous contributions. Our present building was built at that time, but as only one room. Subsequent additions were made at five-year intervals on the corporation's own credit.

It was in 1953 that the school switched from being a parent cooperative to a professionally staffed school. BNS became a non-profit corporation registered with the State of California. At this time a Board of Directors, composed of parents, was set up to oversee the operation of the school.

In 1968, as more children moved into the area, the Hawthorne Nursery School was created at the Community Congregational Church on Rock Hill Road. By 1969, it became practical to schedule all nursery school hours in the mornings and to make Hawthorne a pre-kindergarten program, which it has remained since that time. In 1983, Time for Twos, a parent participation program, was implemented to introduce the two-year-old to preschool activities.

The fine programs offered at BHNS are the result of well-guided development over many years. Hundreds of active and interested parents have worked hard for over two generations to create our exceptional nursery schools. Our splendid reputation is well known throughout Marin County.

Goals and Objectives

Based on the principles of child development, our programs are designed to provide a safe and secure environment, both physically and emotionally, that will enable your child to have a happy, positive experience at school.

Emotional Development

To nurture in the child an inner sense of trust and autonomy that will allow the development of positive self-esteem and strengthen emotional functioning for goal-oriented collaborations so that the young child experiences good feelings about him or herself within his or her contributions to the world.

Social Development

To develop a sense of independence and gain skills in self-regulation and social-emotional learning. To enhance intrinsic motivation and develop agency with the ability to accept instruction from teachers and to participate with others in a cooperative and satisfying manner. To learn more about him or herself and how to be a friend.

Cognitive Development

To provide first-hand experiences that broaden concepts and expand knowledge through play and integrated activities with problem-solving to enhance the acquisition of cognitive, linguistic skills, and executive functioning.

Physical Development

To provide both structured gross motor movement curriculum and open-ended gross motor play, as an integral part of cognitive and physical growth, supporting motor planning and coordination. To enable vital processing, sensory integration, and self-regulation.

Children's Programs

Our goal is to provide the child with a nurturing environment that fosters creativity, stimulates the imagination and intellect and develops social skills. By participating in music, arts and crafts, dramatic play, manipulative materials, science, cooking projects, carpentry, storytelling, games, outdoor activities and cooperative play, the child will have an opportunity to experience an ever-increasing selection of activities appropriate to the individual needs and abilities of the child.

See "Admission Policy and Eligibility" for the age requirements for each program.

Belvedere-Hawthorne Nursery Schools offer the following programs:

Time for Twos*: This program is designed to provide both parent and child with an introduction to preschool activities. By becoming familiar with the teachers and the space and following the format of the morning program, both parent and child will be able to make the transition to the Tuesday/Thursday mornings with confidence. An opportunity for the adults to meet and discuss common concerns while the children are having snacks is also incorporated into the afternoon classes. *This program is dependent on adequate student enrollment and staffing.

Tuesday/Thursday Morning: This program is often a child's first experience of being away from parents in a school environment. Children learn to cooperate and play with their peers, accept instruction from new adults, and adjust successfully to a school environment. They become comfortable with the daily routine and enjoy age-appropriate projects and activities.

Monday/Wednesday/Friday Morning: This program continues to offer age-appropriate activities that build on the skills the children have mastered. The children are encouraged to make choices and use their improved verbal abilities to communicate and negotiate with their peers.

Hawthorne Pre-Kindergarten: Classes are held at the Hawthorne Campus in the Community Congregational Church classroom space. This program was established in 1969 to meet the specific developmental needs of four and five-year-olds. The teaching staff provides a safe and supportive environment that encourages curiosity and concentration and challenges the child to try new things. Through working with themes, the child learns some specific information, extends his/her imagination, develops the ability to follow directions of more than one step, and increases small muscle skills. A major emphasis at Hawthorne is also placed on developing social skills that will enable the child to make and keep friends. In addition to quiet time and free activities, the program offers a curriculum of physical education, music and art enrichment. The children learn a new repertoire of songs and study the instruments of the orchestra. In two-week intervals, they learn about different artists and produce their own art in the style of each artist studied. Twice during the year they bring home a portfolio of art produced in the style of Van Gogh, Matisse and Mondrian, among others

Monday/Wednesday/Friday Afternoon Enrichment Program: This optional program is offered from 12:30pm-3:00pm for children who are enrolled in the MWF morning program.

This program gives the children a chance to participate at BNS in a smaller group. It is a fun-filled opportunity to form new friendships and to explore science, games, art, literature and language arts. Every afternoon includes rest time, a circle where movement is encouraged, free time outside, and a project based on the theme of the day. Due to state-mandated provisions for a rest time for this age group, space is limited. Children must be toilet trained to participate.

Summer Programs: Summer school is offered during the months of June and July. Each summer program serves as an introduction to the program that the child will enter in the fall. Thus, children planning to enter the T/TH program attend a two-day-a-week program. The two-day program runs from 9:00am-11:30am, with no lunch. Children planning to enter the MWF program attend a three-day-a-week program. The program runs from 9:00am-12:30pm and includes a lunch hour. The two-day and three-day programs are scheduled for consecutive days, usually, Monday/Tuesday/Wednesday and Thursday/Friday. Children planning to enter Hawthorne attend a five-day-a-week program, Monday through Friday. The program runs from 9:00am-12:30pm and includes lunch.

Children are enrolled in the summer programs on a weekly basis. The theme for all programs is a fantasy trip to a high-interest destination. Children learn a few words from a different language, do craft projects, sing songs, and sample new foods.

TEACHING STAFF

Executive Team

Kathleen Parker	Head of School
Abigail Vare	Executive Director and BNS Director
Hrund Gisladdottir	Hawthorne Pre-Kindergarten Director
Gindin Meuse	Operations Manager

Belvedere Nursery School Teachers

- Gretchen Alden
- Liz Berg, BNS MWF Afternoon Enrichment Program Director
- Jane Grubb
- Maria Elena Gutierrez
- Linda Hevern
- Julia Johnson
- Kathleen Parker
- Cayla Salvador
- Abigail Vare

Hawthorne Pre-Kindergarten Teachers

- Claudia Bressie
- Hrund Gisladdottir
- Ellie Kantola
- Jan Schmidt, HNS Pre-K Art Enrichment Program Director
- Jane Stiteler
- Gee Trono

STAFF CREDENTIALS

Gretchen Alden

Teacher, BNS

Education

- University of California, Irvine,
BA Social Ecology
- College of Marin,
Early Childhood Education

Teaching Experience

- Mary Moppet Preschool and Kindergarten, El Torro, CA
- BNS Teacher, 1989-1998, 2004-2005
- BNS Monday/Friday Afternoon Director, 1996-1998
- Teacher, Hawthorne Pre-K, 2005-2007
- Teacher, BNS since 2010

Special Mention

- Former BHNS Parent
- BHNS Board Member, 2002-2004
- BHNS Class Parent, 2004-2005



Liz Berg

Teacher, BNS

MWF Afternoon Enrichment, BNS

- University of California, Berkeley, Sociology and Welfare
- McGeorge School of Law, Juris Doctor in Law
- College of Marin, Early Childhood Education

Teaching Experience

- Preschool Teacher, Kentfield, 2021-2023



Claudia Bressie
Teacher, Hawthorne

Education

- Early Childhood Education, City College of San Francisco

Teaching Experience

- Teacher, CPMC
- Substitute Preschool Teacher, Marin & San Francisco
- Substitute Teacher, HNS & BNS for the past year and a half

Special Mention

- BHNS Parent - All three children attended BNS and Hawthorne



Hrund Gisladdottir
Director, Hawthorne Pre-K

Education

- University of California Berkeley, BA Sociology
- Mills College, MA Early Childhood Education & California Multiple Subject Teaching Credential
- University of California Los Angeles- Early Childhood Administration

Teaching Experience

- Teacher, BNS and Hawthorne since 2017
- Producer and Instructional Designer, Educator Online Products, Kaplan K-12 Learning
- 4th grade Teacher, East Palo Alto
- Teacher, Mills Children Pre-School

Special Mention

- BHNS Parent – 4 children attended BHNS
- Former BHNS Executive Board member



Maria Elena Gutierrez
Teacher, BNS

Education

- California Polytechnic State University, San Luis Obispo; BS Anthropology and Geography
- College of Marin, Early Childhood Education

Teaching Experience

- BNS substitute April 2023 - July 2023
- Teacher at Happy Feet Dance School, 2013
- Theater teacher, Belvedere-Tiburon Recreation Department, Summer Program 2023
- Dance and Movement teacher, 23 Elephants Theatre Company, 2017
- Arts and Theater teacher, Marin Horizon School, Toddler Cottage & Enrichment Program K - 4, 2013 - 2017

Special Mention

- Former BHNS Alumna & Parent



Jane Grubb
Teacher, BNS

Education

- College of Marin, continuing ECE education

Teaching Experience

- Substituting at BHNS
- Teaching at BHNS since 2024



Linda Hevern
Teacher, BNS

Education

- College of Marin,
Early Childhood Education

Teaching Experience

- Belvedere-Tiburon Recreation Department
- Little Lamb's Preschool
- Owner/Operator of Hevern Daycare
- Teacher, Hawthorne Pre-K, 1995-2002
- Teacher, BNS since 2014



Julia Johnson
Teacher, BNS

Education

- Southern Oregon University,
BS Psychology
- (Currently) Capella University,
Master's in MFT

Teaching Experience

- Teacher's Aide, Family Nurturing Center - Medford, Oregon,
2017-2018
- Teacher's Aide/Head Teacher, Sarah Corson Childcare Center -
Medford, Oregon, 2018-2020
- Registered Behavioral Technician, Southern Oregon ABA, Jan. 2020 -
Aug. 2020
- BNS long-term substitute, January 2021-June 2021
- BNS Teacher since June 2021



Ellie Kantola Teacher Aide, HNS

Education

- Chapman University

Teaching Experience

- Worked as a substitute teacher at Hawthorne and BNS.
- Teacher at Mighty Bambinis in Strawberry

Special Mention

- Former BHNS student



Kathleen Parker

Head of School of BHNS

Education

- University of Nevada, Reno, BA Elementary Education, Minor Early Childhood Education

Teaching Experience

- Five years at Merry Berry Preschool and Kindergarten, Reno, Nevada
- Teacher, BNS since 1984
- Director, BNS MWF Afternoon Programs, 1986-1996
- Assistant Director, BNS 1986-1996
- BNS Director 1996-2020
- Executive Director of BHNS 2017-2023
- Head of School of BHNS since 2023

Special Mention

- Former BHNS Alumna & Parent



Cayla Salvador

Teacher, BNS

Education

- San Francisco State University, BFA
- Mills College, K-8 Teaching Credential and Masters in Education

Teaching Experience

- Afterschool Art Programs throughout San Francisco
- French American International School Aftercare
- K-3 Public School in Santa Cruz
- Richardson Bay Audubon Sanctuary Summer Programs
- Substitute teacher at BNS in the Spring of 2024
- Teacher at BNS since 2024.

Special Mention

- Acted as the Interim Operations Manager at BHNS in 2023 as well as working as a substitute teacher at BNS in the Spring of 2024



Jan Schmidt

Teacher, Hawthorne

Director, Hawthorne Art Enrichment Program

Education

- College of San Mateo

Teaching Experience

- Substitute Teacher, BHNS 1997-2002
- Teacher, BNS & Hawthorne PM since 2002

Special Mention

- Former BHNS Parent & Board Member



Jane Stiteler

Teacher, Hawthorne

Education

- Vanderbilt University, Nashville
- San Francisco State University, Masters in Education

Teaching Experience

- Elementary Teacher, Nashville, Tennessee
- Preschool Teacher, San Francisco
- Teacher, Reed Elementary School

Special Mention

- Former BHNS parent



Gee Trono

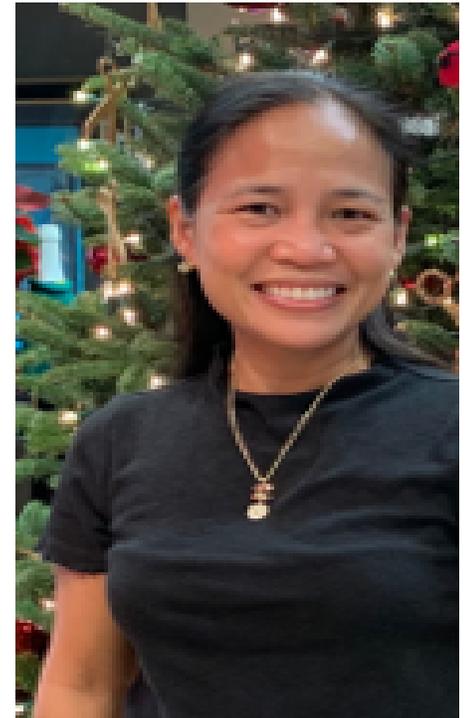
Teacher, Hawthorne Pre-K

Education

- Bachelor of Science, Nursing – Philippines
- Bachelor of Secondary Education – Philippines
- Childhood Education - UCLA extension & California College of Early

Experience

- Hawthorne Pre-K Teacher since 2020
- Floater /Substitute teacher, Golden Poppy Preschool Feb 2018- March 2020
- Elementary/Preschool Teacher Philippines 2012 - 2015
- High School Teacher 1997-1999 Philippines



Abigail Vare

Executive Director, BHNS

Director, Belvedere Nursery School

Education

- University of California, Berkeley, BA Art History, Minor in Education
- Saint Mary’s College of California, CA Multiple Subject Teaching Credential
- University of California Los Angeles; University of California, Santa Cruz; College of Marin - Early Childhood Education & Administration

Teaching Experience

- 7th grade English and History Teacher, White Hill Middle School, 1999-2006
- BNS MWF Teacher, 2013-2020
- Director, BNS MWF Afternoon Enrichment Program, 2017-2020
- BNS Director since 2020; BHNS Executive Director since 2023

Special Mention

- Former BHNS Parent
- Former Operations and Executive Board Member



GENERAL INFORMATION

Health Information and Policies

State Licensing requires a current medical form from your child’s doctor yearly. Complete medical and admission forms must be renewed at the beginning of each school year. All children must be up to date on all required

immunizations for admission into preschool. For admission into preschool the law requires all children to have immunizations for polio, DTaP (diphtheria, tetanus, and pertussis), MMR (measles, mumps, rubella), Hib (haemophilus influenzae type B), Hepatitis B, and varicella (chicken pox). (Exception is permitted only when the physician recommends against immunization on medical grounds.) Your child's immunization record will be returned. The Public Health Department also recommends that all children have a thorough eye examination.

Children need to be in good health to enjoy their school day. We appreciate your cooperation in helping the entire BHNS Community (students, families and staff) stay healthy.

Please notify us if your child is absent from school due to illness. Specific symptoms that require exclusion from school are listed below.

Note: Sick children don't always have measurable symptoms. However, if your child seems especially lethargic, whiny, clingy, unsettled, "off" or has a loss of appetite, it may be an indication that he/she is getting sick.

PLEASE KEEP YOUR CHILD HOME, OUT OF AN ABUNDANCE OF CAUTION, IF YOU SUSPECT THEY ARE COMING DOWN WITH AN ILLNESS.

1. A child should be fever-free without the use of medication for 24 hours before returning to school. Fever is considered 100.4 or higher.
2. If your child is showing new symptoms of coughing, sneezing, or active nasal drip (any color), they should stay home.
3. If your child is experiencing lingering symptoms of coughing, sneezing, or active nasal drip from a previously-diagnosed infection, please contact your school director.
4. A child who vomits (without other symptoms) should be symptom-free for 24 hours before returning to school.
5. A child who has diarrhea (without other symptoms) should be symptom-free for 48 hours before returning to school.
6. A child on antibiotics should have completed 48 hours of his/her medication before returning to school.
7. Please keep your child home if he/she exhibits ANY of the following symptoms: sore throat, painful ears, eye discharge (possibly pink, goopy, or crusty), unexplained sores/bumps/rashes that could be a communicable disease.
8. If your child has been diagnosed with any communicable disease/serious illness, we ask that you notify the school as soon as possible so that we can notify exposed individuals. (This is a requirement for our licensing agency.)

****BHNS Staff reserves the right to turn an ill child away at drop-off, who is exhibiting lingering symptoms, to take a child's temperature, to call parents to come pick up the child if any new symptoms arise at school or if the child's behavior indicates that they may be coming down with something.*

The State of California's Child Abuse and Neglect Reporting Act (CANRA) requires the teachers and the Directors at BNS and Hawthorne to report known or suspected child abuse or neglect. As legally mandated reporters, a teacher or Director who "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." must report such suspicion to the Tiburon Police or the Marin County Child Protective Services. "Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on training and experience, to suspect child abuse or neglect." (Cal. Penal Code 11166[a][1]).

A new policy in 2016 requires that all parent volunteers must show proof of having vaccines for the following diseases: Tuberculosis (TB), Measles, Mumps, and Rubella (MMR), and Pertussis (whooping cough).

Clothing Suggestions

Clothes should be comfortable and washable so that the child feels free to participate in a variety of activities. Rubber soled shoes provide good traction and aid small climbers. Footwear that does not stay securely on your child's feet is strongly discouraged at school. Please send a change of clothes that can be kept at school. Please remember to label your child's belongings.

Lunches

A small amount of an assortment of things works well for this age group. You might want to start with a sandwich, a piece of fruit and/or a vegetable. Please send your child with a labeled water bottle that will be used for snack and lunch. Note, we do not reheat food at school.

Birthdays

We enjoy celebrating birthdays at school. Part of the fun for the birthday child is bringing a treat to share at snack time. We suggest that you send small cookies, mini cupcakes, or mini muffins for each child. All food needs to be store bought. Please do not bring anything containing nuts. Please arrange the celebration date with your school Director.

Our Birthday Books Program is also a way to celebrate your child's birthday. The Birthday Books coordinators for BNS and Hawthorne will contact each family prior to the child's birthday to let them know about the optional Birthday Books Program, which will be determined in conjunction with Hrund Gisladdottir and Abigail Vare

Drop-Off and Pick-Up Procedures

In order for your child to participate fully in the program, it is important to arrive on time. It is also important to pick up your child on time. Promptness decreases anxiety for your child.

BNS Drop-Off

BNS has a drop-off and pick-up procedure that allows you to remain in your car. Please form a line on the right side of the street. One at a time drive up to the front door, and the teacher will help your child out of or into your car. Then, back your car up into our parking area and allow the next driver to pull forward before you leave.

If you choose to walk your child to the school entrance, please park your car out on Cove Road (not Cove Road Place). Parents are not permitted to park in the Boardwalk Shopping center in their delivery zone.

BNS Pick-Up

If you are picking up your child at the door, it is important to be aware of the traffic patterns of cars. The entrance is narrow and can become easily crowded. The temptation to come into the coat room and hurry things along is understandable, but it often causes confusion and in the long run delays the process. There is a teacher assigned to help Mrs. Vare every day. We encourage children to be responsible for their own belongings.

If you are picking up your child in the car, please place your name card on your dashboard before you get to the front of the line, and please stay in your car.

Name Cards

Anyone picking up a child by car is required to use a dashboard name card. They will be provided when your child starts school. Replacement cards are \$10.00 each.

Hawthorne Procedure

Please follow the 15-mile per hour speed limit on Rock Hill Road. Please park your car in the lot and accompany your child into the school.

Art Bags

At the beginning of each school year, new students at BHNS decorate a cloth tote bag called the “art bag.” At the end of each school week, the children take home their art bags, which have been filled with the week’s projects. Art bags should be returned empty at the beginning of each week.

It is school policy that art bags contain only school-related materials. Please do not stuff the other children’s art bags with non-school-related information, no matter how interesting or educational, without the advance permission of one of the Directors or the President of the Board of Directors. This includes birthday party invitations and thank you notes.

Conferences and Observations

Meeting the unique needs of each child is a cooperative effort of parents and teachers. Conferences will be scheduled in both the fall and the spring. Parents and relatives are welcome to observe our programs. Please email your director to coordinate.

Concerns and Communications

It is important that you feel comfortable sharing any and all comments and concerns through the appropriate channel. If you have comments or concerns relating to your child’s time at school, child’s development, educational programming, curriculum, teachers, or admissions, please feel free to communicate with Kathleen Parker, Abigail Vare, or Hrund Gisladdottir.

If you have concerns about tuition, billing, or other school operations please feel free to reach out to the Operations Manager, Gindin.

If you have comments or concerns about the school community in general, fundraising, board communications, volunteering, board meetings, or school events, please feel free to reach out to the Board President.

Emergency Preparedness

Parents are asked to register their phone numbers with the Marin Alert Emergency Notification System "TENS" as this is an effective way to get pertinent information quickly in a local emergency. Please visit www.alertmarin.org.

Emergency Notification System

BHNS also has an Emergency Notification system that uses Twilio in connection with our Salesforce CRM system. This ensures we have the most current contact information in case of an emergency. In the event of an emergency or the need to communicate critical information (e.g. school closure), you will receive a phone call, text and email from our Emergency Notification system.

Please DO NOT CALL THE SCHOOL following an alert. In the event of an actual disaster or emergency, our teachers and staff will be completely focused on the children and their safety and will most likely not be able to answer the phones. Someone will be sending updates and information via the alert system.

Parents can expect to receive 2 Emergency Notification tests each year: one in the fall, after school begins, and another in early February. A detailed email will be sent out the week before each test by our Safety Officer with a reminder the day before.

You can expect to receive the following alerts:

- Phone call - Home phone
- Phone call - Cell phone(s)*
- Email*
- Text Message – Cell phone(s)*

*Alerts will be sent to all parents' contact numbers and emails that we have on file and will look like they are coming from the school. They will not go to contacts listed on your Emergency Notification cards (i.e. out of state contact, out of Bay Area contact, caregivers, etc.). If you have not updated or added your home phone, cell phone or email, you may do so on the [Parent's Website](#) under the Directories tab.

By default, contact information is shared with our parent community (NOT the general public) but if you have concerns about privacy or would like your email or phone number to be private, please contact the Operations Manager.

Safety Drills & Procedures

BHNS has procedures in place at both campuses to address and minimize any disturbance that might occur in the event of a disaster.

- BHNS holds regular earthquake, lockdown (this will be referenced as the Stinky Skunk Drill to the children) and fire drills.
- BHNS staff has been trained in First Aid and CPR.
- BHNS has emergency supplies (food, water, blankets, etc.) at both campuses for all children and staff for several days. These supplies are stored outside the building and updated yearly.
- The staff at BHNS will stay indefinitely with the children until all children have been picked up by a parent or authorized person (even if you are unable to reach the school for several days).
- In the event of an earthquake/disaster, the staff will take the children to a prearranged place in the play yard. They will remain there until re-entry to the building has been approved, they are directed to take the children elsewhere or they have been picked up by a parent or authorized adult.
- In the event BNS is flooded, the children will be taken to higher ground where they will remain under the supervision of the BNS Staff. A large sign will be posted at BNS with the following information:
 1. Evacuation site
 2. Time and date of departure
 3. Route taken

In the event of a disaster, keep your radios tuned to 840AM for advisory information. Please DO NOT call the school as we must have the lines open for emergency calls.

After an Emergency – Pick-up Procedures

- Walk to the play yard gate of your child's school.
- You **MUST** sign the emergency release form and indicate to teacher:
 1. Mode of transportation
 2. Route taken
 3. Destination
- **DO NOT** enter the play yard, only teachers and children will be allowed in the play yard.
- Many of you may not be able to reach the school by car or phone. If conditions make it necessary, we will release your child to the authorized adult on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

Preparing for an Emergency

- Keep emergency cards current. It is important to have an out-of-state and/or out of Bay Area phone number(s) as your family's message center. Update the list of persons who are authorized to pick up your child. The school will not release your child to anyone who is not on the list.
- Discuss any concerns/questions with Kathleen Parker, Abigail Vare or Hrund Gisladdottir.

Social Media

When sharing on social media, we ask, for security and privacy reasons, that you do not tag the name and location of BHNS. Please ask permission from other parents before posting and/or tagging photos that include their child(ren) (even if their child(ren) are in the background of the photo).

SCHOOL POLICIES

Admission Policy

We accept enrollment on a first-come, first-served basis with the following considerations to be used as guidelines by the Director:

1. Siblings of our present school population have priority.
2. Children of former families (including children of alumni) currently living in the Reed Union School District have priority.
3. Children currently living in the Reed Union School District have priority.

4. We may take into consideration and balance for gender to maintain a gender balanced class/program Placement in a program will be determined by age and upon the mutual agreement of parent and Director. BHNS welcomes children of any race, religion, color and national or ethnic origin.

Because parents become members of the BHNS' non-profit corporation, attendance at a school orientation is required.

Eligibility: Each of the BHNS programs has the following age requirement:

Time for Twos

- Children who attend the fall program (FTF2s) must be two years six months old by the following January 31st.
- Children who attend the spring (STF2s) program must be two years six months old by the following September. Fall Time for Twos children join the Tuesday/Thursday class in February; Spring Time for Twos join the following September.

Tuesday/Thursday

- Children must be at least two years six months old when they join the program.

Monday/Wednesday/Friday

- Children must be three on or before September 1st to be eligible for this program.

Hawthorne

- Children must be four on or before September 1st to be eligible for this five-day-a-week pre-kindergarten program.

Financial Aid

Regular tuition and enrichment program financial aid is available for students at BHNS upon written request to the Operations Manager. Financial Aid requests will be considered based on need. After anonymously reviewing the application, approval is made and kept confidential by a committee comprised of the Board President, Board Treasurer, Operations Manager and the Executive Director.

Withdrawal Policy

BHNS has a projected budget based on student/teacher ratio, so we have established the following withdrawal policy: Written notice is required by Parent(s)/Guardian(s) prior to withdrawal. The obligation of Parent(s)/Guardian(s) to pay all tuition and fees for the following 3 billing cycles, even if your child is not in attendance. No refund of tuition, deposit, or fees, whether paid or outstanding, will be refunded or canceled in the event of absence, withdrawal, or expulsion from the school.

Exceptions may be made if a family is transferred out of the area or if there is a family on the waiting list willing to enroll a child for the remainder of the semester. The Fall Registration Fee and Deposit are both non-refundable.

Discharge Policy

BHNS reserves the right to cancel the enrollment of a child for the following reasons:

1. Not observing the rules of the program as outlined in the Parent Handbook and program agreement;
2. Physical and/or verbal abuse of staff or children by parent or child;
3. Child has special rights which we cannot adequately meet with our current staffing patterns;
4. Nonpayment or excessive late payment of fees or excessive returned bank drafts;
5. At the discretion of the Director.

Summer Camp Refund and Transfer Policy

No refunds once enrolled.

Transfers - at the Director's discretion, and given written notice, parents may apply an unused week for the same child to another week providing space is available.

Explanation of Fees

We are a small, non-profit corporation totally dependent upon tuition, fees and fundraising to meet all of our expenses. Charges for morning tuition, lunch or After School programs are billed in advance annually or monthly. Payments may be made by check or online bill pay. There is a \$25 returned check fee.

Annual Payment: In order to meet our budgetary goals, and for your convenience, we have expanded our payment options to include a discounted annual prepayment option. Annual payments should be confirmed by August 31st. Please see the Fee Schedule for more information.

Monthly Payment

Bills are sent on the first of each month and due by the 15th. Those accounts not paid by the 15th of the month will be charged a late fee of \$25.

In March, ALL families returning to BHNS the following academic year will be billed a non-refundable deposit (one month's tuition) per child and an \$150 annual registration fee (\$50 registration fee if a sibling will be attending in the same school year), thereby securing their program placement for the subsequent Fall.

If your child is enrolled in our lunch or after school programs, you have an obligation to pay even if your child is absent. If your child will be absent 2 weeks or longer, and if written notice is given at least 2 weeks in advance, you will not be responsible for lunch or after school fees. Morning program tuition will be billed as usual.

There is a late pick-up charge is \$25 per 15-minute block. The charge begins 15 minutes after pick-up time.

Please contact Gindin Meuse, Operations Manager, regarding any billing questions. Email: gindin@belvedere-hawthorne.com.

2024-2025 FEE SCHEDULE

Remit payment to:

Belvedere-Hawthorne Nursery Schools, Inc. PO Box 288

Belvedere, CA 94920

TUITION

BNS Fall Time for Twos (Th)	3:00 pm – 4:30pm	\$48/session	
BNS Spring Time for Twos (Th)	3:00 pm – 4:30pm	\$48/session	
BNS Tu/Th	8:30 am – 11:30 am	\$594/ month	\$5,346/yr
Tu/Th Lunch Program	11:30 am – 12:30 pm	\$22/ day	
BNS Mon/Wed/Fri	8:30 am – 12:30 pm	\$1,099/month	\$9,891/yr
Hawthorne Pre-K	8:30 am – 2:00 pm	\$2,217/ month	\$19,953/yr

PREPAY DISCOUNTS (for annual payments only)

BNS Tu/Th	deduct \$100
BNS Mon/Wed/Fri	deduct \$150
Hawthorne Pre-K	deduct \$250

AFTERNOON ENRICHMENT PROGRAMS

BNS Mon/Wed/Fri	12:30 pm - 3:00 pm	\$56/ day
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MISCELLANEOUS CHARGES

Earthquake Kits (one time charge per child)	\$15
Late Pick-Up Charge	\$25 per 15-minutes
Late Payment Charge	\$25
Returned Check Charge	\$25
Application Fee	\$100
Annual Registration Fee	\$150 + \$50 each add'l child`

Incidental Medical Services Plan

Belvedere-Hawthorne Nursery School will administer inhalers and Epi Pen medications in the event those services are warranted.

Belvedere-Hawthorne Nursery School will not provide services for Blood Glucose Monitoring, Glucagon and Gastrostomy Tube Feeding at this time.

1. Services will be provided for inhalers and Epi Pen administration only.
2. All medicines and medical equipment shall be kept in our First Aid closet and inaccessible to children. The permission form, written instructions from a physician and record of administration will be kept with the medications as well.
3. All staff are trained in First Aid and proof of training will be in each staff member's file.
4. All proper health and safety requirements as described by the child's physician will be followed.
5. In the event that Belvedere-Hawthorne Nursery School has to be directed away from the school due to emergency or natural disaster, the First Aid kit with medication and medical equipment will be taken. The authorized staff person is listed on the Disaster and Emergency Plan per licensing regulation (LIC 610)
6. In the event that medication has been dispensed to a child, the parent will receive a phone call and a copy of the Medicine Administration form indicating the time the medication was given, the amount and any reaction noted. The original Medicine Administration form will remain with the child's medication in the First Aid closet.

PARENTAL RESPONSIBILITIES

PARENT INFORMATION

Parents do a large amount of the work for the schools on a volunteer basis. Parents help with everything from classroom projects to fundraising events. Because of the high level of parent involvement in school operations, it is important for parents to know about school policies, programs and activities. Information is available from a variety of sources.

NEWSLETTERS:

Class Specific (Weekly): Each week you will receive a newsletter from the Director with information about that week's classroom activities. These newsletters will be emailed to you on Fridays.

School Wide (Monthly): In addition, each month you will receive a school-wide Newsletter via email from the VP/Communications with important announcements from the Board, information about the school and upcoming events.

WEBSITES:

School Website: The school's website, www.belvedere-hawthorne.com, contains general information about the school, mostly for prospective parents.

Parent Portal: Detailed information for our current families may be found on our parent portal located on the website. The site provides the ability to subscribe to the school calendar, view communications and access the family directory. The parent site is protected by a password given to parents each year.

BHNSEvents.com: You'll find opportunities to sign up for sign up parties that raise money towards closing our operating gap.

EVENTS/MEETINGS:

Back-To-School and End of Year Cocktail Parties: School-wide parent gatherings to meet new families or reconnect.

Parent Nights: Each class has a parent night in the Fall. Parents are encouraged to attend to meet the teachers, learn about the curriculum and see photos and artwork in the classroom.

Board of Directors Meetings: Everyone is welcome to attend the General Board meetings. Any parent may place an agenda item before the Board of Directors by making a request to the President of the Board by phone or email by the Monday before the Board meeting.

Class Parents: Each class has one to three Class Parents who are available as a resource to parents.

Conferences: See the General Information section of this handbook for information about parent / teacher conferences.

Parent Library: A selection of books on child development and behavior is available to parents on a lending basis. The library and card file may be found at BNS.

Commitment to BHNS Fundraising

The capstone of an excellent school is the level of enthusiasm, financial commitment and volunteer efforts of its parents. BHNS prides itself on the quality of its teachers, facilities and teaching equipment. We are able to maintain an outstanding school while keeping our tuition competitive with other schools by involving our entire parent body in our various fundraising efforts.

The revenue generated from fundraising events pay for continuing education for our teachers, salary assistance, renovations, scholarships and add to our Reserve Fund. In times of need, the Reserve Fund provides unrestricted funds for day-to-day operations. We are particularly grateful for unrestricted gifts, as they enable us to have the flexibility in meeting our school community's current needs as well as be better prepared to meet future unexpected expenses.

While Belvedere Hawthorne Nursery School is not a co-op and participation hours are not a requirement, we encourage our families to engage in two key areas: financial giving and classroom participation.

In terms of fundraising, it is our goal that each of our 80 families support the school by participating in the following ways:

- **Donation to the Annual Fund:** Contributions to the Annual Fund help us bridge essential funding shortfalls.
- **Attend and/or Co-host a Sign-Up Party:** These events foster community engagement and contribute to our fundraising efforts.
- **Attend our Annual Gala:** This signature event is an important part of our fundraising and community-building efforts.

Your participation in these areas helps ensure the success of our programs and the continued excellence of our school.

Giving to Our School

The most important way to contribute to our school's fundraising efforts is by participating in our fundraising events. This includes various sign-up parties throughout the year as well as an annual fundraising event in the spring. The majority of our fundraising revenue is raised through the various events throughout the year, as well as contributions to our Annual Fund.

Other ways to give include contributing gifts of stock and contributing to the Reserve Fund. We are particularly grateful for unrestricted gifts, as they enable us to have flexibility in meeting our school community's current needs and also to be better prepared to meet future unexpected expenses.

2024 - 2025 Executive Board and Operations Committees

Executive Board	
President	Jaimie Feliz
Executive Vice President (EVP) & Strategic Planning	Rosalie Tolson
VP Fundraising	Pam Sieck
VP Communications (Internal)	Katie Barnett
Treasurer	Laura Floweree Jeske
VP Community & Alumni Relations	Lina Godfrey

Secretary	Julie Schirm
Operations Committee	
Birthday Books Coordinators	
BNS	Carlie Harrington
Hawthorne	Pam Sieck
Class Parents	
Tuesday/ Thursday	Lauren Day & Susie Hall
Monday/ Wednesday/ Friday	Morgan Del Grande & Ariel Eck
Hawthorne	Pam Sieck & Dawn Garrison & Gina Drexel
Community Outreach Team: Lead, Lina Godfrey	Anne Diemer, Christine LaCroix, Anna Murphy
Facilities Director/Safety Lead	Jaimie Feliz
Fundraising Committee; Lead, Pam Sieck	
Fundraising Events	Vanessa Snyder
Sign Up Parties	Rosalie Tolson
Spirit Wear	Vanessa Snyder
Hospitality Committee; Lead, Emily O'Brien	Jaimie Feliz, Morgan DelGrande
Website Manager	Hrund Gisladdottir – Hawthorne Director
Class Photographer/Yearbook	
Tuesday/ Thursday	Lauren Day
Monday/ Wednesday/ Friday	Christine LaCroix
Hawthorne	Pam Sieck
Children's Programs Coordinator	Bobbi Kleinbrodt
Parents Programs Coordinator	Jaimie Feliz
Volunteer Coordinator	Morgan DelGrande
Gardening Team:	Hannah Price, Emily O'Brien

Parent Volunteer Opportunities/Commitments

Parent volunteers are crucial in keeping BHNS functioning smoothly, and they are a welcome addition on both campuses. There are numerous volunteer opportunities available that fit into all schedules.

Belvedere Nursery School Parent Volunteers

Volunteers staff the office five mornings a week from 8:30am to 12:30pm preparing teaching and craft materials as instructed by the Director and doing other clerical tasks. Each semester, you'll see opportunities to help the directors with bringing fruit, or a load of towels for wash. We ask that you sign up once a semester.

Hawthorne Pre-Kindergarten Parent Volunteers

At Hawthorne, parent volunteers are welcome five mornings a week from 8:30am to 10:30am and help with the preparation of school materials. There are many opportunities to participate in the events of the morning together with your child.

NOTE: The Volunteer Coordinator manages the volunteer calendar. If you are unable to find a day that works with your schedule, be sure to contact your school's Director to schedule a time to volunteer. There are many special projects that both schools could use your help with! If you are unable to work in the office on your scheduled date, please notify your school's Director.

Board of Directors & Operations Volunteer Opportunities: The Board of Directors is typically comprised of parents that currently have children enrolled at BHNS. The outgoing Executive Board proposes the slate for the incoming Executive Board and Operations Committee. The proposed slate is voted on and approved into office by the parent population.

Volunteer Descriptions

EXECUTIVE BOARD

President: Chairs Executive Board Meetings and Full Board Meetings. With the Executive Board and School Directors, sets calendar and goals for the upcoming school year. Works with Executive Board members to ensure jobs are done and goals are reached. Represents Board at the teacher kick off meeting, Staff Development days, Back to School Nights and other venues required by the School Directors. Coordinates with the School Directors and the Facilities Director to ensure operations are running smoothly. Oversees the Operations Manager and supports them with all aspects of the management of the school including rebidding insurance, benefits and payroll and also negotiating contracts with all major service providers. Reviews all school related collateral materials including registration packet, brochures, website and Parent Handbook. Responsible for all personnel matters including negotiating and signing Employment Agreements, hiring and firing of teachers and other employees at the school and updating and maintaining the Employee Handbook. Works with the Treasurer and Executive Board on compensation matters including salaries, employee bonuses and 401K allocations. Works with Treasurer and School Directors to establish the operating and non-operating budget, including summer school. Reviews School Directors and Operations Manager at year-end. Oversees the Facilities Director and the IT Manager. Member of the Finance and Financial Aid Committees. Helps VP/Communications and VP/Fundraising as needed. Required to attend Executive Board Meetings and Back to School Parent Nights.

Executive Vice President (EVP)/Strategic Planning: Steps in for the President as needed. Works with the President to slate the new incoming Executive Board and Operations Committee members. Conducts annual surveys (Parents, Teachers and Parents of last year's Hawthorne class) in the Spring. Presents summary of survey results to the Executive Board, School Directors and to the parents at the Spring General Board meeting. Oversees the Birthday Books Coordinators, Class Parents, Class Photographers, Community Outreach Committee, Fundraising Committee, BHNS Gardening, Hospitality Committee, Registrar, Safety Officer, Special Programs Coordinators (Children and Parent programs), Special Projects and Volunteer Coordinator. Helps VP/Communications and VP/Fundraising as needed. Responsible for coordinating programs and luncheon (with Hospitality) for Teacher Appreciation Week. Responsible for sending out General Board Meeting invites and reminders. Required to attend Executive Board Meetings.

Secretary: Primary function is to record and distribute meeting minutes from all Executive Board Meetings and General Board Meetings. Additionally gathers agenda items and puts them together in concert with the President. In the summer, the Secretary develops a list of all Executive Board and Operations Committee Members and manages any changes and/or corrections accordingly. Develops and distributes a list of the Board Meeting dates and locations. Keeps records of all meeting minutes and meeting handouts, files a copy of Full Board Meeting minutes in school binder and uploads into school's online shared folder, distributes Full Board Meeting minutes to teachers, and keeps track of meeting attendance. Required to attend all Executive Board Meetings.

Treasurer: Works closely with the Operations Manager and Assistant Treasurer on all aspects of the school's finances. Duties include overseeing both the operating (tuition, application, registration fees) and non-operating (birthday books, facilities, hospitality and special programs) budget as well as the school's reserves. The Treasury team (Treasurer and Asst. Treasurer) work together to oversee statement invoicing, late payments, monthly financial statements and policies with regard to the financial status of the School. They are the Board contacts for both financial and legal aspects of the School employees. Together, they serve as the leads for the budget committee to establish the annual operating and non-operating budgets, including those for summer school. Oversees the 401K plan for the employees and invests the School's excess reserves in line with the Investment Policy. Chairs the Financial Aid Committee meetings. Required to attend Executive Board Meetings.

VP of Community/Alumni Relations: This role plays a crucial role in fostering a vibrant and connected school within the greater Belvedere/Tiburon community and keeping in touch with the BHNS Alumni community. This position focuses on engaging our community and bridging relationships with the greater community and alumni. By promoting school visibility within the community, building partnerships, and leading a team of community volunteers, the VP helps to create a welcoming environment and encourages active participation in school life as well as the Tiburon Peninsula. This role strengthens community bonds and helps to enhance the overall experience for students, parents, and alumni at Belvedere Hawthorne Nursery School even after matriculation. Works with EVP and VP of Comms on various initiatives. Required to attend Executive Board Meetings.

Vice President/Fundraising Chair: Responsible for planning and executing all fundraising efforts for the school. Establishes and maintains a fundraising budget. Works with the fundraising committee members to organize each event and execute each event in order to reach the fundraising goals. Current fundraising efforts include (but may not be limited to) the following: The Annual Fund, Sign Up Parties, Fall Fundraiser, Spring Fundraiser, eScrip and Spirit Wear. Responsible for ongoing fundraising communications to parents and Executive Board, including information for the monthly newsletter. Promotes fundraising activities at appropriate school functions. May equally share fundraising responsibilities with a co-chair, but the Vice-President is the voting Board Member. Required to attend Executive Board Meetings.

Vice President/Communications: Works with the Executive Board, School Directors, Class Parents, Class Photographers, Fundraising team and Hospitality to coordinate and disseminate ongoing school communications. Responsible for sending out the monthly newsletter, maintaining updated websites (both public and private parent websites) and managing the online school calendar. Work with President, Safety Officer and School Directors to maintain and operate the Emergency Alert System. Required to attend Executive Board Meetings.

OPERATIONS TEAM ROLES:

Birthday Books Coordinators (*1 volunteer at Hawthorne and 1 at BNS*): Coordinates the birthday gift program. Involves sending out information on class “birthday gifts” before each child’s birthday and sending a thank you note to participating families.

Class Parents (*2 volunteers for each class: T/TH, MWF and Hawthorne; 1 volunteer for each Time for Twos*): Responsible for creating a strong and positive class community and serving as a resource to parents. Ensures new families are welcomed into the community and have a support system to ask any questions. Organize, set up and clean up school events such as class picnics, holiday sings and end of year celebrations. Responsible for establishing and coordinating all other class social activities such as a Halloween event, Spring Egg Hunt, Mom’s Night Out, Parent Cocktail party, etc. Coordinate class gifts for staff. Assist in traffic control at the beginning of each school year.

Class Photographers (*1 volunteer for each class: T/TH, MWF and Hawthorne*): Takes pictures at all major school events involving the children: Fall picnics, Hawthorne Halloween Parade, Holiday Sings and the various social events coordinated by the Directors and Class Parents. Prepare a yearbook at the end of the school year that is available for purchase by interested parents.

Facilities Director/ Safety Officer: Responsible for overseeing the maintenance of the grounds and facilities of both campuses. Works with the President and School Directors to review any special projects for the school. Organizes parent workday(s) as needed and manages the handymen and gardeners. For large projects, bids must be gathered and a recommendation/presentation made to the Executive Board. The summer is the busiest time as most major repairs should be completed before the start of school, but many projects are ongoing during the year. Maintains and updates the disaster preparedness supplies and the emergency plans for each campus. Organizes a Safety Night for the parents, every other year in the Fall. Coordinates with the Fire and Police departments for this event. Establishes the emergency contact procedure (formerly the Telephone Tree), which must be complete prior to the commencement of school. Works with President, VP/Communications and the School Directors to maintain and operate the Emergency Alert System.

Annual Fund: Responsible for coordinating the Annual Fund program which includes gathering requests from the School Directors and Executive Board, sending out communications to parents regarding the program, managing the records to keep track of who participates.

Sign-Up Parties: Responsible for all aspects of these events including recruiting hosts, finding locations, determining the details of the events, soliciting vendors/sponsors, sending out information on events to the parents and keeping track of attendees.

Fall and Spring Fundraising Events: Responsible for all aspects of this event including finding a location, determining the details of the event (silent and/or live auctions), soliciting vendors/sponsors, sending out information on the event to the parents, tracking attendance and working with vendors after the event to collect commissions.

Spirit Wear: Responsible for ordering, sales and tracking of BHNS spirit wear. Tracks income from spirit wear and reports to the VP/Fundraising when requested.

IT Manager: Responsible for researching and implementing new IT initiatives, making sure all processes are well documented, understanding how to use the relevant technology tools (website, document sharing, database and calendar) and helping various volunteers access and use them. While not required, some knowledge of Google products (Google Sites, Google Drive, Google Calendar) and salesforce.com are helpful for this position.

Children Special Programs Coordinator (1): Works with School Directors to provide extra classroom education that coordinates with the teaching units such as visits from Wildcare during the Creeks & Ponds unit and the Marine Mammal Center during the Whales unit. Communicates with the School Directors and the EVP about suggested events/seminars for the upcoming school year. Publishes or provides information or short summary articles regarding recent and upcoming events in the monthly newsletter.

Parent Special Programs Coordinator (1): Works with School Directors to provide parent education through seminars/presentations by professionals discussing such topics as kindergarten readiness, sibling rivalry and raising boys/girls. Communicates with the School Directors and the EVP about suggested events/seminars for the upcoming school year. Publishes or provides information or short summary articles regarding recent and upcoming events in the monthly newsletter.

Volunteer Coordinator (1): Responsible for organizing and scheduling volunteers for BNS and Hawthorne offices. Inputs volunteer shifts for each semester and distributes links to Room Parents and Directors.

BHNS Gardening Team: Works with the School Directors to maintain the gardens at both campuses.

Community Outreach Team: The committee will consist of 3-5 members. Responsible for coordinating events that give back to the community. Current outreach efforts include (but may not be limited to): participation in the Tiburon Labor Day Parade, Clean and Green Day, the Tiburon Holiday Festival (sponsor a cookie booth) and Food, Book or Toy Drive.

Fundraising Team: The committee will consist of 6-8 members who will draw upon the parent population on an as-needed basis to assist in the implementation of various fundraising efforts. Required to attend any Fundraising Committee meetings.

Hospitality Team: Responsible for overseeing all social events (NON-Fundraising) at the school. Coordinates the location, invitation, food and beverages for specific events including but not limited to the 4 General Board meetings, Fall Back to School Cocktail Party, Teacher Appreciation lunch and End of Year Cocktail Party.

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