



SUCCESSION PLANNING

The following is a monthly breakdown of annual undertakings. Flexibility and initiative are vital in preparation and organization of all additional issues / events which will occur both unexpectedly and seasonally

Much time is spent with the office administrator and Vice Principal, increasing familiarity with all aspects of the daily routine.

Efforts continue with the delegation of different aspects of the administration so that no one person controls all areas.

School Timeline

JULY

- ❖ Preparation of the fiscal year information for the accountant
- ❖ Preparation of packages for mail out. Packages to include:
 - Confirmation letter
 - Classroom assignment
 - Calendar for the academic year
 - P.T.A. Introduction
 - For Pre-Casa mail-out, include:
 - ❑ Classroom information letter
 - For Elementary mail-out, include:
 - ❑ Supply requirements
 - ❑ Additional cost notification
 - ❑ Discipline contract information
 - ❑ Off-site permission information
 - ❑ Elementary handbook information
 - For new students, include in mail-out:
 - ❑ "Meet the teacher" evening information sheet
 - ❑ General Information and Handbook information
 - ❑ Health Department Immunization
 - Mail out of packages



AUGUST

- ❖ Finalization of staff placement
- ❖ Finalization of staff schedules
- ❖ Notification to suppliers of start-up dates
- ❖ Preparation for "Meet the Teacher" night
- ❖ Preparation for August staff meeting
- ❖ Finalization of student placements
- ❖ Preparation of September welcome letter, bake sale date, extra-curricular activities and times, other changes
- ❖ Review and update as needed the MLCP Policies & Procedures, Program Statement and Parent Handbook and sign off on the Yearly Confirmation of Updates page
- ❖ Prepare Staff Contracts for September

SEPTEMBER

- ❖ Monitor:
 - The comfort level of new families, establish personal communication.
 - Clarify timetables and schedules
 - Classroom assigned changes
 - Follow-up with registered children absent for the first day
 - Uniform checks
 - Returned and signed Elementary information acknowledgments and permission forms
- ❖ Ensure financials are in place:
 - Calculation of payments per family (take into consideration discounts)
 - Deferred payments
 - In receipt of post-dated cheques
 - Yearly budget is finalized
- ❖ Forward:
 - Monday memos via e-mail each week
 - Finalized class lists, telephone numbers, e-mails, etc. to P.T.A.
 - Health Department Info
 - Update / forward Ontario Student Records
 - Spelling, updates, gym schedule and upcoming dates to the website
 - Staff Contracts
- ❖ Prepare:
 - Field trips
 - Guest speakers
 - Classroom Presentations for Term I



- ❖ Schedule and prepare:
 - Social events (such as Corn Roast, Curriculum Night, etc.)
 - Classroom library dates
 - Organize sleepovers

OCTOBER

- ❖ Preparation for:
 - Diwali / Eid Presentations
 - Thanksgiving
 - Food Drive and Pick-up
 - Halloween Party / Parade
 - Notices for Parent-Teacher Interviews
 - P.T.A. Meetings
 - Look at Year-End Trip finalization / initial notification / book buses
 - Complete Ontario School Report
 - Book Carpet Cleaning / General cleaning list
 - Forward fiscal year-end statements to the bank

NOVEMBER

- ❖ Preparation for:
 - Remembrance Day:
 - ❑ Acknowledgement
 - ❑ Speaker
 - ❑ Cenotaph visit
 - Staff Party / Venue, menu, theme, etc.
 - Review report card rough drafts
 - Santa Claus Parade:
 - ❑ Registration
 - ❑ Flat bed
 - ❑ Decorations
 - Order C.T.B.S. booklets
 - School photos and retakes

DECEMBER

- ❖ Preparation for:
 - Hanukkah
 - Kwanza
 - Elementary report cards out



- Christmas
 - ❑ Decide a Christmas undertaking
 - ❑ Breakfast with Santa
 - ❑ Carols by Candlelight

JANUARY

- ❖ Preparation for:
 - Parent information on Term II events
 - Ski Trip finalization
 - Dates and times for Elementary Parent-Teacher Interviews
 - Chinese New Year Presentation
 - Prepare information for upcoming school year mail-out

FEBRUARY

- ❖ Preparation for:
 - Valentine Celebration
 - Black History Month
 - Valentine Heart Sales
 - Re-registration packages
 - Year-end trip deposit notification
 - Book Adam's Park for Sports Day

MARCH

- ❖ Preparation for:
 - Chili Night
 - Term III events
 - Library Dates
 - Onsis Documentation
 - Easter Egg Hunt
 - Staff Evaluation - annual
 - Arrange First Aid / CPR Bi-annually
 - School Evaluation (every 3 years)
 - Book Year-end photo and Graduation Picture

APRIL

- ❖ Preparation for:
 - Scholastic Book Fair
 - Summer School Information
 - Year-end Presentation Dates, etc.



- Year-end Trip final \$ tally
- Discuss Graduation Plans
- Schedule stripping and waxing of floors for June

MAY

- ❖ Preparation for Report Card Template Check
- ❖ Schedule report card rough copies due date
- ❖ Look at schedules for track meets and soccer tournaments
- ❖ Inter-school art show finalizations
- ❖ Organize sleepover
- ❖ Graduation speech preparation - graduate awards
- ❖ Year-end trip finalizations

JUNE

- ❖ Arrange dates for September photographs
- ❖ Organize Play Day
- ❖ Year-End Presentation Finalizations: cakes, snacks, acknowledgements
- ❖ Infant Tea
- ❖ Report Card finalization / print / forward
- ❖ Senior Graduation finalization