



Association Prématornelle Les Bouts d'Choux
French Immersion Preschool
P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2
Located in École Frère Antoine School
2850 Mill Woods Road Edmonton, AB T6K 4A1

Purchaser

Responsibilities:

- Attend all board meetings
- Purchase items need for the classroom with direction from teaching staff (office supplies, art/craft supplies, Christmas donation items)
- List of items from teaching staff should be given on the 1st and 15th of every month
- Occasional items may need to be purchased outside of the 1st and 15th dates (cookies for Open House, preschool provided snacks)
- All purchases made on personal mode of payment, expense report with receipts turned over to Treasurer for reimbursement
- Police Criminal Records Check is required (preschool will reimburse expense)

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

A preschool yearly timeline has been included outlining monthly action items.

A list of items purchased frequently, places to purchase items, Christmas box donation ideas will be provided at the June turnover meeting.