



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

POLICY TITLE: Busy Bee Guidelines

BOARD APPROVAL DATE: 16 March 2010

SIGNED BY CHAIR:

BOARD REVIEW DATE:

1. All requests for Busy Bee projects that a \$200 credit is being sought for, must be approved by the Grounds and Maintenance Coordinator – School Board.
2. **This approval must be sought prior to it being offered, advertised, suggested or discussed with a parent(s).**
3. **This approval must be sought using the specified Busy Bee form, available from the Administration Officer and authorised by the Grounds and Maintenance Coordinator – School Board or Teacher in Charge (see 4 below)**
4. Only in the absence of the School Board Grounds and Maintenance Coordinator, the Teacher in Charge can approve projects.
5. The G&M Coordinator will use the following as a guideline:
“Busy Bee projects are those classified as ‘acts of service to RMS’. They include any project that a parent willingly gives of their time and efforts in order to benefit RMS. Projects that require a commitment of time, a duty of service to the school or one that will enhance the reputation of RMS, will be **considered**. Busy Bee credit will only be given for a time commitment of at least 4 hours per term. Greater time commitment does not carry over credit to additional terms or fees.” Fundraising events will generally not receive credit towards the Busy Bee fee, unless in exceptional circumstances with prior approval.
6. Projects not classified as appropriate to receive Busy Bee credit are those that have a monetary value to ie: providing items for the classrooms – flowers, crackers, egg shells, fruit, consumables. Busy Bee credit is not a tangible item that can traded. Classrooms that require ‘consumables’ to be brought in by the parents, should offer this to all parents via their whiteboards, newsletter, notes to parents. All parents and children should be given the opportunity to contribute to their class.
7. Projects that require volunteers should clearly state that it is a volunteer project, as opposed to a Busy Bee project, whether in the class or for the school. Volunteering for projects should be

encouraged over offering credit. This will give greater support to the community approach at RMS and aim to increase the involvement and commitment from families.

8. Attendance on the Busy Bee Day each term is the preferred method of obtaining a credit. It is projects completed on this day that are of direct benefit to maintaining the school and its grounds.
9. All Busy Bee projects must be completed two weeks prior to the end of term, with the exception of on-going projects throughout the term that have received approval. It is the responsibility of individual families to seek a project prior to this time.

All questions regarding Busy Bee projects should be directed to Grounds and Maintenance Coordinator, School Board. (buildingrms@gmail.com)

RELATED AND SOURCE DOCUMENTS: