

Greenfield Community Nursery School

Parent Handbook
2014-2015



Table of Contents

Playschool Objectives	3
Privacy Policy	4
Registration	4
Toileting	4
Probation and Placement	5
Registration During the School Year	5
Monthly Fees	5
NSF Policy	5
Leave of Absence	5
Withdrawal	6
Meetings	6
School Holidays	6
Staggered Entry on the First Day of Class	7
Class Time	7
Sample Day Plan	7
Attendance Policy	8
Phone	8
Cell Phone	8
Clothing and Personal Belongings	8
Field Trips	8
Indoor and Outdoor Activities	9
Snack Policy	9
Behaviour Management Policy	9
Protocol for Handling Concerns or Issues	10
Bullying	10
Sharing Parent Roster	11
Responsibilities of the Sharing Parent	11
Room Cleaning Policy	12
Casino Fundraising and Volunteer Policy	12
Medication Administration Policy	12
Fire/Evacuation/Lockdown Plan	12
Website	13
Volunteer Position Descriptions	13
Executive Position Descriptions	15
Document Acknowledgement	18

Playschool Objectives

The objectives of the Greenfield Community Nursery School are to encourage development of the child's physical and intellectual abilities, to contribute to the development of a positive self-concept, and to encourage the desire to learn. Fulfilment of these objectives is achieved through emphasis given to the following areas:

1. SOCIAL
 - to be responsible for their belongings
 - to be cooperative and to share with others
 - to be courteous, prompt, friendly, and helpful
 - to sit, listen, and talk in an acceptable manner
2. EMOTIONAL
 - to adjust to and be happy in a group away from home
 - to overcome shyness and make new friends
 - to control temper and tears
 - to have a feeling of self-worth and satisfaction in what they do
 - to cope with feelings of anger, jealousy, etc.
3. PHYSICAL
 - to develop large muscle control through games and exercises
 - to develop small muscle control through the use of scissors, paints, etc.
 - to establish desirable health habits
4. INTELLECTUAL
 - to develop language and listening skills
 - to increase awareness of the world around them and the people around them
 - to be able to think for themselves and to share ideas with a group
 - to develop curiosity and imagination
 - to enjoy holidays and seasonal times together such as Christmas, Easter, Valentine's Day, etc.

The goals and objectives of our playschool, as listed above, are achieved through classroom activities such as:

- free time to play and share toys, puzzles, blocks, etc.
- story time and songs using actions
- exploring music using rhythm instruments, singing, and recorded music
- crafts, finger painting, colouring, and cutting
- show and share and discussion groups
- field trips and gym time

We believe that play is central to a child's learning, and therefore we encourage such activities as socio-dramatic play in all areas of the room, puppetry, dressing up, and story telling. We also provide time for action songs, physical nature awareness, outdoor activities, and physical development in gym-type activities. We believe that the children should be free to explore craft materials and to express themselves freely without adult restrictions and expectations placed on their work.

Finally, we believe that the cooperation between parents and teachers in reinforcing common goals, hopes, and caring is an unbeatable combination. Teachers can provide educational expertise, objectivity, and experience; parents provide knowledge of the child acquired through their loving and caring relationship. Together, they can strengthen and enhance the quality of the child's first experience in an organized social learning situation.

To achieve its objectives, the organization depends on the **active participation of ALL members**. Everyone is required to share in the work and participate in the classroom for the program to be successful.

Privacy Policy

Greenfield Community Nursery School is committed to maintaining the accuracy, confidentiality, and security of your personal information. All personal information such as names, addresses, phone numbers, e-mail addresses, age, gender, and medical information provided to Greenfield Community Nursery School, whether on a student registration form or in another format, is considered private. Only staff and volunteers who require the information to do their job will have access to personal information.

Your knowledge and consent are required for the collection, use, and disclosure of your family's information except where required or permitted by law - that is why we ask for your signed consent as part of our registration form. We ask your permission to use your name, phone number, e-mail address, and child's gender on a class list so that fellow parents can contact you to switch Sharing Parent Days, let you know if class is cancelled, remind you about a meeting or fundraising deadline, etc.

You have the right to access your information. For further information about Greenfield Community Nursery School's privacy policy, contact the Registrar.

Registration

In the three-year old program (the Canaries class, Tues/Thurs AM), children are required to be three years old by the start of the school year.

In the combined three and four year old class (the Cardinals class, Mon/Wed/Fri PM), the program is open to children who will be three years old by the start of the school year, as well as four year olds.

The four -year old only program (the Blue Jays class, Mon/Wed/Fri AM), is open to children who will be four years old by December 31st of the school year.

In addition, all children are required to be **COMPLETELY TOILET TRAINED** by the start of the school year. See the section below.

A non-refundable registration fee is required along with a completed registration form to reserve the child's place in school. The registration fee is \$50 per child for children new to the program and \$25 per child for children who were previously enrolled in the playschool, their siblings, or additional children from the same family. The Registrar collects the registration forms and fees at the Open House and Registration Night for the following September enrolment. **Monthly tuition is collected through Automatic Payment Withdrawal.** An authorization for this process is attached to the registration form. After the Registration Night, registration forms can be dropped off in the classroom during class hours. Please note, the registration fee will be cashed at the time it is received, regardless of wait list status.

Toileting

All children are required to be **COMPLETELY TOILET TRAINED** by the start of the school year. The teachers accompany children to the washroom but do not assist with toileting. We encourage independent use of the bathroom and ask that you ensure your child wears clothing that is easy for them to get in and out of. A few minutes at home practicing with buttons, zippers and snaps is helpful. We also encourage you to show your child how to work the toilet paper dispensers that are designed to conserve paper and will only dispense one square at a time. These extra steps will help your child succeed while using the facilities at GCNS. We ask parents to communicate any significant changes at home (e.g., arrival of a sibling, recent move etc.), as these changes can sometimes cause regression in toilet training. The teachers can offer reminders of visits to the washroom and positive reinforcement while at school. Inside their

backpack, please ensure your child carries a change of clothing, clearly marked with their name, and a plastic bag for wet/soiled clothing. You will be contacted if your child has a BM accident and you will be expected to attend to your child as soon as possible.

Probation and Placement

Each child is on a four (4) week probation period to determine if the program is meeting his/her needs and abilities. During this time the teachers will try their best to work with the family and may make suggestions to help assist with any difficulties. The Greenfield Community Nursery School Executive may recommend that a child leave the program or (space permitting) be placed in a different class.

Registration During the School Year

We will accept registrations until March 1, as enrolment allows. Upon enrolment your family will be asked to fulfil all responsibilities.

Monthly Fees

Monthly fees for the 2014 - 2015 year are as follows:

Class	Fee
Mon/Wed/Fri AM	\$135/month
Mon/Wed/Fri PM	\$135/month
Tues/Thurs AM	\$115/month

If you are a stay at home parent, you may be eligible to have your playschool fees paid for by the Alberta Government. To apply for the Stay at Home Parent Subsidy Program, call the Parent Information Line at 1-866-714-KIDS (5437), toll-free anywhere in Alberta, or complete an application online at <http://child.alberta.ca/home/1153.cfm>.

NSF Policy

All cheques and monthly tuition automatic withdrawals that are returned as NSF will be charged a \$40 fee.

ON FIRST OCCURRENCE the Treasurer will provide a letter advising of the returned cheque and asking for the parents to make suitable arrangements to replace the funds and provide the NSF fee within 10 days with a certified cheque, money order, or cash. If no payment is received after the 10 days, a spot will be held for the child for a further 2 weeks but the child may not attend during that time. If, after the further 2 week period, no payment has been made, the child will be withdrawn from the program.

ON SECOND OCCURRENCE the Treasurer will provide a second warning letter and advise that one further occurrence will result in the child's removal from the playschool. The parents are responsible for replacing the funds and providing the NSF fee within 10 days with a certified cheque, money order, or cash. If no payment is received after the 10 days, a spot will be held for the child for a further 2 weeks but the child may not attend during that time. If, after the further 2 week period, no payment has been made, the child will be withdrawn from the program.

ON THIRD OCCURRENCE the child will automatically be withdrawn from the playschool.

Leave of Absence

A registered student who takes a leave of absence during the school year and who is expected to return can either:

Withdraw from the program, by providing 4 weeks' written notice, and re-register (including paying the registration fee) when they are expected to return (although they will not be guaranteed a spot),

OR

Continue to pay the fees while they are away, thereby holding their spot for when they return to the program.

If a student is expected to be absent, please notify the teachers. If a student is expected to have a long-term absence please also contact a member of the Executive.

Withdrawal

To withdraw from the program, **4 WEEKS' WRITTEN NOTICE MUST BE GIVEN** or one month's fees will be charged. Any remaining post-dated cheques will be returned following formal withdrawal from the program. Please note there will be **NO REFUNDS** after March 31st of the school year.

Meetings

A **Parent Orientation Meeting** will be held on **Wednesday, September 3rd, 2014, at 7:00 PM** at Riverbend United Church, 14907 45th Ave; where business matters and the planning of the playschool organization will be discussed. At least one adult from each family must attend this meeting.

The school's policy is that any suggestions or complaints about the operation of the school or the program be brought to the attention of the Executive and not directly to the teachers. Child-related concerns, however, are to be directed to the teachers. The protocol for handling issues or concerns has been provided within the handbook.

Executive meetings are held each month. Dates and times are posted in the monthly newsletter. Parents are welcome to attend the first 30 minutes of the meeting to discuss any new business. The Annual General Meeting is held near the end of the school year.

School Holidays

Classes will not be held on the following days:

Labour Day – September 1, 2014
Thanksgiving – October 13, 2014
Remembrance Day – November 11, 2014 (Tuesday)
Winter Recess – December 22, 2014 – January 2, 2015 inclusive
Family Day – February 16, 2015
Teachers' Convention – February 26 – 27, 2015
Spring Recess – March 30, 2015 – April 2, 2015 inclusive
Good Friday – April 3, 2015
Easter Monday – April 6, 2015
Victoria Day – May 18, 2015

Last week of class is the week of June 15 – June 19, 2014.
Year-end parties will be held on June 22 and 23, 2014.

In the case of inclement weather (e.g. snowstorm, extreme wind chill), the playschool will be open. However, if the playschool must be closed due to extreme weather, the voicemail message on the land line (780-433-2599) will indicate the date(s) of the closure.

Staggered Entry on the First Day of Class

The class will be divided into two groups for the staggered entry classes. Each group will attend a full class session. This will allow the children (and their parents, if desired) the opportunity to become acquainted with the teachers and what a school day entails in a smaller-sized class. A schedule of the staggered entry will be distributed at the **Parent Orientation Meeting on September 3rd, 2014**. The first day of class for each class is listed below.

Mon/Wed/Fri AM	Mon. Sept. 8/14 (half of class) Wed. Sept. 10/14 (half of class)
Mon/Wed/Fri PM	Mon. Sept. 8/14 (half of class) Wed. Sept. 10/14 (half of class)
Tues/Thurs AM	Tues. Sept 9/14 (half of class) Thurs. Sept 11/14 (half of class)

Class Time

Mon/Wed/Fri AM	9:00 - 11:15 AM
Mon/Wed/Fri PM	12:45 - 3:00 PM
Tues/Thurs AM	9:00 - 11:15 AM

It is important to be punctual when dropping off and picking up your child. The tardy parent will be charged \$20 per hour or part thereof for childcare services.

DROP OFF: The classroom doors will open 5 minutes before class starts. We ask that you please wait in the hallway until that time, in order to allow the teachers adequate time to set-up the classroom. Parents will bring their children into the classroom and get their indoor shoes and name tags on, sign their child in and then leave. Class will start at 9 AM or 12:45 PM. We ask that you please leave **STROLLERS AND/OR STREET SHOES** (both parent's and children's) at the front entrance of the church before proceeding to the classroom.

PICK UP: Teachers and Sharing Parent will prepare children for leaving by getting their indoor shoes off and the children will carry their jackets and back packs out of the classroom.

Parents are responsible for their children coming and going from class. If someone else is to pick the child up from playschool, please write their name on the form when you sign your child in for class and notify the teachers. These security measures are in the best interests of the children.

Sample Day Plan

9:00 AM/12:45 PM	Circle Time – Song or Game
9:10 AM/12:55 PM	Free Play and Crafts
10:05 AM/1:45 PM	Clean Up
10:15 AM/1:55 PM	Planned activity (possibly outdoors - weather permitting)
10:30 AM/2:10 PM	Bathroom Break
10:35 AM/2:15 PM	Snack Time
10:50 AM/2:30 PM	Quiet Play
11:00 AM/2:45 PM	Circle Time – Story and Calendar
11:15 AM/3:00 PM	Home

Attendance Policy

If your child is unable to attend class, telephone the land line (780-433-2599) and leave a message for the teachers.

Please inform GCNS if your child is ill. We must record any illness for Capital Health. Please keep your child at home if they are ill. Recent changes in the Child Care Licensing Regulation state that an ill child is defined as a child who: is vomiting, has a fever, diarrhea, or a new unexplained rash or cough; requires greater attention that can be provided without compromising the care of other children in the program; or displays any other illness the staff members know or believes may indicate that a child poses a health risk to other children, or staff. Please ensure your child has been symptom free for at least 24 hours before they return to school. If your child displays symptoms of being ill while at school, you will be called to come and pick up your child.

Phone (780-433-2599)

There is a land line in the classroom through which you can contact the teachers if your child will not be attending class that day or if you are going to be late picking up your child from school. As the teachers' main responsibility is to the students, the phone will not be answered during class time. If you are going to be late picking up your child, please leave a voice mail message that will be checked at the end of class time.

Clothing and Personal Belongings

Your child will need a full size backpack on a daily basis with the following items inside:

- change of clothing (clearly marked with your child's name) and a plastic bag for wet/soiled clothing.
- indoor non-marking, rubber-soled shoes, to be left in the classroom (there is a personalized cubby for each child's shoes). Children must wear clean shoes in the classroom and gym.
- snack for snack-time, in a labeled container. Please note that all nuts and nut-by products are to be **excluded** from all snacks.

Please dress your child in play clothes so he or she may participate freely in all activities. Also, ensure your child is prepared for outdoor play (i.e., snow pants, boots, hat, mitts, sunscreen, etc.), as the children may go outdoors for active play. PLEASE DO NOT send a change of clothing to be kept in the classroom. Instead, we suggest a change of clothing be kept in the child's backpack. Please ensure the backpack is large enough so that your child's crafts can easily fit into the backpack and not get ruined in transport.

Field Trips

Field trips and in-class visits will be arranged for the upcoming year during the summer months and beginning of the school year. Special consideration will be given to the ages and interests of the children. Detailed information will be outlined as dates and times are confirmed. At least 3-4 helpers will be needed on a field trip. The children always enjoy sharing these outings with their parent. If not enough parent helpers volunteer, the field trip may have to be cancelled. Parents whose names are not drawn may be able to attend the field trip but will be asked to cover any admission costs or other related costs of attending the field trip. At no time are siblings allowed on the field trips. Field trips may be cancelled at the last minute at the discretion of the Executive due to inclement weather, bad roads, etc.

Indoor and Outdoor Activities

The children will be given the opportunity to participate in activities in the green space (Ramsay Park) outside the church grounds as well as nature walks within a 500m radius of the church grounds under the supervision of the Greenfield Community Nursery School staff and Sharing Parent.

Snack Policy

Each child is required to bring his/her own snack and drink. **DO NOT** send foods containing any nuts or nut by-products. Please note, that even if your child is safe with these food items, we cannot always control the sharing of food items and even minor amounts of contamination may be enough to trigger a severe allergic reaction. Any allergies of the students are posted in the classroom. Please remember that the children only have 15 minutes to eat their snack. Try to send no more than two healthy snacks. **Please cut grapes in half, as grapes are a choking hazard.**

We ask that no birthday cakes or other edible treats be brought into the classroom to be shared. Birthdays will be celebrated by singing Happy Birthday during circle time, and the child will receive a stamp or sticker from the Teacher.

Behavior Management Policy

In order to maintain a safe learning environment, we will be following a clear behaviour management policy. The following policy and procedures will be utilized in situations where a participant is demonstrating behaviours that have the potential for RISK OR INJURY, to him/herself or others, or destruction of non-disposable materials.

ON FIRST OCCURRENCE that day: The Teacher addresses the behaviour and follows through with a problem-solving solution with the child. The Teacher checks to make sure the child understands.

ON SECOND OCCURRENCE that day: The Teacher again addresses the behaviour and follows through with a problem-solving solution with the child. The Teacher makes the child aware that if behaviour continues he/she will, on third occurrence, need to find a quiet place by himself/herself.

ON THIRD OCCURRENCE that day: The child is reminded of what was previously discussed and now needs to spend some time alone.

Should behaviour problems persist; the Teacher and a member of the Executive will contact the parents and try to resolve the problem. If the behaviour cannot be resolved, the Executive may have to remove the child from the program.

At no time will physical force or violence be used on a child.

Protocol for Handling Concerns or Issues

At Greenfield Community Nursery School, we want the playschool experience to be a happy one for your child and your family. If throughout the school year you have concerns or issues regarding your child, the teachers, or the program, please bring them up for discussion by following the outlined protocol. Please note, the school's policy is that any suggestions or complaints about the operation of the school or the program be brought to the attention of the Executive and not directly to the teachers. Child-related concerns, however, are to be directed to the teachers.

- If your concerns are child-related, please make an appointment to meet with the Teacher(s) when the child is not going to be present. This will enable the Teacher(s) and parent(s) to devote their full attention to the discussion. Work together with the Teacher(s) to develop goals, strategies, and possible solutions.
 - Please express the issues or concerns respectfully while keeping confidentiality in mind.
 - The Teacher(s) may be able to provide another view of the situation. They are trained in early child development and should be respected as the 'expert' of the playschool environment.
 - Consider the policies and guidelines of the program; perhaps these can be of assistance.
- If together, the parent(s) and the Teacher(s) cannot reach a resolution, please contact the President or Vice President of the Executive. A meeting may be necessary to help generate strategies and solutions.
 - The Executive will look to all parties involved for information and will act to help mediate the problem-solving process.
- If the concern is still not resolved, the Executive will need to take the situation to a monthly Executive meeting for resolution. Both the parent(s) and Teacher(s) will be informed before this action is taken.
- If your concerns or suggestions relate to the operation of the school or the program, please contact the President or Vice President of the Executive. The Executive will consider the concern or suggestion as they pertain to the policies and guidelines of the program and may need to take the concern or suggestion to a monthly Executive meeting for resolution.

This protocol is in place to help maintain a positive and respectful environment in our program, even during times of conflict. We also want to ensure that the confidentiality of the children and their families is maintained at all times.

The contact information for the teachers and the Executive are provided in this document, on our website at www.greenfieldnurseryschool.com, and is also available in the classroom.

Bullying

As adults, we are the role models to the students in the program. Greenfield Community Nursery School has a ZERO TOLERANCE policy for disrespect and bullying of the students, the teachers, or other parents. Failure to adhere to this policy may result in being asked to withdraw from the program immediately and tuition will only be refunded according to our withdrawal policy.

Sharing Parent Roster

As a member of the cooperative playschool, you are required to take turns as the Sharing Parent. The number of times is dependent upon our enrollment as the roster is based on rotation.

Parents with multiple children are required to participate in one set of Sharing Parent responsibilities for each registered child. Your presence on your appointed Sharing Parent Day is critical to the operation of the playschool. If you are unable to work on your designated day, it is YOUR responsibility to provide a substitute responsible adult (18 years of age or older), such as a grandparent, nanny, etc., or trade days with another child's parent. It is essential you inform the Sharing Parent Roster Coordinator and the teachers of any changes made.

The Sharing Parent Roster for September for each class will be organized in August by the registrar and distributed at the **Parent Orientation Meeting on September 3rd, 2014**. If you have any special requests for your Sharing Parent Days (*i.e.* you work Mondays and are thus always unable to be a Sharing Parent on a Monday), please let the Registrar (registrar@greenfieldnurseryschool.com) know before August 15. The remainder of the year's schedule will be organized and distributed by the Sharing Parent Roster volunteer. We attempt to schedule parents as close to their child's birthday as possible so the parent can participate in the special birthday activities for their child. A child who's birthday falls during summer vacation, will have their birthday sharing day scheduled in September or June.

Our license does not allow for non-registered children to attend, so please do not bring your child's siblings with you on your Sharing Parent Days.

A \$100 Sharing Parent Day deposit cheque per registered child will be collected at the **Annual General Meeting on Wednesday, May 28th, 2014**, or if registering after the AGM, upon registration. The deposit cheque will be cashed if you fail to report for a Sharing Parent Day during the school year, and a replacement cheque will be required. Cheques will be returned at the end of the school year.

Responsibilities of the Sharing Parent

MORNING AND AFTERNOON DUTIES

- a) Arrive 15 minutes before class starts.
- b) Fill the water table as requested by teachers.
- c) Open the door for parents 5 minutes prior to class.
- d) During class time, circulate and interact with the children.
- g) During clean up time, clean up craft supplies and wipe down tables with lemon tree disinfectant.
- i) Assist with the washroom break (accompany children to the washroom and assist with hand washing).
- j) After snack, clean off tables and play surfaces using a rag and lemon tree disinfectant.
- k) Wipe down the chairs with the lemon tree disinfectant and stack on the orange counter.
- l) During final group time put the items in each child's mailbox into their backpack.
- m) As children are dismissed, remove name tags and help them to find their coat and backpack.
- n) After class, organize centers, empty water table, vacuum, sweep, and clean craft materials (paintbrushes, containers, and glue sticks, etc.).
- o) Check the classroom garbage bin, empty if needed.
- p) Morning Class: Please empty the vacuum canister.
- q) Afternoon Class: Please sweep and mop the tile if needed.

Room Cleaning Policy

As our lease does not include caretaking, we are responsible for cleaning the playschool classroom. Each family will be required to do one cleaning night per registered child during the course of the playschool year. The classroom is cleaned once a month. Parents will sign up for their first, second and third choice of date for a cleaning night, at the **Annual General meeting on May 28th, 2014** or upon registration. Typically cleaning nights are the third Thursday of each month. Please note the date you are scheduled to clean; it is your responsibility to ensure an adult (18 years of age or older) is at the playschool on your designated cleaning day. Please notify the VP (vp@greenfieldnurseryschool.com) of any changes made to the cleaning roster as we are required to provide a list of people attending cleaning night to the church.

Set aside two hours for cleaning (6:00-8:00 PM). A specific list of tasks will be provided. Please note that cleaning supplies are supplied, but it is best to bring your own rubber gloves.

A \$200.00 cleaning night deposit cheque per registered child will be collected at the **Annual General Meeting on May 28th, 2014** or upon registration from all families required to do a cleaning night. Please note the Executive members are exempt from cleaning duties. Cheques will be undated and will be returned when members complete their cleaning responsibilities. Deposit cheques will be cashed if you fail to fulfill your cleaning responsibilities on your designated night.

Casino Fundraising and Volunteer Policy

As 2014-2015 is not a Casino year, we do not require the usual \$300 deposit.

Other fundraising opportunities will be available throughout the school year. Fundraising is an excellent way of generating additional income for our school. This additional income enables us to offer a large variety of enrichment opportunities to the children through learning materials, games, supplies for the classroom, as well as exciting field trip adventures.

Medication Administration Policy

If your child has any health problems please inform the teachers. It is the parents' responsibility to administer prescriptions or non-prescription medication. Exceptions will be made with written consent for life and death situations, e.g. asthma, bee stings, etc.

If any drugs are to be dispensed by the teachers, the following guidelines shall be adhered to:

- a) The parent(s) provide specific written orders on dispensing the drug (i.e., how much, when, for how long). These orders must be signed and dated. Medication must be prescribed by a doctor and in the original labeled container with directions attached.
- b) Drugs required for life-threatening conditions will be stored in a location that is out of reach of the children.
- c) Whenever medication is dispensed, the teachers will record the time, type, amount, and sign and date the written orders.

In the event of an emergency, parents and/or guardians, and emergency services if required, will be notified in the order of urgency.

Fire/Evacuation/Lockdown Plan

We insure an emergency exit route is developed and practiced at least twice per year.

In case of an actual emergency, you will be contacted at the phone numbers listed on the Portable Emergency Information Sheet. It is essential that the information contained on this

sheet is current, as the teachers take these sheets to all out-of-classroom activities (on field trips, during fire drills). If changes need to be made, please contact the teachers and the Registrar.

Website

Our website address is: www.greenfieldnurseryschool.com. You are encouraged to check the website regularly for updates.

A working email address is required for at least one parent of every student registered. As well please check your email regularly as this is the primary method of communication from the executive, teachers and other parents.

Volunteer Position Descriptions

Each family is required to sign up for at least one volunteer position per registered child.

SHARING PARENT ROSTER COORDINATOR

- 3 volunteers required – 1 per class.
- Maintain Sharing Parent Roster. September sharing parent roster will be completed by the registrar. Volunteer will need to create the remainder of the schedule for the year and schedule parents on a continuous rotation to be maintained as much as possible. Some flexibility will be needed to schedule parent's sharing days on their child's birthday or as close to their birthday as possible. A child who's birthday falls during summer vacation, will have their birthday sharing day scheduled in September or June.
- Create updated monthly calendars that teachers can print for the classroom.
- Must have a computer and ability to create/amend documents in Word and Excel.
- Make changes as necessary and inform parents and teachers of changes.

PURCHASING

- 2 volunteers required.
- Each month, buy classroom supplies as requested by the teachers.
- Purchasers will need to use their own personal funds to make purchases and then submit all receipts, along with completed expense form to treasurer for reimbursement.
- Consult with Treasurer to make sure all purchases stay within budget.

PARTY COMMITTEE

- 3 volunteers required - 1 per class.
- Party volunteers are needed on each party day.
- Assist teachers with organizing crafts, games, and setting up the room for special events and parties (Halloween, Christmas, Valentine's Day, Easter, and Year-End party).
- Help out in the classroom for each party day and year-end party.
- **Please Note:** this volunteer position is similar to performing an extra Sharing Parent Day, thus your other children cannot attend with you when performing this volunteer position.

DIGITAL SCRAPBOOK

- 3 volunteers required – 1 per class.
- Approximately once per month you will need to borrow the USB stick from the classroom to download the photos of the class you are creating a scrapbook for. Please make arrangements with the teachers to do this and return it back to the classroom as soon as possible.
- The digital scrapbook team will work together to gather quotes on printing the scrapbooks and choose which media format to use to create the scrapbooks.
- At the end of the school year arrange for the scrapbooks to be printed and distributed to the student's families.

CUTTING

- 3 volunteers required - 1 per class.
- Each month sign up for check-in dates with the teachers to find out what is needed
- Collect supplies from teachers and prepare materials and crafts.

PLAY DOUGH AND WASHING CLOTHES

- 2 volunteers required.
- Each month, make play dough and wash paint shirts and towels. Please ensure the washing is returned to the classroom as soon as possible.
- Teachers will contact you in advance.

COOKING

- 3 volunteers required - 1 per class.
- Work with the children to prepare a snack or bake a treat during class time (usually 1 hour).
- Whichever date listed that falls on your child's regular class day is the day we ask that you volunteer. Please arrive ten minutes before class to help set up and get acquainted with the activity.
- **Please Note**: this volunteer position is similar to performing an extra Sharing Parent Day, thus your other children cannot attend with you when performing this volunteer position.

MAINTENANCE AND REPAIRS

- 1 volunteer required.
- Repairs of playschool furniture and equipment as needed.
- Teachers or VP will contact you.

CLASSROOM HELPER

- 4 volunteers required.
- Assist the teachers with whatever tasks needed. This could include organizing, de-cluttering, filing crafts and/or prepping for activities.
- Bulletin boards, seasonal decorating, filling library books
- This position requires you to be in the classroom once each month throughout the year, during class time. The teachers will coordinate with the 4 volunteers in order to have one volunteer in the classroom per week, each month. **Please Note**, younger siblings will not be able to accompany you, as this will be during class time.

BOOK CLUB ADMINISTRATOR

- 1 volunteer required.
- Catalogue Distribution and Ordering:
- Pick up the Scholastic catalogue from the teachers, remove and compile order sheets, and put them each child's mailbox. Include notice of the deadline for placing orders.
 - Purchase and label a large plastic envelope in which families will place their orders.
 - When all the forms have come in, order the books from Scholastic.
- Book Distribution:
- Once the Scholastic books have arrived, pick them up and organize them into individual orders.
 - Bring the books into the class and put them in the appropriate child's mailbox.
 - This volunteer must have access to a vehicle.

WEBMASTER

- 1 volunteer required.
- In consultation with Executive Committee, update website monthly or as required.
- Knowledge of website development and maintenance preferred.

SANTA

- 3 volunteers required – 1 for each class
- Responsible to find a santa volunteer to attend your child's classroom party – could be a friend, neighbor or family member.
- Wrap and label Christmas gifts for children.
- All materials, including Santa costume are provided.

FUNDRAISING ASSISTANT

- 2 volunteers required
- Available to assist the Executive Committee with fundraising events throughout the year, as needed.

In addition to the above listed volunteer positions, two individuals are required to act as budget auditors to audit the financial records, as provided by the Treasurer. These individuals put their name forward at the **Annual General Meeting on May 28th, 2014** for auditing purposes in July 2013.

Executive Position Descriptions

*Executive Members are not assigned other volunteer duties and do not participate in cleaning nights. The time commitments suggested below do not include attending meetings. Monthly Executive meetings are approximately 2-3 hours long.

PRESIDENT

1. Responsible for the general management and supervision of the playschool.
2. Chair and facilitate all executive and general meetings. Attend registration night.
3. Act as a liaison between the Executive and parents, teachers, Principal, custodial staff, etc.
4. Responsible for renewing the Playschool License, Insurance, Website, and Lease. Also responsible for hiring and re-negotiating teachers contracts, as well as teacher reviews.
5. Set calendar for the year – including Orientation Night, first day of classes, Registration Night, AGM, and last day of classes.
6. Review classroom infrastructure- safety issues, and maintenance.
7. Prepare agendas for monthly executive meetings and poster agendas for AGM and Orientation Night.
8. Keep Facebook page updated.
9. Time commitment is dependent on issues that arise: however beginning and end of the school year are busier. 4 to 8 hours a month.

VICE PRESIDENT

1. Prepare cleaning night and volunteer sign-up sheets for up-coming school year, to be posted at the AGM and presented to the next VP for Orientation Night. Ensure each Member has signed up for one (per registered child) of each and all positions are filled appropriately. Ensure families are provided with their assigned job description and responsibilities.
2. Throughout the school year, oversee and update the volunteer list as families move or withdraw from the program, or as needed.
3. Prepare, post, and distribute the cleaning night schedule at the beginning of the school year. Report any missed cleaning shifts to the Treasurer.

4. Each month, provide families and custodian with reminders of the cleaning night. Custodian: written letter 1 week prior to cleaning night. Volunteers: written reminder 1 week prior & email 1-2 days prior to cleaning night.
5. Responsible for advertising registration during the school year (magnet signs, community league newspapers, bulletin boards in local retailers ie. Starbucks, cafe o play, sobeys).
6. Ensure evacuation plan is up-to-date and posted in classroom, and fire drills take place every 2 months.
7. Assist other Executive Members with tasks when needed.
8. Fill in for President as required.
9. Time commitment per month: 4 to 8 hours.

TREASURER

*No formal accounting background is necessary however a basic level of bookkeeping knowledge is essential.

1. Prepare and maintain budget and financial statements for both general playschool and Casino accounts.
2. Deposit program fees and fundraising dollars, disperse payment for expenses and monthly payroll, oversee the Stay at Home Subsidy program, and complete T4 and WCB, Charities Information and Annual Societies returns.
3. Report budget status at monthly executive meetings and present proposed budget at AGM.
4. Issue tax receipts for program fees to all Members at the end of the tax year.
5. Prepare financials for an annual audit review.
6. Complete the annual GST return.
7. Time commitment per month: 4 to 8 hours.

REGISTRAR

1. Field registration inquiries throughout the year.
2. Retrieve messages from school phone and check for email inquiries throughout the year.
3. Organize and attend Registration Night along with VP, President, and teachers.
4. Receive and process all registration forms.
 - a. Ensure all registration forms are up-to-date and complete in full.
 - b. Receive all cheques and pass along to the Treasurer.
 - c. Pass all necessary forms on to teachers (Portable Emergency Information Form, etc.)
5. Prepare and e-mail confirmation letters.
6. Prepare and maintain class and waiting lists.
7. Coordinate withdrawal and waiting lists. Contact those on waiting lists as spaces become available. Communicate with VP about advertising vacant positions.
8. Prepare and maintain phone and e-mail distribution lists for all classes.
9. Prepare sharing parent roster and work with Sharing Parent Roster volunteer to maintain Sharing Parent Roster and report missed Sharing Parent shifts to President and Treasurer.
10. Assign all families to their volunteer positions, Sharing Parent Days, and cleaning nights. Once assigned, pass the cleaning night and volunteer list on the VP to manage.
11. Time commitment per month during non-registration time: 1 to 3 hours.
Time commitment in June and August and February and March: 5 to 8 hours.

SECRETARY

1. Record minutes of all general and monthly executive meetings for distribution to Executive Committee. File and maintain all meeting minutes to pass on to future Executive Committees.
2. Maintain a list of motions throughout the year, to be passed onto the incoming Executive Board at the end of the school year.
3. Prepare and distribute playschool newsletter to parents every month.
4. Post monthly calendar in the classroom.

5. Photocopy/print documents as needed.
6. Update Parent Handbook as needed.
7. Work with Webmaster to update and post information to the site (newsletters, upcoming events, dates, etc.).
8. Time commitment per month: 4 to 6 hours.

FUNDRAISING/CASINO COORDINATOR

This position involves coordinating general fundraising events and a casino. (Casino is held approximately every 2 years.)

General Fundraising

1. Research, propose to the Executive, and set up fundraising events throughout the year.
2. Organize and carry out fundraising events.
3. Try to meet yearly fundraising target set by the Executive Committee.
4. Provide feedback and information to parents about fundraising events, answer questions, and respond to emails from parents.

Casino

1. Advise Alberta Gaming of changes to the Executive or bylaws.
2. During a Casino Year: Attend a Gaming Information for Charitable Groups (GAIN) seminar (about 2 hours in length) to learn more about the use of proceeds from a casino.
3. Submit any amendment requests with respect to uses of gaming proceeds to Alberta Gaming and Liquor Commission (AGLC).
4. Complete returns for AGLC. This is basically a bank reconciliation with supporting documents (cancelled cheques, receipts, etc.).
5. Act as liaison between AGLC and the Executive.
6. Attend all general meetings and any executive meeting where Casino information needs to be discussed.
7. In a casino year, coordinate scheduling of volunteer shifts.
8. Time commitment per month: 2 to 4 hours. Additional time commitment varies upon fundraising event being held.

FIELD TRIPS AND SPECIAL EVENT COORDINATOR

1. Research potential field trips in consultation with the teachers and present recommendations to the Executive Committee for selection.
2. Book all field trips, provide copies of information to the teachers, and give all dates and details to the secretary for inclusion in newsletters.
3. Ensure field trips stay within budget.
4. Book and coordinate transportation, if required.
5. Book school photos for following year (Sept./early Oct).
6. Coordinate and plan year end Family Appreciation Event. Ensure event stays within budget.
7. Prepare and send out the annual survey to families via email to be completed online. Once complete gather results to share with the Executive Committee.
8. Time commitment per month: 5 hours.

