

# Greenfield Community Nursery School

Parent Handbook  
2010-2011



## Table of Contents

Playschool Objectives	3
Privacy Policy	4
Registration	4
Monthly Fees	4
NSF Policy	4
Leave of Absence	5
Withdrawal	5
Meetings	5
School Holidays	5
Staggered entry on the first day of class	6
Class Time	6
Sample Day Plan	7
Attendance Policy	7
Phone	7
Cell Phone	7
Clothing and Personal Belongings	7
Field Trips	8
Snack Policy	8
Behaviour Management Policy	8
Duty Roster	8
Responsibilities of the Duty Parent	9
Room Cleaning Policy	9
Casino Volunteer Policy	10
Medication Administration Policy	10
Fire/Evacuation/Lockdown Plan	10
Website	11
Volunteer Position Descriptions	11
Executive Position Descriptions	13

## 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 understand and enjoy holidays and seasonal times 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
- exercising, music with records, tapes, and rhythm instruments
- crafts, finger painting, colouring, and cutting
- show and share and discussion groups
- class parties

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, and e-mail address, and child's gender on a class list so that fellow parents can contact you to switch duty 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 programs, children are required to be 3 years old by September 1<sup>st</sup> of the school year (or by special permission by the teachers following an assessment of the student the previous June). The three-and-a-half and four-year old program is open to children who will be four years old by March 1<sup>st</sup> of the school year. The four-year old only program is open to children who will be four years old by December 31<sup>st</sup> of the school year. In addition, all children are required to be **COMPLETELY TOILET TRAINED** by the start of the school year. Duty parents and the teachers accompany children to the washroom but do not assist with toileting.

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 \$40 per child for children new to the program and \$20 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. After the Registration Night, registration forms can be dropped off in the classroom during class hours.

## Monthly Fees

Monthly fees for the 2010-2011 year are as follows:

Class	Fee
Mon/Wed/Fri AM	\$100/month
Mon/Wed PM	\$80/month
Tues/Thurs AM	\$80/month
Tues/Thurs PM	\$80/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/706.cfm>.

## NSF Policy

**All cheques that are returned as NSF will be charged a \$25 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 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 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 for more than a week, please contact a duty parent or 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.

### **Meetings**

A Parent Orientation information night will be held on Thursday, September 2 (6:30 PM, Sweet Grass Elementary school library) 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.

Open executive meetings are held each month. Dates and times are posted in the previous meeting's minutes, and in the monthly newsletter. The Annual General Meeting is held near the end of the school year.

### **School Holidays**

Classes will not be held on the following days:

September 6, 2010 (Labour Day)

October 11, 2010 (Thanksgiving)

November 11, 2010 (Remembrance Day)

December 20, 2010 to January 4, 2011 (Christmas Recess)  
 February 17 & 18, 2011 (Teachers' Convention)  
 February 21, 2011 (Family Day)  
 March 26 to April 3, 2011 (Spring Break)  
 April 22, 2011 (Good Friday)  
 April 25, 2011 (Easter Monday)  
 May 23, 2011 (Victoria Day)  
 Last week of class is the week of June 13, 2011.  
 Year-end parties will be held the week of June 20, 2011.

In the case of inclement weather (e.g. snowstorm, extreme wind chill), the playschool will be open if Sweet Grass Elementary School is open. However, if the playschool must be closed, 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**

Students will attend a 1-hour session on the first day of class to allow them (and their parents, if desired) the opportunity to become acquainted with the teachers and the program in a smaller-sized class. A schedule of the staggered entry will be distributed at the Parent Orientation meeting on September 2. Please note that there will be no snack time on the first day of class only. The first day of class for each class is listed below.

Mon/Wed/Fri AM	Wednesday, Sept. 8
Mon/Wed PM	Wednesday Sept. 8
Tues/Thurs AM	Tuesday, Sept. 7
Tues/Thurs PM	Tuesday, Sept. 7

**Class Time**

Mon/Wed/Fri AM	9:00 - 11:15 AM
Mon/Wed PM	1:00 - 3:15 PM
Tues/Thurs AM	9:00 - 11:15 AM
Tues/Thurs PM	1:00 - 3:15 PM

**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;** Upon arrival of the first parent he/she will knock on the back door of the preschool and the teacher or duty parent will let them in. The parents who are then waiting in the hallway will be responsible for opening the door for the other parents and children. We ask that you wait on the left hand side of the hallway in order to keep hallway congestion to a minimum. The classroom doors will open 10 minutes before class starts. Parents will bring their children into the classroom and get their indoor shoes and name tags on, and then leave. Class will start at 9AM or 1PM. There must be QUIET in the school while waiting to enter and when leaving the classroom, as the noise is disruptive to the elementary classes in progress. Sweet Grass School has requested that there be **NO STROLLERS OR STREET SHOES** (both parent's and children's) in the hallways.

**PICK UP:** Teachers and duty 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. Children will be brought in a line to the first set of doors and let go to their parents one by one.

Parents are responsible for their children coming and going from class. If someone else is to pick the child up from playschool, please inform the teachers in writing. These security measures are in the best interests of the children. Please note that there is no parking in the "School Bus Zone."

## Sample Day Plan

9:00 AM/1:00 PM	Circle Time
9:15AM/1:15PM	Free Play
10:05AM/2:05PM	Clean Up
10:15 AM/2:15 PM	Gym Time
10:30AM/2:30PM	Bathroom Break
10:35AM/2:35PM	Snack Time
10:50AM/2:50PM	Circle Time
11:10 AM/3:10 PM	Home Time

## Attendance Policy

If your child is unable to attend class, telephone the land line (780-433-2599) and leave a message for the teachers. **Sweet Grass School has requested that there be absolutely no phone calls to the school concerning the playschool.**

Please keep children at home if they are ill. Ensure a fever has been down for 24 hours before your child returns to school. We would appreciate if you could inform the teachers if your child has been exposed to a contagious disease. You will be required to remove your child from the premises immediately if they come to school after being exposed to a communicable disease. If your child displays symptoms of being ill (ie: vomiting) while at school, you will be called to come and take your child out of the school.

## 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.

## Cell Phone (780-218-2598)

There is a cell phone that is used by the teachers on field trips and/or to contact parents in the case of an emergency that occurs outside of the classroom. The phone is not used outside of class hours. Parents may leave emergency messages only. For example, if you are unable to pick up your child from a field trip, please call the cell phone.

## Clothing and Personal Belongings

Your child will need a 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, designated container that can be left in the snack area at the side of the room. Please note that all nuts 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 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. If, however, too many parents volunteer, a random draw for the number of available spaces will be held. 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.

## 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. 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 there no longer be birthday cakes or other edible treats 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. There will be one birthday celebration in the middle of the year for everyone.

## 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.

## Duty Roster

As a member of the cooperative playschool, you are required to take turns as the duty 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 duty parent responsibilities for each registered child. Your presence on your appointed duty days 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 Duty Roster coordinator and the teachers of any changes made to the duty roster.

The duty roster for the entire year for each class will be organized in August and distributed at the Parent Orientation meeting on September 3. If you have any special requests for your duty days (*i.e.* you work Mondays and are thus always unable to be a duty parent on a Monday), please let the Registrar ([registrar@greenfieldnurseryschool.com](mailto:registrar@greenfieldnurseryschool.com)) know before Monday, August 24. 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.

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

A \$100 duty day deposit cheque per registered child will be collected on May 25 at the Annual General Meeting or if registering after the AGM, upon registration. The deposit cheque will be cashed if you fail to report for a duty day during the school year. Cheques will be returned at the end of the school year.

## **Responsibilities of the Duty Parent**

### **MORNING DUTIES**

- a) Arrive 15 minutes before class starts.
- b) Fill water table as requested by teachers.
- c) As children arrive, help put on name tags and shoes.
- d) During class time, circulate and interact with the children.
- e) Take at least **1** photo of **each** child throughout the class, with the school camera that is provided.
- f) Parent will need to accompany group to the gym. You may be required to go ahead and set out some equipment.
- g) After gym, while teachers take children for a washroom break (to wash hands and prepare for snack), clear craft tables and set up snack.
- h) After snack, clean off tables using a rag and the lemon tree disinfectant found on top of the white closet. Re-cover as necessary.
- i) Parent assists with the washroom breaks (accompany children to the washroom and assist with hand washing).
- j) During final group time make sure crafts are in children's backpacks.
- k) As children are dismissed, help them to find a place to get dressed and assist as needed. Help only when necessary with the dressing as this activity helps children to learn independence.
- l) After class, clean up centres, vacuum, and sweep.

**AFTERNOON DUTIES:** Provide the same duties as the morning class. At the end of each class, organize centres, empty water table, clean up paintbrushes, containers, and glue sticks, and vacuum the floor.

## **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, generally on a Thursday night (6:00-8:00 PM). Parents will sign up for a cleaning night at the Annual General meeting on May 25 or upon registration. 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.

Set aside two hours for cleaning. A specific list of tasks will be provided. Please note that there are some cleaning supplies in the playschool, but it is best to bring your own sponges and rubber gloves, etc.

A \$100.00 cleaning night deposit cheque per registered child will be collected on May 25 at the Annual General Meeting 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 room responsibilities. Deposit cheques will be cashed if you fail to fulfill your cleaning responsibilities on your designated night.

### **Casino Volunteer Policy**

A \$300 deposit cheque will be required per child registered in the 2010-2011 academic year. One adult per child registered will be obligated to volunteer to help run the casino. This obligation is independent of when the casino is held in 2011. If your child is registered at all during the 2010-2011 academic year, you will be required to volunteer, even if your child is no longer registered with the playschool when the casino is held (2010-2011 is not a casino year). Parents unwilling to volunteer or who do not show up for their scheduled casino shift will be assessed the \$300 fee and the deposit cheque will be cashed. Deposit cheques will be returned to those families who fulfill their casino volunteer duties.

### **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 written orders on dispensing the drug (i.e., how much, when, for how long). These orders must be signed and dated. Medication must be in the original labeled container with directions attached.
- b) Drugs required for non-life threatening conditions will be locked in the metal box at all times. 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**

Fire drills are conducted every two months. In the event of an evacuation/emergency at the school, we will follow the procedures of Sweet Grass Elementary (students will remain in the classroom; if in hallway, students will move to the nearest open classroom; teachers will lock the door until the "all clear" is announced).

In case of an 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 (to the gymnasium, 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](http://www.greenfieldnurseryschool.com). At the Parent Orientation meeting on September 2, you will be given instructions on how to access the "Registered Families Only" section of the website. More information about the contents of the website will be provided in the monthly newsletters.

## Volunteer Position Descriptions

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

### DUTY ROSTER COORDINATOR

- 1 volunteer required
- Maintain parent duty roster (which will be provided at the beginning of the year)
- Make changes as necessary and inform parents and teachers of changes

### PURCHASING

- 3 volunteers required
- Each month, buy cooking and craft supplies as requested by the teachers
- Keep and submit all receipts to Treasurer
- Consult with Treasurer to make sure purchases stay within budget

### PARTY COMMITTEE

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

### CAMERA

- 4 volunteers required – 1 per class
- Obtain budget from treasurer for photo printing for your class
- Go into the classroom and download photos from the computer onto a disc or flash drive (you bring this in), between class times, if possible about 4 times per year
- Take the disc home and go through them to pick out the photos you want to print.
- Take the disc or flash drive to a photo developing centre (ie: Costco, Superstore, or anywhere that is affordable), have photos printed and pick them up
- Distribute the photos to the scrapbook volunteers by leaving them in the child's folder in the scrapbook file box in the classroom
- Ensure there is an adequate number of photos of each student for scrapbooks
- Keep and submit all receipts to Treasurer
- Consult with Treasurer to make sure purchases stay within budget

### SCRAPBOOK TEAM

- 12 volunteers required - 3 per class
- Teachers assign each scrapbook volunteer approx. 4 children from their child's class
- Teachers decide which crafts will go into the scrapbooks and hold these crafts back at the school in a file folder
- Files will hold crafts, maybe a list of that child's favorite things to do at school, maybe a funny thing they said, etc.

- Scrapbook volunteers transfer the items in the file into a scrapbook for the child
- Scrapbook volunteers can also add things to the scrapbook like quotes, poems, etc
- Complete memory books for each student before the end of the year
- Keep and submit all receipts to Treasurer
- Consult with Treasurer to make sure purchases stay within budget

#### CUTTING

- 4 volunteers required - 1 per class
- Each month, 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

#### COOKING

- 8 volunteers required - 2 per class
- Work with the children to prepare a snack or bake a treat during class time (usually 1 hour)
- There are 8-10 cooking sessions during the school year, usually during the last class of the month. (Note: this volunteer position is similar to performing an extra duty day, thus other children cannot attend with you when performing this volunteer position.)

#### MAINTENANCE / REPAIRS

- 1 volunteer required
- Repairs of playschool equipment as need arises

#### BULLETIN BOARD SET UP and SWEET GRASS APPRECIATION

- 1 volunteer required
- Each month, set up and take down new borders and theme materials on the bulletin boards
- Provide treats and a thank you note for staff attending one of the school's Professional Development days, in order to maintain our good relationship with our landlord

#### BOOK CLUB ADMINISTRATORS

- 2 volunteers required
- 1 volunteer will be catalog distributor/book orderer: each month, distribute catalogs and place orders
- 1 volunteer will be book distributor: each month, distribute books from the Scholastic Book Club

#### CELL PHONE ADMINISTRATOR

- 1 volunteer required
- Purchase phone cards
- Maintain balance on cell phone via internet every 30 days
- Top up cell phone account when required
- Keep and submit all receipts to Treasurer

#### STAY-AT-HOME SUBSIDY ADMINISTRATOR

- 1 volunteer required
- Complete monthly Stay-at-Home subsidy claim reports, track payments, and report to Treasurer

#### WEBMASTER

- 1 volunteer required

- In consultation with executive committee, update website monthly or as required
- Knowledge of website development and maintenance preferred

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 Treasurer. These individuals put their name forward at the AGM on May 25, 2010 for auditing purposes in July 2011.

## **Executive Position Descriptions**

\*Executive Members are not assigned other volunteer duties and do not participate in cleaning nights. Monthly executive meetings are approximately 2 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, principle, custodial staff, etc.
4. Responsible for renewing the Playschool License, Insurance and Lease and negotiating teacher contracts.
5. Set calendar for the year – including Orientation Night, first day of classes, Registration Night, AGM, and last day of classes.
6. Time commitment is dependent on issues that arise: however beginning and end of school year are busier. 4 to 6 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. Report any missed cleaning shifts to Treasurer.
2. Prepare, post, and distribute the cleaning night schedule at the beginning of the school year.
3. Each month, provide families and custodian with a reminder letter on the school day prior to cleaning night.
4. Responsible for advertising registration during the school year (Greenfield Gazette, road signs, flyers/posters in schools and community halls, etc.).
5. Ensure evacuation plan is up-to-date and posted in room and fire drills take place every 2 months.
6. Assist other Executive Members with tasks when needed.
7. Fill in for president as required.
8. Time commitment per month: 4 to 6 hours.

### **DIRECTOR/FIELD TRIP COORDINATOR**

1. Prepare (with input from the Executive) and administer the year-end survey to parents and compile a summary to share with the Executive and Members.
2. Research potential field trips in consultation with the teachers and present recommendations to the Executive Committee for selection.
3. Book all field trips, provide copies of information to the teachers and give all dates and details to the secretary for inclusion in newsletters.
4. Ensure field trips stay within budget.
5. Book and coordinate transportation, if required.
6. Time commitment per month: 2 to 3 hours.

## TREASURER

\*No formal accounting background is necessary; just a basic understanding of simple book keeping – keeping track of money in and money out using a computer spreadsheet (Excel).

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 returns.
3. Report budget status at monthly executive meetings and present proposed budget at AGM.
4. Set fundraising goals based on proposed budget and final enrollment.
5. Time commitment per month: 4 to 8 hours.

## SECRETARY

1. Prepare agendas for monthly executive meetings and poster agendas for AGM and Orientation Night.
2. 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.
3. Prepare and distribute playschool newsletter to parents every month.
4. Photocopy/print documents needed.
5. Update *Parent Handbook* as needed.
6. Work with Webmaster to update and post information to the site (newsletters, upcoming events, dates, etc.).
7. Time commitment per month: 2 to 4 hours.

## FUNDRAISING/CASINO ADMINISTRATOR

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 administer several fundraising events throughout the year.

### Casino

1. Advise Alberta Gaming of changes to the Executive or bylaws.
2. 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: 1 to 2 hours (busier around fundraising event).

## REGISTRAR

1. Field registration inquiries throughout the year.
2. Retrieve messages from school phone and check for email inquiries during the summer.
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 photocopied (1 copy for our records & 1 to teachers).
  - b. Pass cleaning night cheques on to VP and tuition cheques, duty, and casino deposit cheques to 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 space becomes available. Communicate with VP about advertising vacant positions.
8. Prepare and maintain phone and e-mail distribution lists for all classes.
9. Work with Duty Roster volunteer to maintain duty roster and report missed duty shifts to President and Treasurer.
10. Time commitment per month: 4 to 6 hours. Time commitment is heaviest in August/Sept and February/March