

Greenfield Community Nursery School

Parent Handbook 2016-2017



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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. Fulfillment 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, CDs, tapes, iPod and iPad
- 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 upon attending class. If there are openings in this class over the school year, the latest date for turning three is December 31st.

In the combined three and four year old program (the Cardinals class, Mon/Wed/Fri PM), children are either required to be:

- 1) Three years old before they can start their school year and they must be three years old by December 31st of the school year; or
- 2) Four years old.

In the four-year old only program (the Blue Jays class, Mon/Wed/Fri AM); children are required to 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, or during the registration process. Registration cheques will not be cashed if the child is on the waitlist, but will be cashed when a spot in a class has been secured. **Monthly tuition is collected through Automatic Payment Withdrawal.** An authorization for this process is attached to the registration form. After the Registration Night, registration packages can be dropped off either:

- 1) In the classroom during class hours; or
- 2) At the registrar's home (as per arrangements made with the registrar at GCNS).

Please note; the registration fee will be cashed at the time it is received, regardless of wait list status.

Registration during the School Year

We will accept registrations until February 1st, 2017, as enrolment allows. Upon enrolment your family will be asked to fulfill all responsibilities.

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.

Monthly Fees

Monthly fees for the 2016-2017 year are as follows:

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

Monthly tuition withdrawals are taken on the first of the month from September 1/2016 and end June 1, 2017.

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 \$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, interact email money transfer, 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, interact email money transfer, 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:

1. 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
2. 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. Auto-tuition withdrawal will be stopped following formal withdrawal from the program. Please note there will be **NO REFUNDS** after March 31st of the school year.

Meetings

The **Annual General Meeting** will be held on **Wednesday May 25, 2016, at 7:00 PM** at the Riverbend United Church; where the board members will be elected. Other matters discussed at this meeting include, volunteer positions and sign up, authorization for tuition withdrawals and cleaning date sign up. To set up tuition withdrawals a void cheque or account information from which the tuition will be withdrawn must be submitted at the meeting. Attendance of this meeting is mandatory. At least one adult from each family must attend.

A **Parent Orientation Meeting** will be held on **Wednesday, August 31st, 2016, at 7:00 PM** at the Riverbend United Church; where business matters and the planning of the playschool organization will be discussed. Attendance of this meeting is mandatory. 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. Parents are welcome to attend the first 30 minutes of the meeting to discuss any new business. Attendance can be arranged with any board member.

School Holidays

We follow the holiday schedule set out by the Edmonton Public School Board. Classes will not be held on the following days:

- Labour Day – September 5, 2016
- Thanksgiving – October 10, 2016
- Remembrance Day – November 11, 2016
- Christmas Recess – December 24, 2016 – January 8, 2017 (inclusive)
- Teacher’s Convention – March 2 & 3, 2017
- Family Day – February 20, 2017
- Spring Break- March 25- April 2, 2017 (inclusive)
- Good Friday- April 14, 2017
- Easter Monday- April 17, 2017
- Victoria Day- May 22, 2017
- End of year party and final day of class- June 22 & 23, 2017

If the playschool is closed due to unforeseen circumstances including inclement weather conditions, parents will be notified via email to the primary email account associated with their child’s registration.

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 August 31st, 2016**. The first day of class for each class is listed below.

| | |
|----------------|--|
| Mon/Wed/Fri AM | Fri. Sept. 9/16 (half of class) Mon. Sept. 12/16 (half of class) |
| Mon/Wed/Fri PM | Fri. Sept. 9/16 (half of class) Mon. Sept. 12/16 (half of class) |
| Tues/Thurs AM | Thurs. Sept 8/16 (half of class) Tues. Sept 13/16 (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: Children should arrive early enough to hang up their coats and backpacks, get their indoor shoes on, and be ready to enter class at 9:00 or 12:45, when their respective class begins. Parents need to ensure their child's nametag is on and sign the attendance register before leaving. 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: Parents should wait outside the classroom until children are dismissed at 11:15 or 3:00. Children will remain seated at circle until their name is called when it is noted a caregiver is there to pick them up.

Sample Day Plan

| | |
|------------------|----------------------|
| 9:00 AM/12:45 PM | Circle Time |
| 9:10 AM/12:55 PM | Free Play and Crafts |
| 10:05 AM/1:45 PM | Clean Up |
| 10:15 AM/1:55 PM | Gym |
| 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 |
| 11:15 AM/3:00 PM | Home |

Attendance Policy

If your child is unable to attend class, telephone the land line (780-902-8731) and leave a message for the teachers.

Please inform GCNS if your child is ill. Alberta Health Services may be notified of illnesses as outlined in Alberta's Public Health Act. 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 (780-902-8731)

There is a phone 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

For field trips only, a cell phone contact number will be shared with parents on the field trip information and permission form. The cell phone should ONLY be called on the day of the field trip if immediate contact with your child and/or their teachers is required. The contact number(s) provided on the field trip forms will not be active during regular scheduled classroom activities. Outside of field trips, the classroom land line must be used (see section above).

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

We will have 4 or 5 field trips over the school year. Parents will be notified of the details of the trip a month or so ahead of time and permission slips will be emailed out several weeks prior to the trip. At least 3-4 helpers will be needed on a field trip. The children always enjoy sharing these outings with their parent. If there are not enough parent helper volunteers, the field trip may have to be cancelled. Parents who are not volunteering may be able to attend the field trip but may be asked to cover any admission costs or other related costs of attending the field trip. Siblings are not permitted to attend. 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

Weather permitting, the children will play in the green space outside the church grounds, in Ramsay Heights Playground, as well as take 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.**

Birthdays & Classroom Celebrations

Birthdays will be celebrated by singing Happy Birthday, and by giving the child a birthday crown and sticker. Bringing a birthday treat to share with the children is optional but please ensure if the treat is edible it is nut free. For both birthday and special occasion celebrations, food may be brought into class for sharing. Home-made foods might include such items as cookies, cupcakes, cheese, fruit or veggie plates that have been prepared at home and do not contain any nuts. For anyone with allergies we cannot guarantee there will not be cross contamination. Any allergies of the students are posted in the classroom.

Behaviour 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 enrolment 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 each class will be organized in August and the first 2-3 months will be distributed at the **Parent Orientation Meeting on August 31, 2016**. The roster will be distributed monthly thereafter. 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 15/2016. 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 Sharing Parent Days.

A \$100 Sharing Parent Day deposit cheque per registered child will be collected at the **Annual General Meeting on May 25, 2016**, 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

- Arrive 15 minutes before class starts;
- Fill the water table as requested by teachers;
- Check with teacher to see what needs to be set up for crafts, activities;
- During class time, circulate and interact with the children;

- e) During clean up time, clean up craft supplies and wipe down tables with disinfectant;
- f) Assist in gym if needed;
- g) Assist with the washroom break;
- h) After snack, clean and disinfect tables, chairs, and play surfaces;
- i) Empty water table, sweep floor, clean paintbrushes and easel, tidy room;
- j) During final circle time, put the items in each child's mailbox into their backpacks;
- k) After class, vacuum carpet; mop floor where needed. Check vacuum bag;
- l) Take out garbage and blue bag if needed;
- m) Check that bathrooms are tidy and counters wiped down, 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 a cleaning night at the **Annual General meeting on May 25, 2016** 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. 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 custodian.

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 25, 2016** 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 (2016/2017 is NOT a Casino year)

A \$300 Casino deposit cheque will be required per child registered in the 2017-2018 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 2017. 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.

In addition to the Casino, additional 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 requires special attention for health reasons, 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

Fire drills are conducted every two months.

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. 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 (provided at the beginning of the year).
- 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 AND GCNS APPRECIATION

- 2 volunteers required.
- Each month, buy classroom supplies as requested by the teachers.
- Consult with Treasurer to make sure all purchases stay within budget.
- Keep and submit all receipts to Treasurer, along with completed reimbursement form.

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.

YEARBOOK

- 3 volunteer required – 1 per class
- Beginning in March of the school year, obtain digital pictures from teachers and review to determine that ALL children have been captured.
- Discuss with the teachers and the VP to determine which company to use for the yearbook (Walmart used in 2015).
- Complete and submit one digital yearbook per class for optional purchase by families.

CUTTING

- 3 volunteers required - 1 per class.
- Each month, collect supplies from teachers and prepare materials and crafts.
- Wrap books and gifts at Christmas and at the end of the school year.
- Teachers will contact you in advance.

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

- 6 volunteers required - 2 per class.
- Work with the children to prepare a snack or bake a treat during class time. Please arrive 15 minutes early to prepare for the baking or cooking.
- 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.

SANTA AND CHRISTMAS WRAPPING

- 3 volunteers required- 1 per class
- In coordination with the other Santa and wrapping volunteers, organize volunteers to play Santa at each Christmas party. Santa suit is provided.
- Wrap presents provided by teachers to students.

CLASSROOM HELPER

- 4 or more 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, filing 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.

BUDGET AUDITORS

- 2 volunteers required
- Perform an internal audit of the annual fiscal statements, as prepared by the treasurer.

FUNDRAISING ASSISTANT (for casino year only)

- 1 volunteer required
- Assist with fundraising activities

BOOK CLUB ADMINISTRATORS

- 2 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.

- 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.
- Work with secretary to update and maintain social media information.

TEACHERS HELPER

- 1 or more volunteers required
- To be discussed at AGM

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 or 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, teachers, parents and church.
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.

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. In collaboration with the registrar, oversee and update volunteer lists and cleaning night lists as families move or withdraw from the program.
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 send a Cleaning night reminder email to that month's volunteer families. Follow up with the teachers and update Cleaning night check list.
5. Responsible for advertising registration during the school year (magnet signs, community league newspapers, bulletin boards in local retailers i.e. Starbucks, cafe o play, Sobey's).
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's 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 the September Sharing Parent Roster for each class to be distributed at the Parent Orientation night.
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 during non-registration time 4 hours a month

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. Prepare and distribute playschool newsletter to parents every month.
3. Photocopy/print documents as needed.
4. Update Parent Handbook as needed.
5. Work with Webmaster to update and post information to the site (newsletters, upcoming events, dates, social media sites, etc.).
6. 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. Work with Treasurer to submit any amendment requests with respect to uses of gaming proceeds to Alberta Gaming and Liquor Commission (AGLC).
4. Work with Treasurer to complete returns for AGLC. This is basically 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.

