

Greenfield Community Nursery School

Parent Handbook
2017-2018



Table of Contents	
1.0 Playschool Objectives	3
2.0 Programs, Eligibility and Schedule	4
2.1 First Day of School	4
2.2 School Holidays	4
3.0 Daily Operation	5
3.1 Sample Day Plan	5
3.2 Drop Off and Pick Up	5
3.3 Parking	5
3.4 Clothing and Personal Belongings	5
3.5 Field Trips	6
3.6 Indoor and Outdoor Activities	6
4.0 Administrative Matters	7
4.1 Registration	7
4.2 Wait List Policy	7
4.3 Monthly Fees	7
4.4 Withdrawal	8
4.5 Probation and Placement	8
4.6 Leave of Absence	8
4.7 Staggered Entry on the First Day of Class	8
4.8 Mandatory Meetings	8
4.9 Unforeseen Circumstances	8
5.0 Policies	9
5.1 Privacy Policy	9
5.2 NSF Policy	9
5.3 Communication Policy	9
5.4 Toileting Policy	9
5.5 Attendance Policy	10
5.6 Snack Policy	10
5.7 Birthdays & Classroom Celebrations	10
5.8 Protocol for Handling Concerns or Issues	10
5.9 Bullying	11
5.10 Behaviour Management Policy	11
5.11 Classroom Cleaning Policy	11
5.12 Casino Fundraising and Volunteer Policy	11
5.13 Medication Administration Policy	12
5.14 Emergency Preparedness Policy	12
6.0 Membership Roles and Responsibilities	13
6.1 Sharing Parent Responsibilities	13
6.2 Parent Volunteer Position Descriptions	14
6.3 Executive Board Position Descriptions	15
7.0 Contact Information	19
7.1 Website	19
7.2 Phone	19
7.3 Executive Member and Teachers Contact Information	19

1.0 Playschool Objectives

The objectives of the Greenfield Community Nursery School (GCNS) are to encourage development of each 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 are achieved through emphasis given to the following areas:

1. SOCIAL
 - To be responsible for personal belongings
 - To be cooperative and share with other
 - 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
 - To cope with feelings such as 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 healthy habits
4. INTELLECTUAL
 - To develop language and listening skills
 - To increase awareness of the world and people around them
 - To be able to think for themselves and share their ideas with a group
 - To develop curiosity and imagination
 - To enjoy holidays and seasonal times together such as Christmas, Easter, and Valentine's Day

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 through singing, movement, using rhythm instruments, and listening to recordings.
- Art, crafts, colouring and cutting.
- Discussion groups and Show and Tell
- 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 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, GCNS 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.

2.0 Programs, Eligibility and Schedule

There are three classes available at GCNS as shown in Table 1: a three-year-old class (Canaries), a four-year-old class (Blue Jays), and a three and four-year-old class (Cardinals).

Table 1: Classes, Age Requirements, and Times

Class Name	Age Group	Time
Canaries	3 year olds	Tues/Thurs AM 9:00am to 11:15am
Cardinals	3 & 4 year olds	Mon/Wed/Fri PM 12:45pm to 3:00pm
Blue Jays	4 year olds	Mon/Wed/Fri PM 9:00am to 11:15am

Children in the three-year old programs are required to be three years old upon attending class. Students registering in the Cardinals class must be three by September 1st, and students registering in the Canaries class must be three by December 31st. Children in the four-year old programs are required to be four years old by December 31st of the school year. The latest date of entry for all classes during the school year is December 31st.

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

2.1 First day of Class

The first day of class for each class is listed in Table 2.

Table 2: First day of School

Class	First Day of Class
Canaries	Thurs September 7, 2017 (half) Tues September 12, 2017 (half)
Cardinals	Fri September 8, 2017 (half) Mon September 11, 2017 (half)
Blue Jays	Fri September 8, 2017 (half) Mon September 11, 2017 (half)

2.2 School Holidays

Greenfield Community Nursery School follows the holiday schedule set out by the Edmonton Public School Board. Table 3 shows the days in which no classes will be held:

Table 3: Holidays Observed

Labour Day	September 4, 2017
Thanksgiving	October 9, 2017
Remembrance Day	November 10, 2017
Christmas Break	December 21, 2017 - January 5, 2018 (inclusive)
Family Day	February 19, 2018
Teacher's Convention	March 1-2, 2018
Spring Break (including Good Friday)	March 26 - 30, 2018 (inclusive)
Easter Monday	April 2, 2018
Victoria Day	May 21, 2018

3.0 Daily Operation

3.1 Sample Day Plan

Table 4 shows a sample day plan for the Canaries, Blue Jays, and Cardinals classes.

Table 4: Sample Day Plan for all Classes

9:00AM/12:45PM	Circle Time
9:10AM/12:55PM	Free Play and Crafts
10:05AM/1:45PM	Clean Up
10:15AM/1:55PM	Gym
10:30AM/2:10PM	Bathroom Break
10:35AM/2:15PM	Snack Time
10:50AM/2:30PM	Quiet Play
11:00AM/2:45PM	Circle Time
11:15AM/3:00PM	Dismissal

3.2 Drop Off and Pick Up

DROP OFF: Children should arrive early enough to hang up coats and backpacks, get indoor shoes on, and be ready to enter class at 9:00 or 12:45. Parents need to ensure their child's nametag is on and sign the attendance register before leaving. We ask that Parents leave **STROLLERS AND/OR STREET SHOES** (both Parent and child(ren)) on the rack provided 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 the circle until their name is called when it is noted a caregiver is there for pick up.

It is important to be punctual when dropping off and picking up your child. A \$20 fee may be charged for childcare services for Parents who are late for pickup.

3.3 Parking

Parking is available in the parking lot on the West side of the church. It is important that all members observe and follow the rules of the parking lot, including not parking in handicap parking stalls if not authorized to do so.

3.4 Clothing and Personal Belongings

All personal belongings shall be clearly marked with your child's name. Your child will need a full-size backpack (large enough for crafts to be transported in) on a daily basis with the following items inside:

- a change of clothing and a plastic bag for wet/soiled clothing
- indoor non-marking, rubber-soled shoes, to be left in the classroom (each child has a personalized cubby shoes). Children must wear their indoor shoes in the classroom and gym.
- a snack for snack-time. Please note that all nuts and nut-by products are to be **excluded** from all snacks.

Please dress your child in play clothes so they may participate freely in all activities. Also, ensure your child is prepared for outdoor play regardless of the weather (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, a change of clothing should be kept in the child's backpack.

3.5 Field Trips

We will have 4 or 5 field trips over the school year. Parents will be notified of field trip information a month ahead of time and permission slips will be distributed. At least three to four Parent helpers will be required per field trip per class. Without adequate Parent volunteers, the field trip may be cancelled. Parents who are not volunteering are still able to attend, but may be asked to cover any admission costs. Siblings are not permitted to attend. Field trips may be cancelled at the discretion of the Executive Board due to inclement weather, bad roads, or other unforeseen circumstances.

3.6 Indoor and Outdoor Activities

Weather permitting, the children will play outside in the green space at the Riverbend United Church, at the Ramsay Height Playground, or will take a nature walk within a 500m radius of the church under the supervision of the GCNS Teachers and Sharing Parent.

4.0 Administrative Matters

4.1 Registration

Admission is accepted on a “first come, first served” basis, observing the following priorities:

- Current members are invited to pre-register in January for the following school year
- Members of the public are invited to register at the Open House in late January/early February, or afterwards as spots are available.

A non-refundable registration fee and completed registration form is required to reserve each child’s place in the school. The registration fee is \$50 per child for new registrants and \$25 per child for alumni and alumni immediate family members, and will be cashed when a spot has been confirmed. Registration forms and fees are collected at the Open House for September enrollment and afterwards, as a part of the registration process.

After the Open House, registration packages can be dropped off at:

- the classroom during class hours, or
- the Registrar’s home (as per arrangements made with the Registrar and GCNS).

Registrations will be accepted until December 31st of the current school year, as enrolment allows. Upon enrolment, your family will be asked to fulfill all responsibilities.

Dishonest or fraudulent information provided on member registrations or any documentation will result in immediate dismissal from GCNS.

4.2 Wait List Policy

A waitlist is maintained and the order is strictly adhered to. The Registrar will contact you by phone or email if a spot becomes available. You will be given a 48-hour window to provide a response. After 48 hours, the Registrar will contact the next in line if no response is received. It is your responsibility to check your phone messages and emails. The Registrar is not responsible for holding a spot if voicemails are not returned or emails bounce back. Once the school year begins, internal class moves will be given priority over the waitlist.

4.3 Monthly Fees

Monthly tuition is collected through **Automatic Payment Withdrawal**. An authorization form for automatic payments is included in the registration package. Monthly fees are detailed below in Table 5. Withdrawals are taken on the first day of the month in August, and October through June, inclusive.

Table 5: Monthly Fees

Class	Classes Per week	Monthly Fee
Canaries	2	\$115
Cardinals	3	\$145
Blue Jays	3	\$145

For eligible lower-income families, there is financial assistance available through the Government of Alberta to assist with monthly playschool tuition fees. To apply for the Child Care Subsidy, please call 1-877-644-9992, or complete an application online at <http://child.alberta.ca/home/1153.cfm>.

4.4 Withdrawal

To withdraw from the program, **4 WEEKS' WRITTEN NOTICE MUST BE GIVEN** or one month's tuition fee will be charged. Auto-tuition withdrawal will be stopped upon receipt of withdrawal from the program. Please note, there will be **NO REFUNDS** given after March 31st of the school year.

4.5 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 GCNS Executive Board may recommend that a child leave the program or (space permitting) be placed in a different class.

4.6 Leave of Absence

If a student will be absent, it is expected that Parents notify the Teachers. If a student will be absent long-term, it is expected that Parents notify a member of the Executive Board. A registered student who takes a leave of absence during the school year and who is expected to return have the following options:

- Withdraw from the program by providing 4 weeks written notice, and re-register (including paying the registration fee) upon return. Note: their spot will not be guaranteed, OR
- Continue to pay the fees during absence, thereby holding their spot for their return to the program.

4.7 Staggered Entry on the First Day of Class

The class will be divided into two groups for staggered entry. 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 days will be distributed at the Parent Orientation Meeting.

4.8 Mandatory Meetings

The **Annual General Meeting (AGM)** will be held on **Wednesday May 31, 2017, at 7:00 PM** at the Riverbend United Church. Executive Board members will be elected at the AGM and other matters will be discussed, such as sign up for volunteer positions, sign up for Cleaning Nights, and authorization for tuition withdrawals. 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 at this meeting is mandatory by at least one adult from each family.

The **Parent Orientation Meeting (POM)** will be held on **Wednesday, August 30, 2017, at 7:00 PM** at the Riverbend United Church. Parents will be introduced to the processes at GCNS such as Sharing Parent Days and the agenda of a typical day at GCNS. Attendance of this meeting is mandatory by at least one adult from each family.

4.9 Unforeseen Circumstances

If the playschool is closed due to unforeseen circumstances including inclement weather conditions, Parents will be notified via email to the primary email account listed on their child's registration.

5.0 Policies

5.1 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 GCNS, whether on a student registration form or in another format, is considered private. Only staff and volunteers who require the information to fulfill their position requirements 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, and send reminders for meetings or fundraising deadlines.

You have the right to access your information. For further information about GCNS privacy policy, contact the Registrar.

5.2 NSF Policy

All cheques and monthly tuition automatic withdrawals that are returned as NSF **will incur a \$25 fee**. Certified cheque, money order, internet email money transfer, or cash are the only acceptable payment methods for NSF fees and missed tuition.

ON FIRST OCCURRENCE, the Treasurer will provide a warning letter advising of the returned cheque and ask the Parents to make suitable arrangements to replace the funds and provide the NSF fee within 10 days. If no payment is received after 10 days, the child's registration spot will be held for a further 2 weeks, during which time the child may not attend. 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 advising of the second occurrence and will result in the child's suspension from GCNS. Parents are responsible for replacing the funds and providing the NSF fee within 10 days. 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 GCNS.

5.3 Communication Policy

A working email address is required for at least one Parent of every student registered. It is expected that Parents check their email regularly and notify the Executive Board of email address changes, as this is the primary form of communication from the Executive Board, Teachers, and other Parents.

5.4 Toileting Policy

All children are required to be **COMPLETELY TOILET TRAINED** upon entry into a GCNS program. Teachers will 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 also helpful. We also encourage you to show your child how to work the toilet paper dispensers as they 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 may cause a regression in toilet training. The Teachers offer reminders to visit the washroom and positive reinforcement

while at school. Please ensure your child has a change of clothing (clearly marked with their name) and a plastic bag for wet/soiled clothing in their backpack. Parents will be contacted if a child has a BM accident and are expected to attend to your child as soon as possible.

5.5 Attendance Policy

If your child is unable to attend class, please phone the classroom phone (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 than can be provided without compromising the care of other children in the program; or displays any other illness staff members know or believes may pose 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 illness while at school, you will be called to come and pick up your child.

5.6 Snack Policy

Each child is required to bring his/her own snack and drink. **DO NOT** send foods containing nuts or nut by-products for allergy reasons. Please note sharing of food items between students cannot be controlled. All allergies of the students are posted in the classroom. Snack time is only 15 minutes: it is recommended that two healthy choices are provided. **Please cut grapes in half, as grapes are a choking hazard.**

5.7 Birthdays & Classroom Celebrations

Birthdays will be celebrated by singing "Happy Birthday", and by giving the child a birthday crown and sticker. Birthday treats are optional, but are required to be nut free if provided. For both birthday and special occasion celebrations, food may be brought into class for sharing. Home-made foods are accepted (cookies, cupcakes, cheese, fruit or veggie plates) but must be nut-free. For students with allergies, GCNS cannot guarantee snacks are free of contaminants.

5.8 Protocol for Handling Concerns or Issues

At GCNS, we want the playschool experience to be a positive for each child and family. If throughout the school year you have any suggestions, concerns, or issues regarding your child, the Teachers, or the program, please inform the Executive Board by following the outlined protocol:

- (i) 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. The Parents will work together with the Teacher(s) to develop goals, strategies, and possible solutions.
 - The Teacher(s) may be able to provide another view of the situation as they have experience with and are trained in early child development.
 - 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, the President or Vice President of the Executive Board shall be contacted for a meeting to help generate strategies and solutions. The Executive Board 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, all members of the Executive Board will review the situation during the next monthly Executive Board meeting and propose a resolution. Both the Parent(s) and Teacher(s) will be informed before the solution is implemented.

(ii) If your concerns or suggestions related to the operation of the school or programs, please contact the President or Vice President of the Executive Board. The Executive Board will consider the concern or suggestion as they pertain to the policies and guidelines of GCNS. The concern may need to be discussed at the next monthly Executive Board meeting for determine a resolution.

This protocol is in place to help maintain a positive and respectful environment at GCNS, 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 committee can be found in **Section 7.3** of this document, on our website.

5.9 Bullying

As adults, we are the role models to the students in the program. Greenfield Community Nursery School has a ZERO TOLERANCE policy for disrespectful actions and bullying towards any students, Teachers, or other Parents. Failure to adhere to this policy may result in immediate withdrawal from the program. Tuition will only be refunded according to the withdrawal policy outlined in **Section 4.4**.

5.10 Behavior Management Policy

Positive communication, positive reinforcement, and redirection methods are used to manage and encourage appropriate classroom behaviors. Parents will be notified if inappropriate behaviors occur during class time. If inappropriate behaviors persist, the Teacher and a member of the Executive Board will contact the Parents and try to resolve the problem. If the behaviour cannot be resolved, the Executive Board retains the right to remove the child from the program.

5.11 Classroom Cleaning Policy

As the building lease does not include caretaking, we are responsible for cleaning the classroom. Each family will be required to do one cleaning night per registered child during the course of the school year. The classroom is cleaned once per month. Parents will sign up for a cleaning night at the **Annual General Meeting** or upon registration. It is your responsibility to ensure an adult (18 years of age or older) attends your designated cleaning day. Please notify the VP of any changes made to the cleaning roster as a list of people attending is provided to the Custodian for each cleaning night.

Each cleaning night will be approximately two hours in length (6:00-8:00 PM). A specific list of tasks will be provided. Please note that cleaning supplies are provided.

A \$200.00 cleaning night deposit cheque per registered child will be collected at the **Annual General Meeting** or upon registration from all families. Please note the Executive members are exempt from cleaning responsibilities. Cheques should 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.

5.12 Casino Fundraising and Volunteer Policy (2017/2018 is 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 is obligated to volunteer at the casino. Cheques should be undated and will be returned when casino volunteer duties have been fulfilled This obligation is independent of the date the casino is held in 2017 (including the summer months). The Casino deposit cheque will be cashed if Parents are unwilling to volunteer or fail to show up for their scheduled volunteer time.

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

5.13 Medication Administration Policy

If your child requires special medical attention, 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 (for example asthma and anaphylactic reactions).

If drugs are to be administered by the Teachers, the following guidelines shall be adhered to:

- a) Parent(s) provide signed and dated specific written orders on administration of the drug (for example, dosage, frequency and specific instructions). 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 an appropriate location that is out of reach of the children.
- c) Whenever medication is dispensed, the Teachers will record the time, medication, amount, and sign and date the written orders.

In the event of an emergency, emergency services, and Parents and/or guardians will be notified.

5.14 Emergency Preparedness Policy

Fire drills are conducted during class time, as per the licensing requirements.

6.0 Membership Roles and Responsibilities

6.1 Sharing Parent Responsibilities

As a member of the cooperative playschool, Parents are required to take turns as the Sharing Parent. The Sharing Parent position is a rotation of each class roster and therefore the number of days per parent is dependent upon enrollment. **Parents with multiple children are required to participate in a Sharing Parent responsibility per registered child.** Your presence on each appointed Sharing Parent Day is critical to the operation of the playschool. It is your responsibility to provide a substitute responsible adult such as a Grandparent or nanny (18 years or older) or trade days with another Parent if you are unable to attend your designated day. All trades and substitutions must be communicated to the Sharing Parent Roster Coordinator and the Teachers.

The Sharing Parent Roster will be organized in August and the first month will be distributed at the **Parent Orientation Meeting**. The roster is distributed monthly thereafter by the Sharing Parent Roster Coordinator. All special requests for Sharing Parent Days (*i.e.* you work Mondays and are thus always unable attend on Mondays) shall be submitted to the Registrar prior to August 15. GCNS will attempt to schedule Parents as close to their child's birthday as possible.

Our license does not allow for non-registered children to attend, and as such siblings are not permitted to attend on Sharing Parent Days.

A \$100 Sharing Parent Day deposit cheque per registered child will be collected at the **Annual General Meeting**, or for registrations after the AGM, upon registration. The deposit cheque will be cashed upon failure to fulfill a Sharing Parent Day, and a replacement cheque will be required. Cheques should be undated and cheques will be returned at the end of the school year.

Duties of the Sharing Parent

- Arrive 15 minutes before class starts
- Fill the water table, if requested by Teachers
- Set up for crafts and activities, as directed by the Teachers
- Circulate and interact with the children during class time
- Clean up craft supplies and wipe down tables with disinfectant during clean up time
- Assist in gym if needed
- Assist at washroom break, as required
- After snack, clean and disinfect tables, chairs, and play surfaces
- Empty water table, sweep floor, clean paintbrushes and easel, tidy room
- put the items in each child's mailbox into their backpacks during final circle time
- Vacuum carpet and mop floor where needed after class. Check vacuum bag and change, if required
- Take out garbage and recycling, if required
- Check that bathrooms are tidy and counters wiped down, if needed

6.2 Parent Volunteer Positions

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

Sharing Parent Roster Coordinator (3 volunteers, 1 per class)

- Maintain the monthly Sharing Parent Roster for October through June (Registrar completes September). The roster should be an even distribution of all parents throughout the school year. Consideration to Cooking Days and Party days (dates obtained from Teachers) should be given to ensure no overlap of the Cooking/Party Volunteers with Sharing Parent Duties. The roster planning should also consider scheduling parents of students with summer birthdays, or birthdays that fall on holidays, to ensure all birthdays are celebrated during the school year.
- Must have a computer and ability to create/amend documents in Word/Excel.
- Print monthly roster calendars and post on the bulletin board.
- Make changes as necessary and communicate to Parents and Teachers.

Purchasing (2 volunteers)

- Each month purchase classroom supplies, as requested by the Teachers
- Keep and submit all receipts to Treasurer, along with completed reimbursement form.

Party Committee (3 volunteers, 1 per class)

- Assist Teachers with organizing crafts, games, and setting up the classroom for special events and parties (Halloween, Christmas, Valentine's Day, Easter, and Year-End party).
- Help out in the classroom for each party day.
- 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 volunteers, 1 per class)

- Beginning in March of the school year, obtain digital pictures from Teachers.
- Consult with the Teachers and other Yearbook volunteers to determine which company to order books from.
- Complete one digital yearbook (per class) by the middle of June. Book should include one page of photos per child, a photo of the Teachers, the class photo and several pages of group photos. Please consult with the Teacher for further direction.
- Take orders and collect fees for the portion Parents will pay and place order for books.
- Teachers will distribute books on the last day of class.

Cutting (3 volunteers, 1 per class)

- Collect supplies from Teachers and prepare materials and crafts, as needed

Playdough and Washing (2 volunteers)

- Each month, make play dough and wash paint shirts and towels. Please ensure the washing is returned to the classroom as soon as possible. The suggested recipe and dates for new playdough batches will be provided by the Teachers.

Cooking (6 volunteers, 2 per class)

- Work with the children to cook or bake something in class. Please arrive 15 minutes early to prepare and receive instructions.
- 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)

- Repair playschool furniture and equipment, as needed.
- Teachers will contact you.

Santa and Christmas Wrapping (3 volunteers, 1 per class)

- Find a Santa for your child's class Christmas Party. You may hire a Santa (ask Teacher for contact information) or find a volunteer. A Santa suit is available.
- Wrap presents for students. Teacher will provide the gifts.

Classroom Helper (4 or more volunteers)

- Assist the Teachers with whatever tasks are needed in the classroom that day. This could include organizing cupboards and shelves, filing crafts, bulletin boards, seasonal decorating, or filing library books.
- This position requires the volunteers to be in the classroom five times throughout the year, during class time. Please contact the Teacher to arrange the dates.
- 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.

Budget Auditors (2 volunteers)

- Accounting and/or bookkeeping experience is an asset
- Perform an internal audit of the annual financial statements, as prepared by the Treasurer.
- Review budget compared to actual spending
- Review QuickBooks transactions for accuracy, supporting documentation, and completeness

Fundraising Assistant, Casino Years only (1 volunteer)

- Assist with fundraising activities

Book Club Administrators (2 volunteers)

- Pick up the Scholastic order forms from the Teacher. Collate and staple forms, and distribute to each child's mailbox. Include notice of the deadline for placing orders.
- On the due date, collect order forms and payments in the Scholastic folder. Order books online and mail the cheques.
- Distribute books and materials in mailboxes when order arrives.

6.3 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 the time to attend the monthly Executive meetings (approximately 2-3 hours long). All Executive members are expected to attend the monthly Executive Board meetings.

President (4-8 hours per month)

- Responsible for the general management and supervision of the playschool
- Chair and facilitate all Executive Board meetings and general meetings
- Act as a liaison between the Executive, Teachers, Parents and church
- Responsible for renewing the Playschool License, Insurance, Website, and Lease. Also responsible for hiring and re-negotiating Teachers contracts and performing Teacher performance reviews.
- Set calendar for the year – including Orientation Night, first day of classes, Registration Night, AGM, and last day of classes
- Review classroom infrastructure - safety issues, and maintenance
- Prepare agendas for monthly Executive meetings and poster agendas for AGM and Orientation Night
- Attend all Executive Meetings, Open House, AGM, and POM meetings
- Holds signing authority on behalf of GCNS

Vice President (4-8 hours per month)

- Prepare cleaning night and volunteer sign-up sheets for upcoming school year based on registration packages. Provide registered families with information about cleaning night and volunteer assignments at the AGM, including that assignments will be distributed prior to the Parent Orientation Meeting. Ensure each family is assigned (per registered child) a cleaning night and all positions are filled appropriately. Provide families with their assigned cleaning night date and volunteer position responsibilities before the Parent Orientation Meeting.
- In collaboration with the Registrar, oversee and update volunteer lists, cleaning night lists, and Sharing Parent roster schedules as changes are required (withdraws)
- Prepare, post, and distribute the cleaning night schedule to families at the beginning of the school year. Subsequent cleaning night schedules will be distributed in the monthly newsletters. Report any missed cleaning shifts to the Treasurer.
- Send a Cleaning night reminder email monthly to that month's volunteer families. Follow up with the Teachers and update Cleaning night check list.
- Provide support to the communications/PR coordinator to manage advertising and organize public relation requirements
- Provide support to the Registrar with creating, managing and communicating the Sharing Parent roster schedule at the beginning of the year
- Provide class contact lists to all families throughout the school year, as required
- Update the evacuation plan, as required, and post it in classroom. Organize fire drills to occur once every 2 months
- Assist with other Executive Members tasks including filling in for President, as required.
- Attend all Executive Meetings, Open House, AGM, and POM meetings
- Holds signing authority on behalf of GCNS

Treasurer (4-8 hours per month)

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

- Enter all transactions in QuickBooks ensuring accounting is up to date, complete, and accurate
- Deposit program fees and fundraising dollars.
- Disperse payment for expenses and monthly payroll.
- Complete monthly child care subsidy reports and issue payment, if applicable
- Complete T4's, WCB Reports, Charities Information, Annual Societies returns and Casino reports
- Prepare and maintain budget and financial statements for both General playschool and Casino accounts.
- Report budget status at monthly Executive Board meetings and present proposed budget at AGM.
- Issue tax receipts for program fees to all families at the end of the tax year.
- Prepare financials for an annual internal audit.
- Complete the semi-annual GST return.
- Attend all Executive Meetings, Open House, AGM, and POM meetings
- Holds signing authority on behalf of GCNS

Secretary (4-6 hours per month)

- 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.
- Prepare and distribute playschool newsletter to Parents each month
- Update Parent Handbook annually prior to the Open House
- Attend all Executive Meetings, Open House, AGM, and POM meetings
- Holds signing authority on behalf of GCNS

Registrar (4 hours per month)

- Experience with and access to Microsoft Word/Excel are essential
- Field registration inquiries throughout the year
- Retrieve messages from school phone and check for email inquiries throughout the year
- Organize and attend Open House along with all Executive Members VP, President, and Teachers.
- Receive and process all registration forms. Ensure all registration forms are complete in full; receive all cheques and give to the Treasurer; and, give all necessary forms on to Teachers (Portable Emergency Information Form, etc.)
- Prepare and send e-mail confirmation letters
- Prepare and maintain class and waiting lists
- Coordinate withdrawal and waiting lists. Contact those on waiting lists as spaces become available.
- Communicate with VP about advertising vacant positions
- Prepare and maintain phone and e-mail distribution lists for all classes
- Prepare the September Sharing Parent Roster for each class to be distributed at the Parent Orientation night
- 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.
- Communicate new students or withdrawals to Sharing Parent Coordinator so that Sharing Parent Schedule is maintained
- Attend all Executive Meetings, Open House, AGM, and POM meetings

Fundraising and Casino Coordinator (2-4 hours per month, depending on events)

General Fundraising

- Research, propose new, and set up fundraising events throughout the year.
- Organize and execute fundraising events
- Meet yearly fundraising target set by the Executive Committee
- Provide feedback and information, answer questions and respond to emails from Parents regarding fundraising events

Casino

- Advise Alberta Gaming of changes to the Executive Committee or bylaws
- During a Casino Year: Attend a Gaming Information for Charitable Groups (GAIN) seminar (about 2 hours) to learn the appropriate use of proceeds from a casino
- Work with Treasurer to submit any amendment requests with respect to uses of gaming proceeds to Alberta Gaming and Liquor Commission (AGLC)
- Work with Treasurer to complete returns for AGLC. This is bank reconciliation with supporting documents (cancelled cheques, receipts, etc.)
- Act as liaison between AGLC and the Executive Committee
- Attend all Executive Meetings, Open House, AGM, and POM meetings
- In a casino year, coordinate and schedule all volunteer shifts

Field Trips and Special Event Coordinator (5 hours per month)

- Research potential field trips in consultation with the Teachers and present recommendations to the Executive Committee for selection
- Book all field trips, provide copies of information to the Teachers, and give all dates and details to the secretary for inclusion in newsletters
- Ensure field trips stay within budget
- Book and coordinate transportation, if required
- Book school photos for following year (September/early October)
- Coordinate and plan year end Family Appreciation Event. Ensure event stays within budget.
- Attend all Executive Meetings, Open House, AGM, and POM meetings

Communications Committee

The communications committee consists of the Webmaster and the Communications/PR Coordinator. These members are non-voting members of the Executive Board that advise and assist the Executive Board with communication matters.

Webmaster (4-8 hours per month)

- In consultation with the Executive Board, update website monthly or as required
- Knowledge of website development and maintenance is preferred.
- Work with the Communications/PR Executive member to update and maintain social media information.
- Attend Executive Board Meetings

Communications/PR Coordinator (4-8 hours per month)

- Arrange all advertising (for example: magnet signs, Facebook, print publications, etc.) prior to the Open House and throughout the year (as required). Confirm available advertising budget with Treasurer.
- Prepare and send out the annual survey to families. Once complete, gather results to share with the Executive Board
- Assist all Executive Members with completion of required tasks, as required
- Attend Executive Board Meetings

7.0 Contact Information

7.1 Website

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

7.2 Phone

There is a phone line in the classroom **(780-902-8731)** for Parents to contact the Teachers directly if your child will not be attending class. As the Teacher's main responsibility is the students, the phone will not be answered during class time. If you will be late picking up your child, please leave a voice mail that will be checked at the end of class time.

For field trips only, a cell phone contact number will be provided on the field trip permission form. The cell phone should ONLY be called on the day of the field trip if immediate contact with your child and/or 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.

7.3 Executive Member and Teacher Contact Information

Table 6 lists the email of each Executive Board member and each Teacher. Email is used as the main point of contact.

Table 6: Executive and Teacher Emails

President	president@greenfieldnurseryschool.com
Vice President	vp@greenfieldnurseryschool.com
Field Trips Coordinator	fieldtrips@greenfieldnurseryschool.com
Registrar	registrar@greenfieldnurseryschool.com
Treasurer	treasurer@greenfieldnurseryschool.com
Secretary	secretary@greenfieldnurseryschool.com
Fundraising Coordinator	fundraising@greenfieldnurseryschool.com
Teacher – Sheryll Ford	sheryll@greenfieldnurseryschool.com
Teacher – Anu Menon	anu@greenfieldnurseryschool.com