

Parent Handbook



18710 – 72 Avenue

Edmonton, Alberta T5T 5E9

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Program Overview

Welcome to the Callingwood-Lymburn Community Playschool (CLCP) a non-profit, parent co-operative program offered by the Callingwood-Lymburn Community League (CLCL). The playschool is located within the Lymburn Elementary School at 18710-72 Ave, is licensed by the Province of Alberta and, as part of the community league, is incorporated under the Societies Act of Alberta.



Our school has adopted the Learn Thru Play philosophy, believing that helping children to use their imagination fosters wonderful daily opportunities for learning. The purpose of the playschool is to provide enriching preschool experiences for children from the ages of three (3) years to five (5) years. It is our intent to provide a safe, warm, stimulating environment for all children served; an environment that provides opportunities to play and learn under the direction of a qualified and experienced teacher.

Our program strives to develop the total child: emotionally, socially, intellectually and physically. We are a co-operative playschool where all parents participate in our school's operations by assisting in classroom activities. Parents can also participate on the CLCP parent committee (CLCP PC) which oversees the running of the program under the guidance and approval of the CLCL. The programs are:

3-Year-Old Program – Must be 3 years old to attend

Morning Class – runs Tuesdays and Thursdays from 9:00 – 11:15 a.m.

Afternoon Class – runs Tuesdays and Thursdays from 1:00 – 3:15 p.m.

4-Year-Old Program

Morning Class – runs Mondays, Wednesdays and Fridays from 9:00 – 11:15 a.m.

Afternoon Class – runs Mondays, Wednesdays and Fridays from 1:00 – 3:15 p.m.

Children who are 3 years of age on the first day of school are expected to attend class without a parent present. **The child must be potty trained.**

Children who turn 3 after the first day of classes must attend with their parent/guardian until the child turns 3 years of age. Such attendance can only occur if the child's third birthday is on or before October 31st, or at the discretion of the teachers and CLCP PC. If the child's birthday is after October 31, the child's spot can be guaranteed only if the parents pay the registration fee and tuition fees for the duration of time between the start of school in September and the child's birthday.

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Community League Membership

The playschool is a CLCL program. In order to be able to attend the playschool a family CLCL membership is required. **This is for insurance purposes. The CLCL family membership purchase is a mandatory component of a completed registration form.**

As a program of the community league, a member of the Playschool executive committee will attend the community league monthly meetings to keep the community league board informed. The community league board will discuss and vote on any issues should the need arise. A representative from the Callingwood-Lymburn Community League will be at the September parent meeting so memberships can be distributed.

Finances

The playschool is funded primarily through the monthly tuition fees, paid by parents via pre-authorized debit agreement. This is to be completed with registration. In addition to selling chocolates twice within the school year (which is an expectation in our registration package), fundraising may be held throughout the year to augment the fees.

Donations of money, toys or equipment are always welcome. Please note requests for craft items in the newsletter or on the bulletin board.

The financial books are audited each school year. Financial statements are available upon request.

Fees for 2016/2017

Item	Fee Charged
Registration Fee	\$50
Monthly tuition fee for 3 year old program	\$100/month
Monthly tuition fee for 4 year old program	\$125/month
Mandatory Chocolate Fundraiser	\$90 in Sept and \$90 in Jan
CLCL family membership	\$35
Helper Day Security Deposit	\$100
Toy Cleaning/Bingo Security Deposit	\$100
NSF Fee	\$25
Late Payment Fee	\$25

Registration Fee

A \$50 cheque payable to CLCP is due when you register your child. It is required to hold the place for your child in the playschool. This registration fee is non-refundable.

Monthly Fees

Monthly fees are withdrawn on the 1st business day of each month. They are subject to change at the discretion of the CLCP PC and Community League. The Playschool has a “no cash” policy; money orders only please. Cheques will only be allowed for deposits and chocolate fundraiser.

The pre-authorized debit agreement must be completed at the time of registration. Parents may also choose to pay in one or two lump sum payments. If paying by money order, the Treasurer must receive the monthly fee by the 1st of the month.

When families register after September, all fees are required (i.e. deposit and chocolate fundraising). Full tuition is required for beginning prior to the 15th of the month. Half tuition will be required for those students who join CLCP after the 15th. Full monthly tuition will then be required for the remainder of the school year.

Late Payments

Fees not paid on the 1st of each month are subject to a \$25 late payment charge. Parents must clear up the debt by the 15th of the month in which the payment was late; the child will not be allowed to return to class until the account is cleared. . After a second late payment, your child will be withdrawn from the class. Our Teachers are not responsible for collecting fees and will not accept your fee payments. You must contact the Treasurer concerning fee payments.

Late Payments & Items Returned Unpaid (NSF's)

Tuition fees paid by money order are due on or before the first day of each month. Payment received after the first will be considered "late". In the event that the treasurer does not receive payment by the first of the month or that the bank rejects a cheque or a pre-authorized payment due to non-sufficient-funds, the parent will be charged a \$25 late/NSF fee. The late/NSF fee and any outstanding tuition will be considered due immediately and the associated child will not be able to attend class until the arrears are paid in full. After two late payments or NSF's the child will be automatically withdrawn from the class. Please note that our teachers are not responsible for collecting fees and will not accept payment. All payments must be given directly to the Treasurer.

Refunds and Withdrawals

One month's written notice is required for any participant withdrawal. There will be no refunds for partial months. Failure to provide this notice will result in the withdrawal of your fees for the next month. Parents MUST complete and sign a withdrawal form as their written notice. Forms are available from the Registrar and on the website. You are required to complete any and all parent helper/toy cleaning/bingo dates during this one-month period. Failure to give adequate notice for withdrawal from the program or in fulfilling parent helper/toy cleaning/bingo duties for the month will result in the withdrawal of the following month's tuition as well as cashing deposit cheques.

CLCP reserves the right to immediately remove any child from the program who displays physically violent behavior which cannot be resolved, at the Executive's discretion. In such a case, all unused portion of tuition and deposits will be returned less fundraising funds.

Chocolate Fundraiser

This fundraiser consists of selling chocolates at the beginning of the child's school year (September) and at the mid-way point (January). The chocolates cost \$90 at both fundraising periods, payable by cheque to "CLCP", or money order. These two \$90 cheques are due at the time of registration or the first day of classes, if the student starts after September. Proceeds go immediately to the school. Subsequently, the money that parents might collect from their chocolate sales will then be theirs to keep.

If parents have two children attending the playschool at the same time, they will only be required to take half the chocolate order for the second child. Three cheques for \$90 each (rather than four \$90 cheques) payable to CLCP will be required.

Security Deposits

A \$100 undated cheque payable to CLCP will be required at the time of registration for your **Parent Helper** security deposit. The cheque will be held until the end of the school year as an assurance that your family participates in your assigned helper days. In the event of a "no show" for a parent helper day, the cheque will be dated and cashed. A replacement for any processed security deposit will be required immediately. Your child will be unable to attend class until a replacement is provided. If all parent helper days are fulfilled, the security deposit cheque will be returned to your family at the end of the school year.

Should your family cancel a second helper day during the course of the year without arranging coverage on your own, your child's spot in his/her class will be forfeited. The CLCP PC will advise your family, in writing, that the last day of that month will be the last day of school for your child, for that year.

A \$100 undated cheque payable to CLCP will be required at the time of registration for your **toy cleaning/bingo** security deposit. The cheque will be held until the end of the school year as an assurance that your family will fulfill your assigned duties for three toy cleanings or one bingo and one toy clean during the school year. If the duties are fulfilled as assigned, the security deposit will be returned to your family at the end of the school year.

Please make all cheques payable to the Callingwood-Lymburn Community Playschool or CLCP with the exception of the CLCL membership. This cheque should be made out to CLCL.

Subsidy

The Alberta government provides financial assistance to low and middle-income families for childcare, including playschool. Only monthly tuition fees are subsidized. Registration fees,

chocolate fundraising fees, and toy cleaning and bingo security deposits do not qualify for subsidy. Application forms and further information is available online at <http://humanservices.alberta.ca/financial-support/15104.html>.

We encourage parents to apply early so that subsidy is in place for the start of the school year. Applications are generally accepted August first. Parents will be expected to complete a pre-authorized debit form for the monthly tuition payments. CLCP will debit the tuition fees from the parent's account each month and then reimbursement cheques will be issued to parents as applicable subsidy funds are received by the playschool from the government. Subsidy claim forms are submitted on the first of each month but pertain to the class hours attended during the previous month therefore reimbursement typically begins 6-8 weeks after the start of the school year (ex. September subsidy is submitted October 1st and typically received at the end of October, October subsidy is received at the end of November, etc.).

Environment

Our teachers create environments that will challenge and stimulate each child. We accept each child as a worthwhile individual, and strive to develop his/her esteem by always stressing the positive.

The playschool is set up with learning centres. These centres offer a variety of play alternatives, so that the children are making conscious choices during the session as to what they want to explore. The learning centres include a playhouse with appropriate props and dress up clothes, water play, sand play, quiet play, painting, crafts, play-dough station and access to a gym area. We do not consider our playschool to be an educational institution with formal instruction as an objective, rather, a learning through play program.

According to Alberta Child and Family Services, the required adult to child ratio for 3 to 5 year olds in playschool is 1:12. At Callingwood-Lymburn Community Playschool, we run our playschool with a ratio of 1:5-8 to improve teacher to child interaction and supervision.

Children requiring an education assistant or inclusive education are welcome at CLCP. Please contact our registrar for more information.

Parent Involvement

CLCP is a playschool that requires parental involvement. It is governed by a committee of volunteer parents and runs in conjunction with, and is covered through insurance by, the Callingwood- Lymburn Community League. The CLCP PC members and teachers will endeavor to keep parents informed regarding all aspects of the playschool. Parents are expected to assist in the classroom on a regular basis via a variety of methods such as parent helper ("roster") days, fieldtrips, parties, concerts, toy cleanings, bingo and other fundraising events. Every effort is made to keep fees low as a result of parental involvement in the school. Most fees are used to make the classroom lease payments and pay the teachers' salaries. A portion of the fee is used

to replenish classroom supplies (i.e. toys, educational aids, etc.) used in class during the year. Fundraising activities may occur at various times throughout the year to augment our fees so that we can provide the best learning experiences possible for the children.

In order to stay in touch, there are three meetings throughout the year that at least one parent from each family is expected to attend. These meetings take a couple hours in the evening and are in September, January and May. These meetings are vital for the distribution of critical information, chocolate pick up, league memberships, Roster/Bingo/Toy cleaning sign-up and annual volunteer board selection.

Helper Parent (Roster) Guidelines

All families are required to be present for a prescheduled number of days over the year, calculated as fairly as possible. The following rules must be adhered to as it affects either our license as a Playschool or the ability to keep your child in this playschool. Any parent or guardian (18 years or older) can serve as a helper to the teacher on your scheduled day. Do not be surprised if your child acts up while you are helping. Please make the teacher aware of any special talents or articles you may have that may be enjoyed by the children.

In the event of an emergency, the helper parent will be required to follow instructions by the teacher and/or other emergency personnel; therefore, for the safety of the children, the helper parent **MUST** be fluent in the English language.

The Helper Parent should, at the teacher's request, be willing to help: control the class, participate in activities, prepare craft and play materials, dress children for outdoor activities and assist with washroom visits. Remember, when you are a helper, you are there to help and not to do the child's work. **Encourage the children to do as much as possible for themselves.**

The Helper Parent cleans and makes the room tidy at the end of the class, including sweeping and vacuuming, washing tables and counters, washing craft tools, etc. Be prepared to stay 15 minutes after class ends – 11:30 am and 3:30 pm. A complete list of cleaning duties is available in the classroom.

Siblings or any extra children are **NOT** allowed to accompany you to your Parent Helper day. Parents are encouraged to bring their own indoor shoes while helping in the Playschool.

You must fulfill your roster duty as assigned. If, for some reason, you are unable to attend, **it is your responsibility to find another parent to cover your shift.** The onus is also on the parent in the case where they have switched into a different class mid-semester (or after the Roster Calendar has been established) – where they shall take over a vacating family's space and duties or be assigned whatever spots are still open. Your child's class list with email and phone contact information will be provided to each family. Use this contact information to arrange coverage by switching helper days with another family. Parents may also ask friends or family to fill in for them, if needed. Failure to take your roster turn will result in the parent helper security deposit

being cashed. Please see more details regarding this policy under “Security Deposits” in the Fees section of this handbook.

Arriving Late – Helper Day

Helper Parents are to arrive at 8:45 a.m. for morning classes and 12:45 p.m. for afternoon classes. This is 15 minutes prior to class starting. This allows time for the helper parent to discuss the class activities with the teacher. One warning will be issued to your family via our Roster Coordinator if you arrive 15 minutes late to your helper day, with no notification - (meaning if you arrive at 9:00 a.m.). After the second 15-minute late event, your helper security deposit will be cashed and a new security deposit must be provided before your child attends his/her next class. In the event a parent helper is 15-30 minutes late, the security deposit will be cashed on the first offense. Take weather, road conditions and hourly traffic into account when coming in for your helper day.

Toy Cleaning / Bingo Event Guidelines

All families are required to participate in either 3 Toy Cleanings or 1 Bingo & 1 Toy Cleaning during the school year.

Parents sign up for the bingo and/or toy cleanings at the general meeting held in September, on a first come first serve basis.

The CLCP PC executive projects a budget for the year and books bingos accordingly by February of the prior year. The CLCP PC reserves the right to book extra bingos during the course of the school year, depending on the financial status of the playschool. The CLCP PC reserves the right to request parents volunteer their time to work at the bingo(s) in order to meet the financial requirements for the school.

Toy cleanings are required to meet licensing requirements for the playschool and are held once each month during the evening and, on average, take about 2 hours. Toy cleanings involve a thorough cleaning of the contents (toys, equipment, etc.) of the playschool room.

Bathroom Guidelines

All children must be toilet trained. Should a child continually have toileting accidents, the parents may be asked to withdraw the child for the time required to reinforce and complete the training process. The parents will be given the option of saving the spot in class by continuing to pay the monthly fee or withdrawing and re-registering, if there is an opening.

The playschool must use the Lymburn school bathroom facility, which is located outside the classroom and down the hall. During bathroom visits, **BOTH** helper parents must accompany the

children leaving no more than 12 children in class with the teacher (adhering to the adult to child licensing ratio 1:12). For example, in a class of 15 students, at least 3 will go to the bathroom with 2 helper parents, leaving 12 children in the classroom with 1 teacher.

Drop Off / Pick Up

An adult must accompany your child to and from the school. This adult must sign in your child at the beginning of class and sign out your child at the end of the class. The playschool is not responsible for any child until they are in the playschool classroom.

Remain in the hallway with your child until the teacher opens the classroom door. There are rugs to sit on and books on a shelf that you can read to your child, while waiting.

Ensure your child's outerwear is removed, inside shoes are put on and the child is presented to the teacher.

You **must** remain with your child until the teacher and both helper parents have arrived. If two parent helpers are not present by the time school is supposed to start, the teacher or class representative may ask another parent to fill in. If the class does not have two parent helpers willing to stay, class will be canceled for the day.

Do not drop off your child before 9 a.m. or 1 p.m., as the teacher and the helper parents need this time to get organized. Pick up your children promptly at 11:15 am or 3:15 pm, as the helper parent must wait until all children have been picked up before he/she can leave. In the event you will be late, please notify the teacher via the school phone (**780-293-3854**), you are encouraged to keep the school phone number saved in your mobile phone. Fees will be charged if late pickups become problematic. Minutes late from 11:15 or 3:15 x \$5 = penalty.

Snack

For each morning and afternoon session, the 2 helper parents provide a snack for **all** of the children. The snack should be nutritious and cover **two** food groups. Water will be provided to drink.

Board of Health regulations: NO part of the snack may be prepared at home.

Any preparation must be done at the playschool and all ingredients must be brought in their original, unopened packages. Food allergies for the students in your class are listed on the roster schedule that is distributed monthly. Please prepare enough for all of the children in your class. Helper parents and the teacher will give out snack. Snack items **must** be posted on the snack calendar in the classroom.

Snack suggestions:

- Raw fruit or vegetables with yogurt, cheese or salad dressing for a dip
- Individual tins of fruit served with crackers or cheese
- Blueberry, apple, carrot, raisin muffins, etc.
- Blueberry, zucchini, carrot, banana bread, etc.
- Small sandwiches (ingredients must be prepared at school) cut into interesting shapes
- Nutritious cookies
- Fruit kabobs melon, orange segments alternated with cheese cubes on a party pick

Foods to Avoid:

Peanuts, Caramels, Hard Candy, Popcorn, Seeds, Whole Grapes, and Potato Chips

*Please check on the monthly roster for any food allergies before preparing snack. Lymburn School is a nut free school, therefore CLCP must follow this policy.

Classroom Safety

If for any reason a helper parent puts the safety of any child or the teacher (including teacher's aides) at risk, or violates human rights, that parent will be asked to leave after a replacement arrives and the child of the offending parent will be withdrawn from the program with all fees for that month and helper deposit forfeit.

CLCP operates under a zero tolerance for alcohol and drugs. Any parent in possession of illegal drugs or alcohol on school grounds will be reported to police and your child will be withdrawn from the program with all fees for that month forfeit.

Discipline Philosophy

Our goal is to help children develop the behaviour necessary for successful living via teaching and setting limits in a caring environment. There will be times when children exhibit inappropriate behaviour during the course of the program. When aggressive or disruptive action or words occur, the teacher will talk to the child. If persistent negative behaviour continues, the child will be redirected to another activity. The child will be asked for their input on any solutions.

If there are continuing problems with a child, and no conclusion or resolution can be met, the child may be asked to leave the program.

Following written documentation by the teacher, the Callingwood-Lymburn Community Playschool Executive Committee members reserve the right to immediately withdraw any child who displays physically violent behavior that puts others at risk of harm.

Please inform the teacher of any changes or upsets in your child's life. Factors such as lack of sleep, a new baby in the house, or parents being away are reasons to consider as potential causes of negative behaviour. Should the teacher observe a change in classroom behaviour, it will be brought to the parent's attention.

In accordance with the Child Care Licensing Act, the following forms of "discipline" will AT NO TIME be permitted to occur during the course of a playschool program with CLCP:

Physical punishment

Verbal degradation

Emotional deprivation

Denying of basic necessities

Physical restraint

Confinement Isolation

Our teachers are willing to discuss the discipline policy with all parents, should they require. In order to facilitate continuity in the program, we ask that the "helper parent" leave all of the discipline issues to the teacher.

Teacher – Parent Communication

Our teachers and the CLCP PC would like to encourage all parents to feel free to seek out the teacher to discuss their child's activities and behaviour at the playschool. As it is not always convenient for the teacher to interrupt the program to talk with a parent, we suggest you indicate to the teacher your desire to discuss your child. The teacher will then set up a time for you to meet and discuss your child's unique activities and interests.

Incident Reporting

In the event your child is involved in an accident or becomes seriously ill while involved in the school program, the teacher and Chair member will immediately contact you. Your child will receive immediate medical attention, if required. As well, if your child is involved in a situation that makes him/her seriously ill/injured while attending the playschool program, the playschool Chair member will promptly notify the school's licensing officer with Child Care Services regarding the situation, as well as ensure all proper follow up documentation is complete.

Medication Policy

Teachers at the playschool, according to the Child Care Licensing Act, may only administer medication, or allow that to occur, once written consent of a child's parent has been obtained. Furthermore, the medication must be in the original, labeled container. The parent must complete and sign a document detailing the medical condition and use of medications. If permitted, the medication will be administered according to label directions. The teacher will then record the name of the medication given, the time it was given, the amount administered and the initials of the person who administered the medication.

All emergency type medication provided by parents will be stored in an unlocked area, inaccessible to children, within the classroom.

Any allergies or other medical problems your child has must be detailed on the registration form. Please ensure that the information given on the registration form is current. If a child has multiple food allergies, the parent is responsible for his/her snack.

Portable Emergency Files

In the event that the teachers leave the classroom during the course of the playschool program, they will carry with them, at all times, portable emergency files. The files contain information regarding each child's parent or guardian and alternate emergency contact person's information, as well as allergy and immunization information.

Fire Drill, Lockdown, and Emergency Evacuation Plan

At the sound of the fire alarm, children will cease activities and line up at the appropriate playroom exit (as directed by the teacher).

The assisting adult will take the children outside to the designated area (as seen on the emergency evacuation plan map located within the classroom).

The teacher will take the attendance/emergency book, check the washrooms and go to the designated area. Attendance/Count will be taken.

School personnel will contact the fire department.

In the event of a lockdown, children will gather under the loft in the classroom where they will remain quietly hidden from view. The door will be locked, lights turned off, blinds drawn and cell phones silenced. The lockdown is cancelled once the principal announces "All Clear. All Clear. All Clear."

The emergency evacuation location for CLCP is St. Martha's School, located at 7240 – 180 Street in Edmonton.

Other Important Rules and Regulations

Do not bring your child to class if he/she is sick, has a contagious condition, they have a fever, or have vomited recently. **The teacher can refuse admittance of a sick child.** The playschool also encourages families to get their flu shots in the fall.

Do not dress your children in their best clothes and be sure they come with indoor shoes. Label your child's belongings. Keep a change of clothing for your child in their backpack, should they need to change their clothing while at playschool.

Children are not to bring candy, toys, etc. to school unless they have been requested to do so. NO GUM PLEASE.

Check the bulletin board often.

The bulletin board will contain important notices that will be of interest to you. In addition to email, regularly check your child's mail slot located in the classroom.

Participate in all parent meetings.

The CLCP requires input and cooperation throughout the year and cannot operate efficiently without parental involvement and support.

Parking

Do **NOT** park in the loading zone in front of the school as this is reserved for buses only and you will be towed. Street parking is available.

Holidays / School Closure

The Playschool follows the "PUBLIC SCHOOL" holiday schedule, with the exception of Professional Development days. The teacher will notify parents (via the monthly calendar) as to when the Playschool Professional Development days will be held.

In the event of a sudden and harsh winter storm, it may be necessary to cancel class. Every attempt will be made to get a complete executive vote on this matter, but it may ultimately, because of lack of time, be necessary for the Chair and teacher to make the final decision in order for class reps to have time to contact everyone.

Classes will be cancelled if the temperature is -35°C or below. You will be notified at the first General Meeting as to how the determination of temperature will be made (e.g. radio station

and time of day). If you have any questions, please contact your Class Rep. In the event class is canceled, it will not be made up.

CLCP Parent Committee – Role Descriptions

Position Responsibilities – The committee consists of parent volunteers whose role is to be collectively responsible for day-to-day operations of the playschool. **Each Committee member must commit to attending monthly meetings and general meetings.** Committee meetings are typically held the first Thursday evening of every month. General meetings occur 3 times per year

CLCP Executive Committee members:

- Chair
- Vice Chair
- Treasurer
- Registrar
- Secretary

CLCP Committee members:

- Roster Parent
- Class Reps (4)
- Media Coordinator / Publisher
- Events Coordinator
- Teachers
- Community League Representative
- Donations Coordinator

CHAIR – Requires criminal record check

- Arranging and chairing all Committee/parent meetings (agenda, room bookings and access).
- Ensures completion and submission of clear criminal records check for all required positions.
- Has signing authority for the playschool bank account for 2015-2016 school year.
- Provides a monthly newsletter submission.
- Acts as liaison between the CLCL and the CLCP PC, attending league meetings each month, providing written updates including financials. Attends AGM held in spring to submit yearly update.
- Maintaining communication with the teachers in regards to programming.
- Ensures that the playschool complies with Child Care Licensing, and that the license, permits, insurance and lease agreements are intact for the duration of the school year.
- Works collaboratively with the CLCP PC to develop and enforce rules, regulations and policies of the playschool and ensuring they comply with licensing.
- Determines and monitors the playschool budget in conjunction with the Treasurer, which includes maintaining general supervision of financial position.

- Coordinate with the Treasurer and Children's Services to reimburse parents receiving subsidy.
- Works collaboratively with the CLCP PC to plan and develop short and long-range goals and objectives.
- Will maintain classroom inventory for insurance purposes.
- Maintains a list of qualified substitute teachers.
- Acts as MC for special events.
- Meets with the incoming Chair for training and info sharing.

VICE CHAIR – (Toy Cleaning / Bingo Coordinator) requires criminal record check

- Acts as Chair when Chair is unable to do so.
- Has signing authority to bank account for 2015-2016 school year.
- Submission for monthly newsletter as needed.
- Monitors playschool supplies and checks with teachers at the beginning of each month for list of required supplies. Purchases needed items.
- Responsible for paying class cell phone bills and managing account.
- In charge of ensuring photographer for the year is booked and has the updated class list (will act as the photo contact person for CLCP).
- Meets with the incoming Vice Chair for training and info sharing.

Responsibilities regarding **Toy Cleanings**:

- Setting up toy cleaning schedule for General Meeting in September.
- Reminding toy cleaners of monthly cleaning (approximately a week before toy cleaning).
- Attend the toy cleaning or assign a parent coordinator for each cleaning to ensure everything is set up for toy cleaners and everyone understands what needs to be done.

Regarding **Bingos**:

- To establish sign-up sheets for the bingo fundraiser and remind parents to attend.
- Booking bingos directly through Caesars in January for the following year (2-3 evening bingos).
- Must attend a league bingo prior to the first playschool bingo in order to learn the Controller position.
- Must attend all playschool bingos to act as a controller and ensure all parents attend.

TREASURER – Criminal records check required

- Responsible for overseeing and conducting financial matters – ideally has some accounting background.

- Has signing authority for 2015-2016 school year as transition banking coordination to CLCL for 2016-2017 school year. Works with Chair on all financial matters as determined by the CLCP PC (budget, status) as well as CLCL financial contact regarding reporting to the CLCL monthly
- Completes payroll and make payroll remittances by the required deadline.
- Ensures that all registration fees are collected or refunded as required.
- Performs all banking transactions, which includes making out cheques and ensuring that they have two signatures, one from CLCL and one from CLCP.
- Determines appropriate annual NSF charge at the beginning of the school year.
- Ensures that T4's and other statutory reports (e.g. WCB) are done.
- Prepares budget for school year, along with the Chair.
- Pays webhosting account fees yearly.
- Makes recommendations as to how much fundraising should take place.
- Prepares Teacher's report for CLCP PC, general meetings, newsletters and for the CLCL.
- Organizes peer review of financial books by someone other than current signing authority (i.e. member of CLCL).
- Complete balanced year-end books (ending June 30) to pass on to new Treasurer.
- Meets with the new Treasurer for training and info sharing.

REGISTRAR – Criminal records check required

- Responsible for all playschool registrations.
- Respond to all inquiries regarding registration. This person's phone number is used in playschool advertisements and he/she has access to the playschool email account to monitor incoming inquiries.
- Responsible for making blank registration forms available to the parents and for receiving fees.
- Maintains the waiting list of parents wishing to register and will use this list to fill vacancies throughout the year.
- Maintains a close liaison with Chair and the teachers.
- Keep CLCP PC members informed of new family information.
- Responsible for keeping all class lists, registration forms and portable emergency files up to date.
- Meets with the new Registrar for training and info sharing.

SECRETARY

- Records minutes at every CLCP PC and general meeting.
- Prepares a typed version of all meeting minutes for the CLCP and CLCL submission.
- Works in conjunction with the CLCP PC to produce the monthly newsletter.
- Corresponds, mails, or delivers all responses of appreciation.
- Meets with the new Secretary for training and info sharing.

MEDIA COORDINATOR/PUBLISHER

- Maintains & updates website.
- Maintains & updates CLCP Facebook page.
- Management and regular checking of CLCP email account.
- Submission to monthly newsletter as required.
- Responsible for updating CLCP bulletin board, including constructing posters for events.
- In partnership with the Registrar, update Parent Handbook and registration form.
- Meets with the new Media Coordinator/Publisher for training and info sharing.

ROSTER PARENT

- Compiles the Helper Parent/Roster schedule for all the classes with assistance from Class Representatives to fill all days.
- Ensures all allergies are noted on respective schedule handouts.
- Completes any modifications to roster if necessary throughout the year and notifies the parents and class reps involved.
- Ensures all parents sign up for allotted number of helper days.
- Put a copy of the roster along with the contact sheet in each child's mailbox at the beginning of each semester.
- Meets with the new Roster Parent for training and info sharing.

EVENTS COORDINATOR

- Coordinates CLCP events in collaboration with the teachers and CLCP PC (i.e. Halloween party, Christmas concert, end of year Carnival). This will include booking venues, entertainment (as required) and coordinating parent volunteers.
- Works collaboratively with the Donations Coordinator regarding special event fundraiser. Includes booking venue, entertainment, and coordinating parent volunteers.
- Creates invitations for events.
- Submission to monthly newsletter.
- Assists the teachers as needed with fieldtrip bookings, etc.
- Meets with the new Events Coordinator for training and info sharing.

DONATIONS COORDINATOR

- Coordinates chocolate fundraiser at the beginning and mid- point of the school year.
- Coordinates chocolates for additional sales throughout the school year and restocking as needed.
- Coordinates chocolates for late registrants.
- Coordinates chocolates for September delivery by end of June in collaboration with the Chair.

- Plans, advertises, coordinates donations and solicits donations for special event fundraiser (e.g. Family dance in Feb or Mar). This will include booking venues, entertainment and coordinating parent volunteers in collaboration with the Events Coordinator.
- Works with CLCP PC and parent volunteers to obtain donations and prepare items for the event. Coordinates with class reps for ticket sales.
- Sends thank you letters for donations once the event has taken place.
- Meets with new Donations Coordinator for training and information sharing

CLASS REPRESENTATIVE (4)

- FOUR POSITIONS: one rep for each class to act as contact person for the class.
- Ideally, the class rep would consistently be dropping off or picking up their child so as to have regular contact with other parents and the teacher.
- Should arrive a few minutes prior to class each day to facilitate that communication.
- Act as a communication link between parents and the CLCP PC.
- Ensure portable emergency files are correct during the first week of classes
- Collects any family submissions (i.e. – fundraising) and helps coordinate events (i.e. – gathers numbers attending Christmas Concert, year-end Carnival, etc.)
- Contacts the Helper Parents monthly and weekly with reminders for helper days and assigned snack. Includes important dates and reminders in weekly emails.
- Coordinates and informs helper parents of snack rotation
- Helps the Roster parent fill in vacant helper days.
- Assists the Registrar in maintaining up to date family information (i.e. – authorized persons for pickup; contact information).
- Meets with the new Class Reps for training and info sharing.