



Discovery Preschool Society of Calgary

Parent Job Handbook

2012/2013

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Advertising Director (Executive Committee Member)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Advertising Director shares in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

Key Responsibilities

Develop marketing and advertising strategy for the Preschool.

Coordinate and oversee Advertising Committee & its Meetings.

Work with Treasurer to prepare Advertising budget and manage expenses.

Place advertisements as needed including: Brite Signs; Calgary's Child Magazine (Preschool Edition); Calgary Herald (Preschool Listings); community newsletters; etc. Ensure Preschool is included on local preschool listings (e.g. Calgary Preschool Teachers Association).

Oversee production and distribution of rack cards, flyers and posters.

Oversee placement of the Preschool banner and sandwich board.

Time Commitment

On average, two hours per week.

Helpful Tips

The advertising part of this job is very straightforward as the same ads and pamphlet are used each year with minor updates. If the Preschool is not full, additional advertising ideas and actions will be required.

Advertising Committee Member (2 positions)

Key Responsibilities

Attend Advertising Committee meetings.

Assist in developing a marketing and advertising strategy for the Preschool.

Assist in production and distribution of rack cards, flyers and posters.

Assist in placement of the Preschool banner and sandwich board.

Time Commitment

This is a new position and time commitment is variable based on advertising needs. Estimation is an average of less than one hour per week.

Chair & Vice Chair (Executive Committee Members)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Chair and Vice-Chair share in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

To enhance continuity, it is ideal if the Chair or Vice-Chair has previous experience with the Preschool Executive or previous experience with the Preschool. Ideally the Vice-Chair will make a two year commitment and assume the Chair role in the second year.

Key Responsibilities

Set meeting agendas in consultation with the Executive and the Teachers.

Apply for or renew license and permits as required.

Ensure compliance with the bylaws, license and Program Plan, lease and contracts.

Ensure appropriate parent communication is in place.

Ensure decisions are financially prudent.

Oversee the work of the Executive Committee and assist if needed.

Coordinate and host annual general meeting.

Chair the HR Committee – the Vice-Chair is typically Chair of the HR Committee. See Policies and Procedures for the roles of the HR Committee including: providing direction, feedback and support to the Teachers and managing the contract.

Time Commitment

The time commitment is quite variable.

Helpful Tips

Consistent with the Values and Beliefs (Policies and Procedures) a caring and community minded approach is helpful. Some flexibility in schedule helps, as some things need to be addressed in a timely manner.

Clean-up Day Coordinator

Key Responsibilities

Typically the Teachers will set establish the four clean-up days with the Executive when setting the School Calendar, on occasion assistance may be required. Ideally the four dates will fall in; November, January, March & June.

At the beginning of the school year, notify parents by email of the dates & times for each scheduled day. (Note: Emails are sent out through the secretary, however you are responsible for their content.)

Coordinate the parent volunteers for each date, ensuring a minimum of 12 parents attending. Send reminders to the scheduled parents for each date and advise parents as to what they need to bring.

Keep track of those who fulfill their clean-up day commitments. Advise the Treasurer if parents have not met their clean-up commitment at the end of the year so their cheques are cashed. Due to the workload of their jobs, members of the Preschool Executive are exempt from clean-up days.

Time Commitment

At the beginning of the year, during initial coordination, more time is required to coordinate all the families. Once the sign up process is complete the time will vary based on family turn-over, follow-up, and sending reminders to the scheduled families.

Helpful Tips

Dropping by the Preschool on clean-up day with coffee and refreshments is a very nice touch!

Send reminders at least three weeks in advance as many parents need time to find childcare.

Advise volunteers that they will be expected to be there for three hours.

Clean-up days are for adults only!

See Facility Director for guidance on health standards, or review the Child Care Facility Guidelines on the Calgary Health Region website.

Documentation (3 positions – one for each class)

Key Responsibilities

Documentation is a key part of the Reggio philosophy – it captures and displays the children and their environment to support their learning.

Documentation is a creative job. It can be taking pictures in the classroom or on field trips and creating posters with pictures, captions, stories and/or observations. Posters may be published on the computer and sent for printing or they may be made with pictures, glue and felt pens!

Typically a new poster is created for each project that occurs in the classroom or about every month. Sometimes a poster is also created after a field trip.

Documentation is displayed where the children can see it and also in the cloakroom where it is easily viewed by parents.

A budget will be established by the Treasurer and expenses will be reimbursed.

Time Commitment

Approximately three hours per month.

Helpful Tips

This is a great job for a parent who enjoys photography, graphics design and even scrap booking.

Take pictures on Parent Helper days, on field trips, special events / class parties .

Share photos with the parent looking after the yearbook and other parents who enjoy taking pictures.

Facility Director (Executive Committee Member)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Facility Liaison Director shares in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

Key Responsibilities

Maintain regular communication with the Preschool's landlord, St. Matthew's United Church, regarding use of space, scheduling, maintenance, health and safety inspections, etc. Coordinate additional bookings for events such as meetings, clean-up days, etc.

Oversee use of space (hall, cloakroom, chair room, kitchen, posting of material, etc.) to ensure it is consistent with lease agreement.

Lead resolution of any issues that may arise.

Work with the Preschool Chair to annually review and negotiate lease.

Should the usual classroom space be temporarily unavailable, advise the Teacher and Executive; coordinate alternative space if possible; and assist with parent communication plan (via an email from the Secretary, phone list or posting of notices).

Ensure that health and fire inspections are completed and posted including arranging a fire inspection for the Preschool via 311 (this is a separate inspection from the Church's). Oversee the inspection/maintenance of Preschool fire extinguishers.

Keep updated list of all key holders; collect and distribute keys as required.

Prepare and post interior signage as needed and ensure it is consistent with the Preschool brand.

Time Commitment

On average, about two hours per week.

Helpful Tips

Touch base with the Church at least monthly. Taking coffee is helpful, and a Christmas card from the children to the Church is most appreciated!

Alberta Health Services standards are documented in the Child Care Facility Guidelines on the Calgary Health Region website.

Field Trips

Key Responsibilities

Work with the Teachers to coordinate field trips.

Contact organizations as requested by the Teachers, communicating the dates and times required.

Negotiate field trip fees and arrange payment to the facility.

Manage budget for field trips as set by the Treasurer. If fees are to be collected from parents, coordinate fee collection with the Teachers.

Create field trip notices with relevant details for distribution to parents, including permission slips and waivers.

Identify short notice field trip options that may be implemented when access to St. Matthew's United Church is temporarily interrupted (e.g. funerals).

Time Commitment

Two hours a month.

Helpful Tips

- Clay Masks and Library Tour: One hour at the Wildflower Arts Centre followed by a trip to the Shaganappi Library. Call Wildflower at the very beginning of September to book for October. The Wildflower contact was Lisa, and the fee \$10 per child. The Shaganappi Library contact was Joey, and there was no fee. Arrange transport of Wildfire masks to Preschool.
- Inglewood Bird Sanctuary: Although this trip is usually planned for May or June, it needs to be booked in September or October to ensure a good time spot. The Teachers will advise which program to choose, for example the nature program and walk. Bookings are made via 311. The 2011 cost was about \$65 for the program and \$20 for the walk.
- Music: This usually occurs in November. In 2010, the Preschool booked Mr. Rayz – Music for Kids (mrrayz.com), and the field trip was held at the Preschool. Booking contact was Atara at (403) 271-1690. 2011 cost was \$60 for a 30 min class.
- Calgary International Children's Festival: No booking required, and there are no fees to attend.
- Superstore Cooking Class: This is a one hour class. For contract information call Deerfoot Meadows and ask for the Cooking School Coordinator. Cost was \$10.50 per child.
- Indigo Bookstore (Signal Hill): A short notice option is story time.
- Glenbow Museum: Cost is \$3 per child; \$12.60 per adult with three leaders given free admission.

Fundraising Director (Executive Committee Member)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Fundraising Director shares in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

Key Responsibilities

Coordinate and oversee Fundraising Committee & its Meetings.

Review and update fundraising strategy.

Establish annual fundraising targets with the Chair and Treasurer.

Establish timing of fundraisers to avoid overlap.

Ensure a community-building parent social component of fundraising events. If a fundraising event is not required, establish a plan for a parent social event.

Coordinate documentation of fundraising and parent social activities for future use.

Oversee Fundraising Committee consisting of the Silent Auction/Parent Social job holder, Grant Research job holder, Safeway Cards job holder, and typically one additional member. Provide support to parents in their specific fundraising jobs.

Time Commitment

On average, four hours per week.

Helpful Tips

As the Preschool becomes more established and financially stable its fundraising needs are changing.

Recent fundraising activities have included Safeway Cards (typically done annually); Grant Applications (typically done annually) and a Silent Auction (may be held every two years). In the past, Garage Sales were held but considered a lot of work for the modest proceeds.

The social aspect of fundraising events is very significant in strengthening the Preschool community. If the financial goals of fundraisers are reduced, the social goals will continue.

Fundraising Committee General Member

Key Responsibilities

Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings.

Assist with setting fundraising strategy.

Assist in establishing timing of fundraisers to avoid overlap.

Assist in documenting of fundraising and parent social activities for future use.

Assist with the various specific fundraising job holders as needed, (Silent Auction/Parent Social job holder, Grant Research job holder, Safeway Cards job holder).

Time Commitment

This is a new position and time commitment is variable based on fundraising needs. Estimation is an average of less than one hour per week.

Fundraising – Grant Research

Key Responsibilities

Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings. Investigate and apply for grants, both government and corporate, in order to support the financial goals of the Preschool.

Liaise with the Fundraising Director to apprise them of grants of interest.

Time Commitment

When researching a specific opportunity, several hours may be spent on the research and application. Otherwise, the time commitment is approximately two hours per month.

Helpful Tips

Work with the Fundraising Director and Executive to look at longer term funding opportunities. Coordinate with Fundraising Director, Chair, Treasurer and Teachers, to gather needed information (i.e. accounting information, government registration numbers, Teacher credentials, etc.).

Fundraising - Parent Social and/or Silent Auction

Key Responsibilities

Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings. Plan an event for parents; depending on fundraising needs established by the Fundraising Director, the event may be purely social or there may be a fundraising goal (or it may be purely social with a small fundraising goal!).

Establish an event committee as needed, ideally with representation from each class.

Determine and book event location and liaise with venue.

Advertise the event within the Preschool community and with past parents.

Sell tickets to the event.

If the event is also a Silent Auction:

Solicit donations. Write to parents, past donors, new community donors, parents' employers.

Update donor information form. Visit past community donors.

Collect donations and prepare them for display including bid sheets.

Plan event day including set up of venue, cash float, script and volunteer shifts.

Liaise with Treasurer to settle venue costs.

After the event, send thank you letters or notes as may be appropriate.

Update documentation.

Time Commitment

A Silent Auction generally requires two months of planning with about 40 hours of time commitment. A predominantly social event would require less time.

Helpful Tips

Review documentation from past Silent Auctions and/or events at 100 Wines.

Manage workload by recruiting a good team. The Teachers and the Executive will offer suggestions of parents who may get involved.

In the past it was helpful to have committee members manage different areas. One member handled venue relations, one ticket sales, and another, donations (requests, bid sheets, etc.).

Fundraising – Safeway Cards

Key Responsibilities

Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings. Communicate the Safeway Card fundraiser within the Preschool. Typically a notice is submitted for the newsletter and an email to parents sent via the Secretary.

Update and coordinate distribution of the Safeway Card letter/form.

Recruit a volunteer from each class to distribute the forms, collect the forms and cheques, and distribute the Safeway Cards.

Liaise with the Treasurer to pay for the Safeway Cards and deposit parents' cheques.

Typically there are two rounds of sales before Christmas with total sales of \$20,000. This raises \$1,000 for the Preschool.

Time Commitment

Approximately 20 hours in the fall, then an average of one hour per week for the remainder of the school year. This may vary depending on fundraising needs.

Helpful Tips

Begin preparing early. Ideally, the first round of cards should be for sale the third week of September, delivering the cards before Thanksgiving.

Contact Safeway Gift Cards at 1-800-757-4942 to make sure there are no changes to their program.

Update the letter that outlining the purpose of the program, how parents can participate and set a deadline & send reminders.

Recruit a parent volunteer from each class to ensure the workload doesn't fall to the Teachers.

Payment for \$10,000 in cards is \$9,500 (balance is the Preschool profit). Track orders on a spreadsheet. Cards are organized and given to the volunteers from each class for distribution.

Remember, the cards are just like cash so need to be secure!

Laundry and Recycling

Key Responsibilities

Weekly washing and drying of towels, paint smocks and rags. More frequently if needed.

Weekly removal of recycling from the Preschool and drop to a recycling bin. More frequently if needed.

Periodic washing of cushions, yoga mats, stuffed animals, puppets and costumes.

Change vacuum cleaner bag at least monthly (manufacture recommends it be used with a bag no more than half full) and change filters as needed (at a minimum prior to each clean up day).

Time Commitment

About 20 minutes per week, this job is easy to work into pick up and drop offs at Preschool.

Helpful Tips

Keep the laundry and recycling area of the Church's kitchen clean, to respect the guidelines established by the Church.

See Facility Director for guidance on health standards, or review the Child Care Facility Guidelines on the Calgary Health Region website.

Librarian

Key Responsibilities

Maintain the library system.

Oversee the Teacher/Parent Reggio resource inventory and advise the Treasurer of any books that need to be repaired / replaced.

Follow-up with any outstanding borrowed books.

Ensure all books are returned and are in good condition at the end of the school year. (From time to time the Teachers may borrow some books during the summer break.)

Time Commitment

Approximately 30 minutes per month, with some additional time required at the end of the year.

Helpful Tips

If possible the Librarian should attend the final clean up day of the year to complete an inventory count / evaluation.

Newsletter

Key Responsibilities

Collaborate with the Teachers on Newsletter input deadlines/schedules.

Prepare an electronic newsletter for first of the month (or as close as possible) based on emailed input from the Teachers and the Executive Committee.

Provide a PDF copy of the Newsletter the preschool Secretary to be emailed out to the parent community.

Provide a PDF copy to the website parent job holder to add to the website.

Time Commitment

Three to five hours per month, towards the end of the month.

Helpful Tips

Ask for digital copies of last year's newsletter for ideas.

Develop your own style and format, and utilize the same template for the whole year.

Highlight 'upcoming dates' section. Wait until input is final, as that saves re-vamping when updates come in. Add colour and graphics where possible for interest. Don't edit the text provided - ask for clarification from writers rather than editing if the message is not clear. Use spell check.

Parent Helper Scheduler (3 positions - one for each class)

Key Responsibilities

Ask parents for their preferences (i.e. available dates) for volunteering in the classroom.
Create schedule (2 months at a time) in a calendar format for parents volunteering in the classroom and email to all parents.

Ensure only Police Check Parents/Care Givers are scheduled.

Post a calendar version on the bulletin board.

Email a reminder to your class each week as to who is volunteering the following week

After the schedule is established, if parents cannot attend their volunteer shift, it is up to them to find a replacement and advise the Teacher.

If a child withdraws from the program, check the schedule and find a replacement for the shift if needed.

Time Commitment

Approximately one and half hours per month.

Helpful Tips

Ask parents to provide their preferences for the time block being scheduled (i.e. "I can only volunteer on Fridays.").

Liaise with Registrar and Police Check Coordinator to maintain current lists.

Keep a list or spreadsheet of the students with corresponding parent availability, and work down the list as best you can to ensure that the commitments are equal.

Remind parents in your emails that they have to find a replacement and advise the Teacher if they cannot attend their shift.

Remind parents that Parent Volunteers are to arrive at 15 minutes before class to participate in set up.

If possible, avoid booking the same parents together each time, so that parents get to know each other.

List the school closure dates on the schedule calendars.

Parent Job Coordinator

Key Responsibilities

With input from parents and teachers, update the Parent Job Handbook prior to pre-registration and at year-end (as may be needed).

Working with the Registrar, sign up parents for jobs during re-registration and on registration day. Ensure parents who register mid-year select a job, and parents withdrawing students from the program are replaced.

Assist with job handover from one parent to another if needed at the end of the Preschool year.

Time Commitment

This job is busy during re-registration, on registration day, in early September and in January while updating the handbook. Otherwise, it is about one hour a week.

Helpful Tips

Work closely with the Registrar to understand parents' preferences, and to keep up to speed on new and withdrawing students.

The Executive will assist in recruitment of the incoming Executive.

Play Dough

Key Responsibilities

At the beginning of each month provide two large batches of play dough to the preschool, in the colour(s) requested by the Teacher.

Time Commitment

Approximately one hour per month including shopping for ingredients and colour.

Helpful Tips / Recipes

Special colours sometimes need to be purchased at a soap store.

Recipe 1

3 cups flour
1.5 cups salt
6 tsp. cream of tartar
3 tbsp. oil
3 cups water

Pour all ingredients into a large pot. Stir constantly over medium heat until a dough ball forms by pulling away from the sides. Knead dough until the texture matches play dough (1-2 minutes). Store in plastic container. Should last for at least 3 months.

Recipe 2

1 cup baking soda
1/2 cup corn starch
3/4 cup water

Mix the baking soda and corn starch in a pot. Use hands to make sure all the lumps are broken up. Add water. Put the pan on the stove over medium heat and stir constantly. As soon as the mixture gathers together, remove from the heat. When it cools, knead it into a smooth dough. Don't over cook this dough or it will crumble.

Recipe 3

1/4 cup salt
1 cup flour
1/4 cup water

Mix the flour and salt in a bowl then add water. Knead and squeeze the dough to make a clay consistency. You may need to add more water. Note: This dough doesn't last as long as the cooked recipes.

Adding Colour: once dough is prepared knead in food coloring (liquid or paste), or use unsweetened Kool-Aid to add scent with the color. Add glitter for sparkly play dough.

Police Check Coordinator

Key Responsibilities

Register with Volunteer Alberta and with Calgary Police Service to be a Volunteer Police Check Coordinator.

Distribute police check forms to all new registrants, check their forms for completeness, witness their signatures and check their identification.

Mail completed police checks to Calgary Police Service.

Some parents will be required to go to the police station in order to continue the process of their police check. In these cases, the Police Check Coordinator advises the parent in writing, including the time frame.

File completed police checks in locked box at the Preschool.

Keep an up to date list of police checks, including pending and completed. (Provide this list to the Parent Helper Scheduler).

Time Commitment

On average three hours per month, and busier shortly after registration day. Attendance on registration day is recommended.

Helpful Tips

Typically one or both Teachers would be signed up to assist, as well as an additional parent (the Registrar's Assistant Parent Job Holder, especially if he/she is in another class).

Registrar (Executive Committee Member)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Registrar shares in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

Key Responsibilities

Coordinate and oversee Registration Day Committee & its Meetings.

Respond to registration queries from prospective parents.

Update registration package and content on website.

Lead registration day planning and coordinate classroom visits with Teachers and prospective parents.

After registration day, compile registration binder with forms and cheques.

Maintain registration records including: portable records, registration spreadsheet, attendance sheets, medication sheets, emergency contact lists, class lists, parent contact sheets and waitlist.

Collect tuition cheques.

Communicate registration change information as needed (e.g. Assistant Treasurer, Parent Job Coordinator, Police Check Coordinator, Schedulers, Secretary).

Collaborate with Treasurer with applications for subsidy for qualified families.

Check and respond to emails sent to the Registrar at registrar@discoverypreschool.info. Monitor the preschool cell phone during Teachers' vacation and the summer break.

Delegate duties to Assistant Registrar as appropriate and ensure an assistant is capable of undertaking duties in an emergency.

Time Commitment

The time commitment is intensive in August and September, and in January and February (registration time). In the weeks leading up to registration day, it can be five to seven hours per week. During the year, time commitment is variable depending on movement in registration.

Helpful Tips

Keep in touch with the former Registrar. Look to the Executive for assistance. Keep everything updated as you go – don't let it pile up!

Registrar's Assistant

Key Responsibilities

The Registrar and Assistant Registrar will share the responsibilities as defined under Registrar, and will share the roles in a manner that balances the workload.

Please review the "Registrar" job description

Attend & assist with Registration Day Committee Meetings.

Time Commitment

The time commitment is dependent on the sharing of duties between the Registrar and Assistant Registrar. It is likely to average at least three hours per week.

Helpful Tips

Keep in touch with the former Registrar. Look to the Executive for assistance. Keep everything updated as you go – don't let it pile up!

Registration Day Committee Member (3 positions)

Key Responsibilities

The focus of this committee for 2012/2013 will be on improving the registration and communication process. Including researching and implementing an online registration process. At busier times of the year committee members may be asked to assist the Registrar &/or Registrar's Assistant with various tasks.

Please review the "Registrar" job description

Attend Registration Day Committee Meetings.

Time Commitment

The time commitment is dependent on the project the committee is working on. For the 2012/13 school year it is likely to average at least 3 hours per week from September through to "Registration Day", then averaging less than 1 hour per week for the remainder of the year.

Helpful Tips

These positions are ideal for parents with flexible schedules and who enjoy brain storming and working in close collaboration with others.

Scholastic Book Order

Key Responsibilities

Coordinate the Scholastic Book order for the three Preschool classes.

Pick up catalogues from Alexander Ferguson School.

Prepare catalogues and give to the teachers to distribute.

Compile and submit order (online or by telephone).

Pick up books from Alexander Ferguson School (this must be done promptly as these items take up space in their office).

Organize and coordinate distribution.

Coordinate “Rewards Catalogues” orders with the teachers.

Time Commitment

Four to five hours per month.

Helpful Tips

This is the perfect job for an Alexander Ferguson School parent who will be at that school anyway, and has a relationship with the school.

The Preschool account is in the Teacher’s name, you will submit the orders (on line) on the Teacher’s behalf.

Secretary (Executive Committee Member)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Secretary shares in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

Key Responsibilities

Record the minutes of all Executive meetings.

Provide a copy of the minutes to the Executive Committee members after each meeting, in a timely manner.

Upon approval ensure a copy of the minutes are added to the “minutes binder” and are available upon request to the Society Members.

Coordinate with various members of the Executive (Chair/Vice Chair, & Registrar) and the Teachers to prepare summer letter, staggered entry list, calendar, welcome packages, etc. Print and distribute these documents.

Send parent communication emails on behalf of the Executive or other parents.

Field various email inquiries from parents, and respond appropriately or pass on inquiries to relevant executive committee members and/or other parent job holders.

Coordinate with guests attending Executive meetings (i.e. Silent Auction Coordinator) to extend invitation and request a summary report.

Time Commitment

Preparations for the Preschool year require approximately 15 hours (in August and early September).

Approximately five hours per month on an ongoing basis.

Helpful Tips

Complete the minutes as the meeting takes place if possible this saves time re-typing them.

Sewing

Key Responsibilities

Complete sewing tasks as requested by the Teacher.

Make articles required such as paint smocks, capes, costumes and pillowcases.

In some years, the Preschool may make a quilt.

Time Commitment

Projects require about 20 hours of sewing.

Shopper

Key Responsibilities

Purchase supplies and materials at the request of the Teachers.

The Teachers manage the supplies budget with the Treasurer and all shopping expenses are reimbursed.

Time Commitment

May vary depending on the needs of the class project, typically three hours per month.

Helpful Tips

Researching on line for best possible prices as well as coupon collecting will help in keeping costs down.

Special Events

Key Responsibilities

Work with the Teacher to plan events for the children.

Make invitations for the events for all three classes.

Shop for items for the party as requested by the Teacher.

A Special Events budget is provided by the Treasurer, and the Special Events Coordinator and the Teachers manage expenses within the budget.

Time Commitment

Twenty hours total – four or five hours for each party.

The commitment really depends on how much effort is put into invitations and how creative you would like to be!

Busy the week or two before events take place.

Helpful Tip

Looking for the best price, collecting coupons, or finding less expensive ways of doing things adds time, but makes the budget go further.

It is a very creative job!

Storage

Key Responsibilities

The Preschool has a lot of supplies for projects and activities, including puzzles, games, musical instruments, fabric, paint, sports equipment, etc. The supplies are organized in labelled bins and shelves in the storage cupboards. The Teacher uses the supplies to create themes, projects and activities.

Keep the storage cupboards organized and clutter free, ensuring that supplies are easy to find and use.

Attend a portion of the four clean-up days, and check the cupboards after the monthly room changes – to put stuff in the right place. (Because this parent attends a portion of each clean-up day, they are excused from the normal clean-up responsibilities.)

Once or twice a year, meet with the Teacher to see if any clutter clearing can be done in the cupboards and/or in the classroom. Drop the extra stuff off at a local charity.

Store the Halloween and Christmas decorations off site (Rubbermaid totes) and bring them to the Preschool at the request of the Teacher.

Time Commitment

Approximately three hours per month. Plus as needed clutter clearing sessions.

Helpful Tips

This is a great job for someone who likes to organize stuff.

Checking the storage cupboards frequently is more effective than letting it build up to a big mess.

Don't hesitate to ask if stuff can be taken away for recycling.

Substitute Teacher Coordinator

Key Responsibilities

Please note this role may be paired with a Substitute Teacher.

Collaborate with the Substitute Teachers to ensure they meet the credentials as outlined in the Preschool License and Policies and Procedures (including police checks and first aid qualifications), and understand the role of Substitute Teacher.

If the Teachers have a pre-scheduled absence (i.e.: attending a conference) the Coordinator will arrange in advance a Substitute for each class the Teachers will be absent for.

**** Any Substitute can cover any class if needed ****

When the Teachers phones in sick, the Coordinator contacts the Substitute Teacher(s) by phone to ensure their availability. Once availability is confirmed, an email is sent to all affected parents to advise them that there will be a substitute, or if no substitute is available; that class has been cancelled.

Provide Substitute Teachers' documentation to the Teachers for the Preschool binder.

Time Commitment

The time commitment is variable depending on whether the Teacher is away – to date absences are rare.

Helpful Tips

Prepare email address lists for each class in advance, so that when the Teacher is away an email can be sent without delay. This could be coordinated with the Secretary or Registrar (who keep email lists).

Keep the Substitute Teachers' numbers handy. Ensure you have keys to the facility.

The Preschool will cover the cost of the first aid course for Substitute Teachers.

Substitute Teacher (6 positions – two for each class)

If you are a teacher, doctor, nurse, physiotherapist, occupational therapist or have a degree or diploma in recreation therapy, human services, psychology, sociology, physical education or fine arts (with Early Childhood Education coursework), please consider volunteering to be a Substitute Teacher. This would count as your Parent Volunteer Job. You would be called by the Substitute Teacher Coordinator if the Teachers are absent, so you need to have reasonable availability. Each class needs two substitute teachers, so you do not need to be 100% available.

If we do not have Substitute Teachers available, the preschool closes. If the Teachers are absent, a qualified substitute must be on site in order for the preschool to run. Because it takes several weeks to get qualified to be a Substitute Teacher, we want to begin recruiting Substitute Teachers well in advance of the next school year.

To become a Substitute Teacher you must:

1. Submit your educational transcripts to Alberta Children and Youth Services, and complete a simple one-page form (Child Development Assistant Certification). Qualify as either a Child Development Worker (formerly Level 2) or Child Development Supervisor (formerly Level 3).
2. Have a valid First Aid/CPR Level C certificate. Physicians and Nurses are exempt from the First Aid requirement. Discovery Preschool will pay for First Aid/CPR Course provided your child is still registered by the start of the school year (approximately 16 hours for initial course or 6 hours for recertification).
3. Get a police background check through Discovery's Police Check program. If you have already had a background check for another school, you still need to get a separate background check for the preschool.
4. Sign a document saying you have read the preschool policies and procedures.
5. Meet with the Teachers for Substitute Teacher Orientation.

Time Commitment

May require as little as a couple of hours (if you already have First Aid and CPR), or 16 hours (if you need to take a First Aid and CPR course – which is useful for any parent). If a Substitute Teacher covers more than four classes, she/he is paid \$50 per class.

If you would like to start the process of qualifying to be a Substitute Teacher, please contact the Registrar at registrar@discoverypreschool.info.

Helpful Tips

Have someone who can babysit siblings you have on short notice.

Treasurer (Executive Committee Member)

The responsibilities of the Executive Committee are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. As a member of the Executive, the Treasurer shares in these responsibilities.

Meetings of the Executive are held approximately every 4 to 6 weeks.

Key Responsibilities

Maintain financial records (i.e.: bookkeeping).

Distribute financial statements before or at executive meetings, and present them at the meetings to ensure all the Executive Members are clear on the preschool's financial position.

Pay all expenses including payroll, cell phone and internet bills, expense reimbursement, etc. 5

Coordinate development of budget and present at the Annual General Meeting.

Manage payroll, including source deduction remittances and T4 filing.

File annual tax and WCB returns.

Arrange an external review of the financial statements.

Participate in or act as an advisor to the HR Committee.

Delegate duties to Treasurer's Assistant as appropriate and ensure an assistant is capable of undertaking duties in an emergency.

Time Commitment

The time commitment is approximately 10 hours per month, with the exception of December and February at approximately 15 hours per month, and additional time at year end.

Helpful Tips

The Treasurer is required to have accounting credentials or to arrange volunteer or paid access to accounting services within budget parameters.

Treasurer's Assistant

Key Responsibilities

Assist Treasurer in maintaining financial records.

Prepare tuition deposit and other deposits (i.e. fundraising/donations) as required.

Complete deposits and maintain deposit records.

Manage tuition tracking in conjunction with the Registrar and the Treasurer.

Prepare registration and tuition receipts.

Time Commitment

Three hours per month for deposits and communication with parents and Treasurer. An additional three hours in January and June to issue receipts.

Website

Key Responsibilities

Update content on the preschool website.

Work with the Executive on website enhancements.

Maintain and update the MAC computer and printer at preschool as needed.

Set up preschool email addresses as needed and train webmail users as needed.

Time Commitment

Approximately one hour per month in maintenance. Enhancement project time is variable.

Woodwork / Handy-person

Key Responsibilities

Repair any apparatus in the school that needs repair (e.g. fix a wobbly chair, add wheels to an easel).

Design and build educational tools for the classroom (e.g. light table) at the Teacher's request. A budget for the project will be discussed and approved in advance.

Time Commitment

Can vary throughout the school year depending on preschool needs, typically 2 hours per month.

Helpful Tips

Most projects are simple in design. Basic woodworking skills and tools will be required.

Yearbook (3 positions – one for each class)

Key Responsibilities

Create a yearbook highlighting the year's projects and activities.

Take photos periodically and collect photos from others, such as the Documentation volunteers & Teachers.

Past yearbook formats include a photo book, collage or DVD set to music.

Provide order forms to the parents in your class & collect payment.

Create / Order enough to fulfill the total ordered.

Order one yearbook for the preschool to keep – this will be reimbursed by the Treasurer.

Time Commitment

The time commitment is small during the year - just taking & gather pictures. Creating the yearbook usually takes 40 to 60 hours to complete near the end of the year.

Helpful Tips

This is creative job and a digital camera is a must!

Basic familiarity with photo editing software would be helpful.

Old yearbooks are available to get ideas.