



**Discovery Preschool Society of Calgary
Parent Job Handbook 2018/2019**

Parent Jobs

Executive Committee Members

Chair & Vice Chair
Advertising Director
Facilities Director
Fundraising Director
Parent Job Coordinator
Registrar - *2 people*
Secretary
Technology Director
Treasurer

Administrative Jobs

Field Trips
Legal advisor - police record checks/lease/insurance
Parent Helper Scheduler
Registrar Assistant - orientations/school tours/open house/registration
Special Events Coordination
Storage Coordinator - clean up days and inventory
Treasurer's Assistant
Yearbook - *1 for each class*

Fundraising Jobs

Art Show - *6-8 people*
Gift Card Fundraiser
Grant Researcher

Classroom Management Jobs

Laundry, Recycling and Sewing
Librarian/Scholastic book order coordinator
Pet Caretaker (Guinea Pigs) - *3 people*
Play Dough Coordinator and maker
Play dough Makers - *1 for each class*
Lead Shopper
Shopper
Woodwork / Handy-person

Technology Jobs

Social Media/Website Administrator

Executive Committee Members

The responsibilities of the Executive Committee (“Executive”) 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 weeks.

Chair & Vice Chair (Executive Committee Members)

To enhance continuity, it is best 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 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

Can be 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.

Advertising Director (Executive Committee Member)

Key Responsibilities

- Secure photographer and organize photo shoots for each class.
- Develop marketing and advertising strategy for the Preschool.
- Coordinate and oversee Advertising Committee & its Meetings.
- Work with Treasurer to manage Advertising expenses.
- Place advertisements as needed. Oversee production and distribution of flyers and posters.
- Oversee creation and maintenance of the Preschool signage and sandwich board.

Time Commitment

On average, 2 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.

Facility Director (Executive Committee Member)***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.
- 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.
- Review and renew insurance policy annually to ensure that the Preschool and Executive Committee are adequately insured.
- 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 2-3 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.

Fundraising Director (Executive Committee Member)***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 Art Show Committee, Grant Researcher, Safeway Cards job holder, and typically one additional special events member. Provide support to parents in their specific fundraising jobs.

Time Commitment

On average, 4 hours per week.

Helpful Tips

Recent fundraising activities have included Safeway Cards (typically done twice a year); Art show; Grant Applications (typically done annually) and a Silent Auction (may be held every two years). 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.

Parent Job Coordinator (Executive Committee Member)

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).
- Set up and maintain annual sign up website, where parents log on to choose their volunteer roles.
- Ensure parents who register mid-year select a job, and parents withdrawing students from the program are replaced.
- Ensure parents comply with their volunteer roles throughout the year, send reminders of upcoming roles that need to be fulfilled ie: yearbook at the end of the year (april)
- Assist with job handover from one parent to another if needed at the end of the Preschool year.
- Stated in our Discovery Preschool Policy and Procedures, all parents are required to attend a Discovery Preschool Parent Orientation and Training. You will be required to organize the Orientations sessions prior to the school year beginning. Also, with every new child enrolled after start of the school year, the parents are needed to participate in an orientation which you will be required to organize and/or perform.
- The teachers/executive board should be informed if any parents are outstanding on their orientation training. You will also be responsible for coordinating with the Legal Advisor to ensure that police checks are completed for any volunteers.

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 1 hour a week.

Helpful tips

Maintain a good rapport with parents and teachers to make sure that roles are being fulfilled and that everyone is happy with their positions. Use the site Sign- Up Genius for easy sign up of jobs by parents.

Co-Registrar (Executive Committee Member – 2 Positions, Shared)

Key Responsibilities

- Coordinate and oversee Open House & Registration Day Committee
- Respond to registration queries from prospective parents.
- Update registration package and send website content updates to Technology Director.
- Coordinate classroom visit/tours with Teachers and prospective parents.
- After registration day; enter data in spreadsheet, compile registration binder with forms, and record cheques and hand over to Treasurers Assistant.
- Maintain registration records including: portable records, registration spreadsheet, monthly attendance sheets, medication/allergy sheets, emergency contact lists, class lists, parent contact sheets and waitlist.
- Collect and follow up with families if tuition cheques are missing during registration.
- Communicate registration change information to Board as needed (e.g. Assistant Treasurer, Parent Job Coordinator, Secretary, etc.).
- Collaborate with Treasurer on applications for subsidy for qualified families.
- Check and respond to emails sent to the Registrar at registrar@discoverypreschoollyc.com.
- Monitor the preschool cell phone during Teachers' vacation and the summer break.
- Responsibilities are shared between the Co-Registrars.

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 5 to 7 hours per week. During the year, time commitment is variable depending on movement in registration.

Helpful Tips

Responsibilities are shared between the co-registrars and can be split up as seen fit. Great communication between the co-registrars is important. 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.

Secretary (Executive Committee Member)

Key Responsibilities

- Record the minutes of all Executive meetings.
- Provide a copy of the minutes to the Executive 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 Members and/or other parent job holders.
- Coordinate with guests attending Executive meetings to extend invitation and request a summary report.
- 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 to be emailed out to the parent community, and to the Social Media/Website Administrator to add to the website.

Time Commitment

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

Approximately 5-10 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.

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. 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.

Technology Director (Executive Committee Member)

This is a new executive role with the main purpose of setting up and maintaining technology needs of the school.

Key Responsibilities

- Maintain school website/social media
- Administrate emails and G-suite functions for the school

- Ensure technology in the classroom is in working order
- Other technology jobs to be sorted as they arise

Time Commitment

TBD as the job unfolds

Treasurer (Executive Committee Member)

Key Responsibilities

- Maintain financial records (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 expense reimbursement.
- Coordinate development of budget and present at the Annual General Meeting.
- Manage payroll, including source deduction remittances, T4 filing, and ROEs.
- File annual tax and WCB returns.
- Arrange for the annual financial statements and related working papers to be reviewed and signed off by two board members prior to the Annual General Meeting.
- 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

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.

Administrative Jobs

Field Trips Coordinator

Key Responsibilities

- Work with the Teachers to coordinate field trips for all three classes
- 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

2 hours a month.

Helpful Tips

The teachers will have ideas of field trips and you will need to help coordinate times and costs. Feel free to suggest and research your own ideas appropriate for the students. Find out the units planned for the year from the teachers to have ideas that might be applicable to field trips. Field trips can be within walking distance or can be at a location where parents will have to coordinate their own child's drop off and pick up during regular preschool hours. Some examples used in past years are: Wildflower Arts Centre, Shaganappi Library, Inglewood Bird Sanctuary (this trip is usually planned for May or June, it needs to be booked in September or October to ensure a good time spot.), Calgary International Children's Festival, Superstore Cooking Class, Indigo Bookstore (Signal Hill, a short notice option is story time), Space Port (Calgary Airport) and Vertigo Theater.

Legal Advisor - police record checks, lease agreement & insurance

Key Responsibilities

- Contact and educate volunteers on police record check requirements for the preschool.
- Educate volunteers on the process to obtain local police record checks by providing information on the identification required to take, and the addresses and hours of operation of local Calgary Police Service (CPS) offices that they may attend to complete their checks.
- Volunteers will be mailed original copies of their police record checks. The police record check coordinator collects and files these original documents in the lock box located on site at the preschool.
- They also notify volunteers when their police record checks are close to expiring (checks are valid for three years).
- The police record check coordinator keeps an up to date list of volunteers who have obtained police record checks, including pending and completed. This list must be shared with the Parent Helper Scheduler, and a copy must also be kept in the teacher binder for quick reference during regulatory checks.
- The police record check coordinator works in conjunction with the registrar, receiving Registrar updates and changes as they occur.

- Review or provide legal advice to the the Facilities Director in the spring in respect of the the lease agreement.
- Review or provide legal advice to the Treasurer and Chair on any needed information for insurance purposes.

Time Commitment

On average 3 hours per month, and busier shortly after registration day. Attendance on registration day is recommended.

Helpful Tips

It is helpful if you have some knowledge of the police record check process. It is also favourable if you have some law knowledge or skills in relation to contracts.

Parent Job Coordinator Assistant

Key Responsibilities

- Work with the Parent Job Coordinator to create a framework for volunteering in the classroom
- Create the parent schedule for the in class volunteers - Prior to school starting, send out a sign up to all parents to pick their preferred dates for their volunteering responsibilities.
- Keep track of parent volunteering in that each parent is meeting their number of volunteer days in the classroom (about once a month, depending on enrollment)
- Coordinate with the Legal Advisor and ensure only Police Check Parents/Caregivers are scheduled.
- Post a calendar version on the bulletin board.
- Ensure that changes resulting in student turnover is reflected in the volunteer schedule.
- Other duties as directed by the Parent Job Coordinator.

Time Commitment

Approximately 1.5 hours per month.

Helpful Tips

Use the site "Sign-Up Genius" (same as the Volunteer Coordinator used to sign up parents for their parent job) and input the parents' names and emails along with the dates for the year. You can send out the sign up to all parents before the school year starts for the time period September to December and each parent can pick their preferred dates (on a first come first serve basis). In December, send out the sign up for the time period January to June. Remind parents in your emails that they have to find a replacement and advise the Teacher if they cannot attend their shift. It is the responsibility of the parent to find a replacement. Remind parents that Parent Volunteers are to arrive at 15 minutes before class to participate in setup.

List the school closure dates on the schedule calendars.

Registrar Assistant

Key Responsibilities

- Work with the Registrar in regards to orientations, school tours, open house and registration
- Be fully familiarized with the orientation instructions in order to answer questions from parents.
- Coordinate the orientations for the beginning of the year to prepare parents and caregivers who plan to volunteer throughout the year. A volunteer cannot be in the classroom until they have signed off on their orientation.
- Run the orientations yourself and/or with any Executive Members who can help. - At the beginning of the year, orientations can be done in groups during the first week of classes.
- Coordinate the new orientations with the parent and/or caregiver of students signed up throughout the year.
- Maintain an up to date record of who has completed an orientation throughout the year.
- Coordinate with the Police Records Check Coordinator and the Parent job coordinator assistant to make sure each person volunteering has all required documentation.
- Perform school tours as needed
- Help coordinate the open house in January
- Help with registration in early February

Time Commitment

Must be available during the first week of classes to coordinate and run the orientation tours. Requires a lot of time at the beginning of the year and then only about 1-2 hrs per month after that. Be available during the day for school tours.

Helpful Tips

Speak with Teachers and Registrar before the school year to go over what needs to be done in the orientation and to get the orientation sign off sheet. Be available during the first week of school to help run the tours for parents. Each orientation only takes about 20 minutes to run through a tour of all the areas in the school that we must be responsible for including the hall itself, the classroom, the storage areas, the kitchen, the janitors closet and the coat room. Orientation must also emphasize the policies we have in place for the safety of our students, the daily volunteer cleaning responsibilities (that follow health and safety policies), and our responsibility to use only the space rented from the Church.

Special Events Coordinator

Key Responsibilities

- A key part of the Reggio philosophy is the parent cooperative. Special events like Halloween, Christmas, Mother's Day and parent socials are a great way for parents to get to know each other and the other children.
- Plan an event for parents; depending on fundraising needs established by the Fundraising Director, the event may be purely social or there may a fundraising goal (or it may be purely social with a small fundraising goal).
- Work with the Teachers to plan events for the children (e.g. Halloween/Christmas/Year End).
- Make invitations for the events for all three classes.
- Prepare a list of items required for the event with the assistance of the Teachers and liaise with the the Lead Shopper.

Time Commitment

Approximately a 1 a week with slightly more leading up to an event. Main events in the past have been Halloween Party, Christmas Party and Year End Party (done during school hours) and a Parent social (not during school hours).

Helpful Tips

The Teachers and the fundraising director will offer suggestions of parents who may get involved to help. The events are all fun and usually during school hours and require coordination of the crafts and activities, snacks and drinks (parent volunteer sign up) and invitations.

Storage Coordinator - Clean-up Day & Inventory

Key Responsibilities

- At the beginning of the school year, notify parents by email of the dates & times for each scheduled day. Emails are sent out through the secretary, however you are responsible for their content. Teachers will establish the four clean-up days with the Executive when setting the School Calendar. Generally the five dates will fall in November, January, March & June.
- Attend the start of each clean-up day to take attendance.
- Coordinate the parent volunteers for each date, ensuring a minimum of 10 parents attending.
- Send reminders to the scheduled parents for each date
- Attend the start of each clean up event to take attendance with a sign up sheet.
- Advise the Treasurer if parents have not met their clean-up commitment at the end of the year so their cheques are cashed.
- Maintain and organize the storage cupboards ensuring they are clutter free and supplies are easy to find and use.
- Attend a portion of the five 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.) The last clean up day is the most important to attend to make sure everything is cleaned and organized for the summer and start of the next year.
- 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 1 to 3 hours a month. Attending portions of each of the five clean up days scheduled throughout the year.

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 approximately 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.

Use the website SignupGenius.com for easy sign up and reminders.

This is a great job for someone who likes to be organized. The organization part of this job ideally takes place during each clean up nights as the Teachers will be in attendance to assist with any questions. This ensures that the the storage areas and nice and neat on a continual basis. Also, don't hesitate to ask the Teachers if items need to be replaced, recycled, or donated.

Treasurer's Assistant

Key Responsibilities

- Assist Treasurer in maintaining financial records.
- Prepare tuition deposit and other deposits (fundraising/donations) as required.
- Maintain deposit records.
- Manage tuition tracking in conjunction with the Registrar and the Treasurer.

Time Commitment

3 hours per month for deposits and communication with parents and Treasurer. In in some years, depositing cheques throughout the summer months until the new Treasurer can take over.

Helpful Tips

Accounting experience is an asset. The idea is that you will consider moving into the Treasurer role if required. The tuition tracking part of the job is quite important to ensure that tuition cheques for students who have withdrawn from the Preschool are not cashed, and that all

tuition cheques for students entering mid-year are received and deposited. The number of emails received each month will be dependant on the student turnover.

Yearbook (1 for each class)

Key Responsibilities

- Create a yearbook highlighting the year's projects and activities.
- Review uploaded pictures from the Teachers and take photos periodically with the Preschool cell phone or camera.
- Past yearbook formats have included photobooks, collage, or DVD set to music.
- Provide order forms or send out emails to the parents in your class & collect payment.
- Create and/or 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 - selecting the software, creating the basic layout of the yearbook, taking/sorting/organizing pictures (3-5 hours). Creating the yearbook usually takes 20 hours to complete near the end of the year.

Helpful Tips

This is a creative job! Basic familiarity with photo editing software would be helpful. Old yearbooks are available to get ideas. Start designing the concept of the yearbook early in the school year. This gives you a chance to communicate your ideas to the Teachers and have them help you take the types of pictures you want. Sorting through pictures every few months ensures that at the end of the year, you can focus on the pages of the yearbook and making it awesome!

Fundraising Jobs

Art Show, 6-8 positions (ideally 2 per class)

The Art Show has been a significant fundraiser for the preschool for the last few years. The art show is usually held end of the year (late May to early June) and is a collection of 2-3 pieces of each student's art collected throughout the year and put on display at an art gallery and silent auctioned off with all proceeds going to the preschool.

Key Responsibilities

- Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings.
- Attend meetings to assist in the following:
 - Determine and book event location and liaise with venue.
 - Design invitations for parents and handle any advertising for the art show within the preschool community and with past parents.
 - Solicit donations such as food, alcohol, and venue by communicating with parents, past and new community donors, parents' employers, and local businesses.
 - Assist the Teachers to build each student's art portfolio to showcase 2-3 pieces minimum for each student.
 - Assist in framing the students' artwork a few weeks prior to the Art Show.
 - Plan event day including setup and take down of venue, food and drinks, hanging and displaying of artwork, bid sheet inventory and collection of the successful bid funds.
- Prepare a list in excel of successful bids including, but not limited to, the bidders name and email, artist name, and artwork name to form the basis of a mail out to successful bidders for collection purposes.
- Send thank you letters or notes after the event as may be appropriate.

Time Commitment

The Art Show generally requires about 40 hours of time commitment. Most of the work will come at the end of the year just before the event. A lot of thoughtful organization throughout the year (1 hour a week) can significantly cut down the amount of time spent getting ready at the end of the year.

Helpful Tips

The Art Show is a significant volunteer responsibility but a lot of fun. The Fundraising Director and Teachers will work directly with the Art Show volunteers. The workload can be managed by meeting fairly regularly with the Art Show Committee, Teachers and Fundraising Director. It is helpful to have Committee members manage different areas such as venue relations, donations, art collection and framing, invitations, food and drinks and day of responsibility coordination.

Gift Card Fundraiser

Key Responsibilities

- Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings.
- Communicate the gift card fundraiser to families within the Preschool.
- Update and coordinate distribution of the gift card letters/form.
- Distribute the forms, collect the forms and cheques, and distribute the Cards after they come in.

- Liaise with the Treasurer to pay for the gift cards and deposit parents' cheques.
- Assist with other other fundraisers (Purdy's/pizza lunch/etc)

Time Commitment

- Approximately 15 hours for each main Gift Card Fundraiser. One is usually done right at the beginning of the year (October) and one is done towards the middle/end in February or March. More time commitment during each fundraiser and nothing in between.

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. Typically a notice is submitted for the newsletter and an email to parents sent via the Secretary.

Contact Safeway Gift Cards at 1-800-757-4942 to ensure there are no changes to their program. Update the letter (provided by the Fundraising Director) that outlines the purpose of the program, how parents can participate and set a deadline & send reminders.

Track orders on a spreadsheet.

Cards are organized so that teachers can easily hand out each student's cards to the parent/caregiver on that day of handout. Remember, the cards are just like cash so need to be secure. If necessary a parent from each class can be recruited to make sure all cards are distributed appropriately. The electronic spreadsheet should also be emailed to the Treasurer as it will form part of the deposit records.

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 appraise 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 2 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 (accounting information, government registration numbers, Teacher credentials).

Classroom Management Jobs

Laundry, Recycling and Sewing

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 (manufacturer 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).
- 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

About 20 minutes per week for the Laundry & Recycling, this part of the job is easy to work into pick up and drop offs at Preschool.

For the entire year, sewing projects may take about 20 hours.

Helpful Tips

Keep the laundry and recycling area of the Church's kitchen clean, to respect the guidelines established by the Church. The Teachers can provide direction as to where they want clean items to be put away, what items should be washed regularly/monthly, etc.

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

Librarian/Scholastic Book Order Coordinator

Key Responsibilities

- Maintain the library system.
- Teachers will request or place holds on library books (Alexander Calhoun Public Library) for specific units they teach. You will be responsible for the pick up and return of these books.
- 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.
- 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

4 to 5 hours per month.

Helpful Tips

Have your own public library card. If possible the Librarian should attend the final clean up day of the year to complete an inventory count/evaluation.

This is the perfect job for an Alexander Ferguson School parent who has a relationship with the school.

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

Pet Caretaker (3 families)

Key responsibilities

- The Preschool has one Guinea Pig. It requires fresh vegetables and herbs, hay, vitamin drops and someone to take care of it on the weekends and holidays
- Set up a pet care schedule. Set up a sign up for families to take the pet home on weekends throughout the year as well as the longer holidays during Christmas and Easter.
- Send weekly reminders to the family picking up the pet that week and set out the responsibilities and detail of care for the pet.
- Maintain pet sign out sheets and pet care documents to be signed by families caring for pet.
- Purchase any necessary materials (food and hay) required for the care and maintenance of the class pets. Expenses reimbursement forms can be obtained from the Treasurer.
- Communicate with teachers about pet and care.
- Help with maintaining the cages.
- **Commit to taking the guinea pig on weekends/holidays when volunteers cannot be found.**

Time Commitment

About 1 hour per week

Helpful Tips

Try to set up the pet care weekend schedule very close to the beginning of the year. Have a standardized email to send out weekly to the family scheduled to take the pets to remind them

of their responsibilities and the pet's needs. Usually the pet is picked up on Fridays during class and returned on Monday. The guinea pig requires a lot of fresh vegetables and herbs, so include in the weekend pet care responsibilities to bring in the following weeks worth of vegetables and herbs. Parents may need to buy specific herbs for the guinea pigs but the vegetables can consist of any kitchen or garden scraps such as carrot tops, beet tops, strawberry tops, any leafy greens, cucumber skins etc. As there are three families for this job, it will require that you coordinate duties amongst yourselves. The Parent Job Coordinator Director will send out an introduction email to connect those involved.

Play Dough Coordinator and Play Dough Maker

Key Responsibilities

- Create your Play Dough makers contact list and share emails with the group.
- Schedule and email Play Dough makers on a weekly rotation for each class based on the annual school calendar.
- Prepare a calendar of approx 3 month at a time. You are also welcome to do this for the whole year
- Send reminders to parents prior to their week.
- Ensure that Play Dough is being made and brought to class each Monday.
- Adjust schedule as needed for families who may not be able to attend on their scheduled day.
- Include yourself as a playdough maker in the play dough calendar

Time commitment

1 hour per month

Helpful tips

New Play Dough is needed about once a week. Have a schedule for the play dough makers for each class to have new stuff every week but check in with the teachers if they need more or less as the year goes on. Use signupgenius.com to make your schedules. This website will also send parents reminders etc.

Play Dough Makers (1 for each class)

Key Responsibilities

- At the beginning of your scheduled week 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. You may also submit receipts for refund from the Treasurer. The expense reimbursement form can be obtained by emailing the Treasurer.

Play Dough Recipe

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.

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.

Lead Shopper/Shopper - (2 families)

As the primary Shoppers for the school, items that need to be purchased include cleaning supplies, art and craft supplies, baby wipes for the students hands, and occasional special requests by the Executive and Teachers.

Lead Shopper's Key Responsibilities

- Work with the Treasurer and Teacher to establish a supplies budget at the start of the school year.
- Adhere to the established budget for the school year.
- Communicate with the Teachers on a weekly basis to ensure all items required for the classroom are purchased for the upcoming week.
- Collaborate and share in the duties of the Shopper.

Shopper's Key Responsibilities

- Communicate regularly with the Lead Shopper.
- Review flyers on a regular basis for sale items that may be relevant to the Preschool.
- Review inventory levels of regularly used items in the classroom and replace.
- Be proactive and peruse the classroom for items that may need to be replaced or updated including the first aid kit.
- Research best options for special requests and communicate the pros/cons to the Executive and/or Teachers.
- Collaborate with the Lead Shopper to ensure that last minute requests from the Teachers can be obtained for the classroom.
- Maintain records and all receipts to submit to Treasurer for reimbursement.

Time Commitment

On average, this works out to 1 hour or less per week for both the Lead Shopper and Shopper.

Helpful Tips

This is a fun job for those who like to shop for deals! This is also a great way to rack up points on your credit card. Communication with the Teachers is important. To save time, make the supply shopping part of your regular shopping. For example, if going to Costco for your own

shopping, pick up wipes for the classroom. Some special trips may need to be taken for things like art supplies to specific stores. Submit receipts on a monthly basis to the Treasurer to be reimbursed and to maintain accurate accounting records. Occasionally, your expense reimbursement report may exceed \$500 (such as purchasing frames for the art show). In these scenarios, you may submit your expense report upon purchase for reimbursement.

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.

Technology Jobs

Social Media/Website Administrator

Key Responsibilities

- Work with Advertising and Technology Directors
- Assist the Advertising Director in the marketing and advertising strategy for the Preschool.
- Update content on the preschool website/social media (Twitter/Facebook).
- Work with the Advertising Director on website enhancements.
- Update facebook regularly with pictures provided by the Teachers

Time Commitment

Estimation is an average of less than 1 hour per week.

Helpful Tips

The advertising part of this job is based on social media and developing a

stronger social media presence. The current Preschool Facebook page could use restructuring and enhancement, after which the page would just require weekly updates to stay current and field any questions that come through Facebook.