

Woodvale Playschool

Where learning is fun for 3, 4 and 5 year olds!

Parents' Guide 2011 - 2012



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Edmonton, AB
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780-462-4736

Please read this entire manual prior to first of classes.

TABLE OF CONTENTS

Welcome to Woodvale Playschool	3
Our Philosophy.....	4
Child Guidance Policy of Woodvale Playschool	4
Programs.....	5
Eligibility/Fees/Withdrawals	7
Eligibility	7
Fees	7
Withdrawals and Refunds	9
General Information.....	9
Pickup and Drop-off	9
Open-door Policy	9
Communication and Concerns	9
Newsletters	10
Parking.....	10
Carpools/Caregivers	10
Clothing.....	10
Absence.....	11
Weather Policy/School Closure.....	11
Illness/Medical Information	11
Snacks.....	11
Special Snacks/Special Celebrations	12
Emergency and Relocation Plan.....	12
Fires and Emergencies	12
Miscellaneous Information.....	13
Parent Involvement.....	13
Board Positions	13
Other Volunteer Positions	14
Meetings.....	15
Substitutes.....	15
Appendix A: School Calendar	16
Appendix B: Executive Board Contact Information	17
Appendix C: Playschool Volunteer Job Descriptions	18
Executive Board	18
General Board	21
Other Volunteer Positions	22

WELCOME TO WOODVALE PLAYSCHOOL

At Woodvale Playschool, play is recognized and valued as an essential part of a child's developing years. Our teachers therefore plan an exciting and stimulating "Play-Based Learning" program as unique as each enrolled child. Our goal is to offer your child and family a wonderful Early Childhood experience in a fun and nurturing environment.

"Play-based learning" is an approach where children develop through interactions between his/her environment and the people in it. It is open ended programming which is child directed and teacher-led. This allows every child to develop to his/her full potential by exploration, risk taking and experimenting.

Our classes are staffed with two qualified Early Childhood Educators for each group of sixteen children.

Roberta Kaasa is a true Edmontonian...born and raised. She has raised 2 children: a son who is married and has since made her a "nana", and a niece who has set off to explore the world. Roberta believes in giving back to the community and volunteers both locally and globally. Roberta has her Early Childhood Diploma and has been teaching preschool for over 20 years, as a volunteer in different organizations and within the preschool classroom. She is passionate about teaching and loves to explore the world of a child and to help them see who they are and what they can accomplish.

Amanda Ross is from Hinton, Alberta. After completing her Bachelor of Education degree, Mrs. Ross' interest in dance and early childhood education led her to the Woodvale Playschool where she became a valued member of the teaching team in the 2009-2010 school year. Mrs. Ross has enhanced the Woodvale Playschool's unique Fine Arts program with her dance, drama, basic music and visual arts curriculum. She brings a special passion for teaching children these wonderful and exciting ways of expressing themselves as they learn to interact with their peers and the world around them.

Woodvale Playschool is a fully licensed Parent Co-operative Playschool. It is run by its members, the parents, who are involved in all aspects of the school's operations. Your involvement can be anything from a position on our board, to assisting with materials preparation, to supervising on a field trip and more.

Our school is an active participant in the community and works in association with the Woodvale Community League. We require parents to obtain a community league membership in their community for the upcoming school year. Information for your Community League can be found at www.efcl.org. To fulfill commitments to Woodvale Community League, each enrolment is required to work one Bingo event. A date will be assigned to your family at the beginning of the school year.

Please remember WOODVALE PLAYSCHOOL IS A NUT FREE SCHOOL. This means no nuts or nut products are to be brought to our school. This is for the safety of children with allergies.

We hope you enjoy your year at Woodvale Playschool.

Woodvale Playschool Executive

OUR PHILOSOPHY

At Woodvale Playschool, play is recognized and valued as an essential part of a child's developing years. Our teachers therefore plan an exciting and stimulating **Play-based Learning** program as unique as each enrolled child which supports children's social, emotional, intellectual, physical and creative growth. Our goal is to offer your child and family a wonderful Early Childhood experience in a fun and nurturing environment.

Young children learn best through direct experience and their innate sense of play. A play-based program helps the child develop through interactions between his/her environment and the people within it. Our program offers structured activities developmentally appropriate for the age group and also offers children the freedom to choose from a variety of experiences. We provide open-ended planning which leads to various outcomes depending on the children's own ideas. Teachers tap into the children's demonstrated interests and plan experiences to expand upon the interests. Since they sense that their ideas are valued, children become more confident and motivated. We strive to give children the opportunity to develop towards their full potential through risk-taking, exploring, and experimenting.

Based on our belief that children are unique, creative and capable individuals, we strive to provide a stimulating, safe, warm, and nurturing early childhood learning experience.

CHILD GUIDANCE POLICY OF WOODVALE PLAYSCHOOL

The teachers strive to establish an atmosphere of respect and cooperation. Consideration for others is both role-modelled and encouraged in the classroom. Children are encouraged to respect equipment and materials and to clean up after themselves.

If a child is being disruptive, verbal directions will first be tried. If the child continues to disrupt the group, an adult will go with the child in another part of the room and stay with the child, until the child is able to rejoin the group.

Children are encouraged to work out conflicts with each other verbally using "I messages". For example, "I don't like it when you hit me; please stop." In facilitating the problem-solving approach, teachers kneel down to the children's eye level, describe what they see, acknowledge the children's feelings, encourage the children to talk to each other about the incident and work on possible solutions.

At times, teachers will comment to the children on positive pro-social behaviours observed.

If there are any concerns with the child's behavior in the classroom, the teachers will discuss this with the family. Woodvale Playschool and its teachers strongly believe in working with children to help those who have difficulties in the classroom, however, the safety of the other children must always be considered as well. Should an issue arise that compromises the safety of the other children, it will be discussed with the teachers, family and board of directors to find the best possible solution for everyone.

PROGRAMS

3 YEAR AM

Tues and Thurs mornings
9:00 am – 11:00 am
\$95.00 per month

This class is designed to help your child adjust to his/her first experience away from home in a safe and caring environment. The focus is on socialization and emotional development, including encouraging independence, taking turns and sharing. Children will also develop fine and gross motor skills and experience art activities. Each class will have a portion of time allotted to physical movement activities and/or games within our open space downstairs. Children will be introduced to Kodaly based music programming weekly.

PRE K AM

Mon, Wed & Fri mornings
9:00 – 11:15 am
\$130.00 per month

PRE K PM

Mon, Wed & Fri afternoons
12:45 – 3:00 pm
\$130.00 per month

The Pre-K program is for children who are going to be entering kindergarten the following year. This class allows your child to further develop socially and emotionally in a smaller class setting to ensure their success in kindergarten. Children work on developing independence, friendship, self help skills, conflict resolution skills, sharing and listening to others. This class involves a hands-on learning environment through interacting with peers, teachers, community and parents. The focus is project based and geared towards school readiness through the Animated Literacy and Handwriting Without Tears programs. Classes also include journal writing, math, science, cooking, movement as well as weekly child-oriented yoga.

FINE ARTS PM – GROWING ARTISTS

Tues & Thurs afternoons
12:45 – 3:00 pm
\$120.00 per month

Growing Artists in the Woods is a Fine Arts program that includes dance, visual art, drama and music. Exploring these elements is an excellent way for children to express feelings, build confidence, and create a positive self image. We offer Fine Art age appropriate activities that will ensure that all children will achieve success and enjoyment.

Dance. Learning dance at a young age has numerous benefits to children. Dance is a form of expression. Children learn how to communicate their feelings, emotions and even stories through the movement of dance. Gross motor skill and rhythmic awareness are components students will gain while learning

dance. Dance is also a fun and exciting way to exercise. It helps start children off with an example of how to live a healthy and active life. In our program, students will learn and experience many different types of dance such as Hip Hop, Free Style and traditional dances like Irish and Folk.

Drama. Our drama program includes performances, story telling, acting games and expressive movement activities. The children will experience these elements individually, in partners and in groups. Drama is an exceptional way for children to learn positive cooperation. By working together with peers, children gain socialization skills and build relationships. Activities in drama may pose problem solving challenges that the children will work towards solving in their own creative way.

Visual Art. Learning about art by creating a visual provides a base from which to explore ideas, feelings, questions and senses. The students will use many different materials and mediums in which they will create visuals. A small example of the visuals created in the Fine Arts program are sculptures, painted landscapes, step-by-step sketches, props, costumes, and cultural artifacts. We guide the students in two different types of visual art. One is a free style approach where the children explore from their imagination or a specific idea without limitations. Another approach is structured and will have specific instructions where the students will work on elements such as colour, texture, shape and realistic qualities. The students work on a progressive sketchbook. The sketchbook is a great way for the children and families to see the progression and improvement of the child's work. Other things the sketchbook may include are photos and descriptions of other projects and events throughout the year.

Music. The children learn basic rhythmic skills through singing, musical games and the use of instruments. The children will have the chance to use different types of instruments and will create instruments of their own. Elements such as dance will also strengthen rhythmic awareness and an appreciation for music.

Showing Off Our Accomplishments. There are dates throughout the year when family and friends are invited into the classroom to see what all of the little artists have been up to. In the past, we have hosted an Art Show where the students have created an Art Gallery in which they sell their own masterpieces; dance performances; drama productions; and a festival of Art Around the World. The students work very hard in creating these events. Events such as these give the students an opportunity to share their accomplishments with family and friends.

SPECIAL OFFER – FINE ARTS/PRE K COMBO CLASS

PreK: Monday, Wed & Fri mornings or afternoons

Fine Arts: Tues & Thurs afternoons

\$225.00 per month

Classes run from September to June.

ELIGIBILITY/FEES/WITHDRAWALS

ELIGIBILITY

A child entering the 3 year old program must be 3 years of age on or before the first day she/he starts the program.

A Pre-K student must be 4 years of age on or before December 31st of the current school year.

A child entering the Fine Arts program must be 4 years of age on or before the first day she/he starts the program.

All participants must be toilet trained and self-sufficient in the bathroom. NO PULL UPS.

No child may begin classes until his/her guardian has completed and submitted a registration package, monthly dues, bingo deposit, fundraising deposit, cleaning fee, registration fee and has a current Community League Membership in their community.

Pre-registration is given to returning students currently registered, siblings and Woodvale Community League members with a current membership.

General registration is taken in spring of the current school year and all remaining spaces are available to the general public.

The Registrar is responsible for keeping a waiting list once the registration list for the year is full. As spaces become available, they will be filled on a first-come first-served basis.

The preschool staff has the right to ask any participant to change classes or withdraw should the individual not be suited for the class they are in. Should this occur, a teacher would speak to you and try to find an alternative arrangement. Should one not be found, your outstanding post-dated cheques would be returned to you.

FEES

All fees are established according to the amount needed to cover the operating expenses of the Playschool. We are a non-profit organization and rely only on school fees and fundraising to operate.

All families must pay a \$100.00 non-refundable registration fee at time of registration. A mandatory Playschool Orientation Meeting is held in late August to complete all registration information and children's profiles. At least one member of each family must attend this meeting to get familiarized with our school program and to submit

- One cheque (for first and last months fees) dated September 1;
- Eight cheques for monthly fees dated October 1 to May 1;
- Bingo deposit cheque = \$200.00 (undated); and
- Workbook fee (Pre-K and Fine Arts classes only) = \$10.00
- Fundraising deposit cheque = \$100.00 (dated May 1). Families can earn the amount back throughout the year by participating in the various fundraisers. By collecting this deposit, the Playschool can operate with a more stable cashflow.

Method of payments. Monthly fees are handled by way of post-dated cheques or cash. Fees for September and June are dated September 1st and all other months' fees are post-dated the first day of the month. When paying cash you must pay the entire year in full at the August Orientation. More information about specific fee arrangements is included in your registration package.

Returned Cheque (NSF) Fee. If your cheque is returned by your bank for any reason, a **\$20.00** NSF penalty will be charged. If not paid, this represents immediate grounds for exclusion of your child from the Playschool. If a second cheque is returned by your bank for any reason, you will be required to pay the remainder of the year's fees on a monthly basis (including any fees owing) by cash or certified cheque no later than the first of the month. Failure to provide the fees as described also represents grounds for immediate exclusion.

Bingo. As our school is a non-profit program that operates off the revenues we receive from enrolment and fundraising, **every family in our program must work one bingo event during the school year.** Bingos are major fundraising activities and an obligatory contribution to the Woodvale Community League, which provides significant financial support to the Playschool. If you are unable to take part for any reason, on rare occasions, alternate arrangements can be made at the discretion of the Executive Board

At our Orientation you must provide a \$200.00 bingo deposit cheque that will be dated for the bingo shift you are assigned at the Orientation meeting. If you are unable to attend your assigned bingo date, then the cheque will be deposited the next day. If you complete your shift, you will receive your cheque back as soon as possible.

Should you be unable to attend your assigned bingo shift, you must find someone over the age of 18 years old to replace you or your family will forfeit their \$200 bingo cheque. When considering a replacement person for your family, keep in mind that they must be a good representative of our school and be willing to work the full shift. If a parent does not report for a scheduled bingo, the preschool is liable for any fines from the bingo association, which can be up to \$1000. It is imperative parents work their scheduled bingo dates for the financial well-being of the Playschool.

If you withdraw after November 1st and have not worked your required bingo, we will deposit your bingo cheque.

In the event that we do not have enough bingo shifts for all the parents, volunteers in the classroom will be exempt from working a bingo, starting with executive board members, followed by members of the general board of directors. Parents who enroll later in the year will be expected to work a bingo as shifts become available.

Cleaning Fee. Woodvale Playschool has contracted out the cleaning of the Playschool. To help cover the costs associated with cleaning the Playschool, a fee of \$50.00 per registered child is charged. This fee is recovered as part of the \$100.00 non-refundable registration fee.

Fundraising. To help keep our monthly fees lower, the school also participates in several fundraisers throughout the year. There is an expectation that parents will participate in at least of one the fundraisers.

Volunteer Duties. Woodvale Playschool is a parent-operated, non-profit school. We have no paid administration staff and rely solely on parent volunteers to help our school operate allowing our teachers to focus on school programming and the children. As a result, all families are required to assume one volunteer position. There are a variety of positions for parents to choose from and we encourage families to select a position that matches their skills and/or interests. A list of volunteer positions and job descriptions can be found in Appendix C.

WITHDRAWALS AND REFUNDS

If you choose to withdraw from the Playschool, you must provide written notice to the Registrar (email: registrar@woodvaleplayschool.org) by the first day of the month and at least one month in advance to ensure that remaining post-dated cheques are returned. If you do not provide one full month's notice, then the following month's cheque will be deposited.

No refunds are given for the \$100.00 registration fee.

GENERAL INFORMATION

As the policies and guidelines of the Woodvale Playschool are determined by the Executive Board and not the teachers, any questions or concerns about the policies and guidelines should be forwarded to the President of the Playschool (email: president@woodvaleplayschool.org).

PICKUP AND DROP-OFF

Please do not arrive earlier than five minutes before class, because the outer door will be locked to allow for class set up and to prepare for the day.

Your child is to be picked up immediately after class. If a parent/caregiver is consistently late with insufficient reason, you will be given a verbal warning. Failure to comply will prompt a written warning. Failure to respond to the written warning will prompt the immediate withdrawal of your child from the Playschool with NO REFUND.

Do not under any circumstances leave your child at the Playschool unattended prior to or following class.

OPEN-DOOR POLICY

If you would like to sit in on a class, the teachers have an open-door policy. Advance notice is not necessary, but appreciated. There will also be opportunities for you to attend celebrations and events at the Playschool. Information about these events will be announced in your monthly newsletters.

COMMUNICATION AND CONCERNS

Each class will have a Class Representative. Your class rep is your liaison with the Executive and the teaching staff. Any problems or questions of a general administrative nature should be directed to this person who in turn will make sure the Executive is made aware of it. The class rep contact information is listed on the class list, which will be provided to you. Please note that issues relating to teacher performance, school policy and procedure should be directed to the President. Questions or concerns relating to program content should be directed to the teaching staff. Email addresses for Executive Board members can be found in Appendix B.

NEWSLETTERS

The Playschool publishes a monthly newsletter with information about classroom activities, upcoming events and important dates to remember such as school closure days. This year, we will be sending newsletters and notices home via email and posting copies of the newsletter on our website. Please speak with the teachers if you do not use email. Please watch for it in order to keep up to date with the activities in your child's class. You may also pickup at the school copies of the Millwoods Newsletter which contains important community league information.

PARKING

When dropping off or picking up your child, please use the playground side of the school parking lot. The other side is Greenview paid staff parking. Double parking or parking in the middle of the parking lot is NOT PERMITTED, even if just for a few minutes. If there are no spaces available in the lot, we ask that you exit the parking lot and park elsewhere. The church on the corner allows parents to use its parking spaces for pickup and drop off during the week. Always remember to be courteous of the school staff and keep in mind the safety of your children and the children attending Greenview Elementary.

CARPOOLS/CAREGIVERS

If you have arranged a carpool with another family or have a caregiver other than yourself picking up your child, you must inform the teachers prior to the class. The staff at the Playschool is not allowed to release any child to anyone other than the parent/primary guardian, even if your child can identify them.

CLOTHING

All items should be labeled.

Each child is to have:

- A pair of runners (NO SLIPPERS), which are to be left at the school for the year. This is required for safety purposes. Please ensure their name and class are clearly marked on the runners.
- An extra set of clothes in the case of an accident – one pair of socks, one shirt, one pair of pants, and underwear. Please label all items and put them in a Ziploc bag with your child's name printed clearly on it. Should this extra set of clothing be used during class it is your responsibility to launder it and return with your child to the next day they are in session.
- A LARGE knapsack or bag with his/her name clearly marked on it. The knapsack is to be brought to school daily so children can bring home all their treasures and classroom communication.

Children must be dressed everyday for the weather, especially in the winter. In order to participate in outdoor activities all children must be prepared to go outside. If your child comes to school and they are not dressed appropriately, they will be required to return home and return to the school with appropriate outdoor clothing. Adequate attire is also needed in the case of a fire drill or emergency.

In sunny fall and spring, please include a hat and apply sunscreen on your child prior to coming to school. Licensing regulations do not permit teachers to apply communal sunscreen to children.

Please ensure all boots, coats, jackets, etc. are labeled with your child's name.

ABSENCE

Should your child be absent from class please notify the teachers that they will not be attending. You may leave a message on the Playschool answering machine at 780-462-4736.

WEATHER POLICY/SCHOOL CLOSURE

If Greenview School is open, then the Playschool is open. In the event the Playschool is closed, every effort will be made to notify you by email. If you are unsure of the weather conditions, please check your email before heading to school.

As families and staff are coming to our school from many areas of the community, we would like to take into consideration the safety of everyone in extreme weather conditions. We do have the right to close the school with short or no notice. This may be an inconvenience, but necessary.

If the outside temperature with the wind-chill is below -30 or we experience extreme road conditions, the school may be closed. The final decision as to whether the school is closed is made by the President. Every effort will be made to contact parents/caregivers prior to the closure.

ILLNESS/MEDICAL INFORMATION

The teacher has the right to request that parents temporarily remove their child from class if the teacher feels the child is a health concern to the other children (e.g. contagious disease). The teacher's decision is final and will be supported by the Executive Board.

A child should not attend school if they have experienced a fever, diarrhea, dark green discharge from the nose in the past 24 hours or seem generally unwell. If your child contracts a communicable disease (e.g. measles, mumps, strep-throat, chicken pox etc.) please inform the teachers. Please think of the staff, children and families in our program when evaluating if your child is healthy enough to attend class. Bringing a sick child to the program could affect many others.

The teachers cannot administer medications.

Medical Information. The Playschool must be informed of any medical (e.g. allergies) or emotional problems your child may have. Any issues must be clearly stated on your registration form and may be discussed with the teaching staff in private. Be specific when listing allergies.

SNACKS

PLEASE NO NUTS

Snack time is a short break in the day to fuel up the body. It is not a substitute time for breakfast or lunch. Only 10 minutes is allotted for snack time so keep it simple. As a parent or caregiver you must provide a snack daily for your child. **Please ensure that it is nutritious** and the containers and lids are labeled and easy for your child to open. Make sure fruits and vegetables are cut and peeled. Water will be provided by the Playschool if requested.

Please note that we are a "nut -free" school, and it would be appreciated if you could please check the labels of your child's snacks to ensure there are no "traces of nuts."

Suggested

Fresh fruit
Vegetables
Wholesome cookies or squares
Wholesome loaves or breads
Yogurt
Sunrype Raisins (others may contain traces of nuts)
Pudding
Nutrigrain bars
No Name cheese/cracker snacks (Superstore)
Kraft cheese/cracker snacks
Bear Paws
Fruit to Go
Yogurt
Ritz Bits Sandwiches with cheese (not peanut butter) (check label)
Rice Krispies Squares
Dried fruit snacks
Dole fruit cups
No Name fruit cups (Superstore)

NOT PERMITTED

Nuts or nut products
Candy
Chips
Gum

SPECIAL SNACKS/SPECIAL CELEBRATIONS

The Health Department has strongly recommended that all group snack items be store bought (unopened) or made/assembled at the Playschool with unopened ingredients.

EMERGENCY AND RELOCATION PLAN**FIRES AND EMERGENCIES**

1. The responsibilities of those on duty at the Playschool during an emergency are:
 - a. Check to ensure the route out of the building is free of obstacles.
 - b. Open the door with one teacher taking position in front of the children and one behind the children.
 - c. Escort the children to the tether pole located between Greenview School and Woodvale Playschool on the tarmac.
 - d. The teachers will double check to ensure that no one is in the Playschool. They will have the class register (which contains emergency phone numbers), activate the alarm system, leave the lights on, and join the children outside.
2. Under no circumstances will they stop to put on coats, boots, hats, or anything else, no matter what. This is one reason we insist that the children and visiting parents wear shoes at all times in the classroom.

3. When the children are all out safely and are at least 50 feet clear of the front door of the building, a head count will be taken. The children will be taken to the Greenview School gymnasium and remain with the teacher. If Greenview School is also in danger, the gymnasium at John Paul I is to be used.
4. A teacher will phone the fire department or Emergency Services, if possible, to direct or report any missing children.
5. Do not re-enter the Playschool unless permission is given by Emergency Services.

During a fire drill, teachers explain to the children that a fire is a highly unlikely event, but it is nevertheless important to be prepared.

MISCELLANEOUS INFORMATION

Children are not to bring any toys or items from home unless requested by the teachers.

Children are not to bring chewing gum or candy to class.

Information Profile. It is the parent's responsibility to inform the school of any changes to your child's personal care or information profile.

Birthdays. There is one celebration half way through the year in which each child's birthday will be recognized at an UNBIRTHDAY PARTY. Although we acknowledge the excitement of a birthday we request that parents refrain from bringing cake, refreshments or party favours to school on your child's birthday.

PARENT INVOLVEMENT

Woodvale Playschool is run by a volunteer parent board of directors and parent volunteers. We have no paid administrative staff and like to allow our teacher's to focus on the children and the classroom. The school simply cannot operate without parent volunteers. To support our teachers, each parent is required to assume one volunteer position. Executive and General Board members attend monthly meetings. It is also a great opportunity for you as parents to be involved in your child's first school experience as well as shape the program to improve our school.

BOARD POSITIONS

The members of the Executive and General Board are responsible for maintaining the general well-being of the Playschool and promoting and furthering its aims and objectives.

Executive Board

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Community League Liaison

General Board

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Community League Liaison
- Assistant Treasurer
- Fundraising Coordinator
- Bingo Coordinator
- Class Representative (1 per class)
- Maintenance Coordinator
- Newsletter Editor

Executive and General Board members attend monthly meetings as part of their duties. Job descriptions for each of the board positions can be found in Appendix C.

Many positions need to be filled at our Orientation meeting before the school can operate. Please consider taking on a position to be involved in your child's school and help us run a successful program this year. If you are interested in any of these positions, please contact our President (email: president@woodvaleplayschool.org) before the Orientation meeting for more information.

OTHER VOLUNTEER POSITIONS

- Art Clean Up Person (1 per class)
- Art Preparation (1 per class)
- Classroom Arrangement Helper
- Class Field Trip Coordinator
- Classroom Painter
- Class Sewer
- Grant Writer
- Laundry Person
- Librarian/Organizational Assistant
- Parent Volunteer Coordinator (for special events and field trips) (1 per class)
- Picture Uploader (to website)
- Plant Waterer
- Recycling Coordinator

- Scholastic Coordinator
- Supplies Person
- Take Home Packs Coordinator

MEETINGS

The Playschool Board Meeting are open to all parents in the Playschool. The date, time and location of these meetings are posted in advance at the Playschool and in your newsletter. If you wish to discuss a particular item, you must notify the President a minimum of one week in advance so that it can be added to the meeting agenda.

SUBSTITUTES

The Playschool is unable to operate classes with only one adult in the classroom. Therefore, the Playschool maintains an 'emergency helper parent' list in the event that one of the teacher is ill. If you are interested and able to be available to assist, please sign up on registration night or with the teachers.

APPENDIX A: SCHOOL CALENDAR

Woodvale Playschool follows the Edmonton Public School calendar to assist as many parents as possible, who have children in both Playschool and regular school, with their child care arrangements. As Greenview School is our “safety” school, we observe the same holidays, Professional Development days and other closures as Greenview School¹ (www.greenview.epsb.ca). Should Greenview be closed for any reason (e.g. PD day, snow or weather closure, etc.) Woodvale Playschool will be closed that day.

Labour Day	September 5, 2011
Staggered Entry Days (1/2 classes)	September 6–9, 2011
Full Classes Begin	September 12, 2011
Thanksgiving	October 10, 2011
October Planning Day	TBA ²
Remembrance Day	November 11, 2011
November Planning Day	TBA
Christmas Recess	December 24, 2011 – January 8, 2012 (inclusive)
January Planning Day	TBA
Family Day	February 20, 2012
Teachers Convention	March 1-2, 2012
Spring Break	March 24 – April 1, 2012 (inclusive)
April Planning Day	TBA
Good Friday	April 6, 2012
Easter Monday	April 9, 2012
Victoria Day	May 21, 2012
May Planning Day	TBA
Last Day of School	June 15, 2012

¹ Please be aware that there are three professional development days and one day *in lieu* during the school year for Greenview School. Watch your newsletter for these dates.

² In months where there are no PD days, the teachers will take one day of preparation time to plan the curriculum, activities, and learning focus for all four classes. There will be no classes on these dates, and they will be noted in your monthly newsletter.

APPENDIX B: EXECUTIVE BOARD CONTACT INFORMATION³

Position	Name	E-mail Address
President	Joe Clifford	president@woodvaleplayschool.org
Vice President	Christine Spottiswood	vp@woodvaleplayschool.org
Treasurer	Kim Villanueva	treasurer@woodvaleplayschool.org
Secretary	Shannon Boyd	secretary@woodvaleplayschool.org
Registrar	Adri Strydhorst	registrar@woodvaleplayschool.org
Community League Liaison	Bob Graham	wclrep@woodvaleplayschool.org

³ Current information at time of publication

APPENDIX C: PLAYSCHOOL VOLUNTEER JOB DESCRIPTIONS

EXECUTIVE BOARD

President

1. Chairs all Playschool Executive Meetings (called as required). Prepares an agenda for those meetings to discuss pertinent issues.
2. Chairs all Playschool Board of Directors Meetings (refer to the Playschool Bylaws for responsibilities), one night per month. Prepares an agenda for those meetings to discuss such things as major events, field trips, spending of money, organization, election of Officers, and general interest topics.
3. Receives the monthly Treasurer's report and reviews finances with Treasurer.
4. Invites guest speakers to meetings (if required).
5. Calls for reports from the Committees on their activities.
6. Provides a liaison (communication) between the parents/ class reps and the Teacher.
7. Co-signs cheques with Treasurer.
8. Reviews and prepares Teacher contracts with the Executive in March for the following year. As per finance considerations, recommends bonus (if any) for teachers at Christmas and Year End.
9. Passes on up-to-date binder to the incoming President.
10. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Vice President

1. Attends all Playschool Executive Meetings, as called by the President.
2. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
3. Automatically assumes the President's office upon absence or resignation of the President.
4. Calls and heads meetings in the President's absence.
5. Aids the President, as required.
6. Submits advertising as needed throughout the year in the Mill Woods Newsletter. Updates advertising on Woodvale sign boards, with Edmonton Preschool Association, in area schools, online sites and other advertising media and locations, as required.
7. Oversees development of program advertising materials (brochures and posters).
8. Is in regular contact with the webmaster to keep website current.
9. Passes on up-to-date binder to incoming Vice President.
10. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Secretary:

1. Is familiar with a computer.
2. Attends all Playschool Executive Meetings, as called by the President.
3. Types agenda for Executive Meetings and distributes via email.
4. Records minutes at Executive Meetings.
5. Types minutes and supplies all Executive Members as well as the Teachers a copy of the minutes at least 1 week prior to the next meeting. Places copies in their files at the Playschool or sends each an email copy.
6. Attends all Playschool's Board of Directors meetings (refer to the Playschool Bylaws for responsibilities).
7. Types agenda for Board Meetings and distributes via email.
8. Types minutes and supplies all Board Members as well as the Teachers a copy of the minutes at least 1 week prior to the next meeting. Places copies in their files at the Playschool or sends each an email copy.
9. Types letters if needed.
10. Ensures that the names, positions and telephone numbers of the Executive and Board are up-to-date. Places copies of revised lists in everyone's files.

11. It is the Secretary's duty to keep an accurate master copy of the Bylaws and Parents Guide available for examination by all members, and to provide copies for all members at the August Registration meeting.
12. Keeps a file of all correspondence, bulletins and reports and passes this file to the incoming Secretary in up-to-date binder.
13. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Treasurer:

1. Familiar with accounting software.
2. Attends all Playschool Executive Meetings, as called by the President.
3. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
4. Opens and maintains current account at a suitable financial institution.
5. Collects all monthly fees from parents, makes up deposits and takes to bank monthly, or as needed.
6. When cheques are returned NSF, arranges with parent for cash payment plus NSF charges. Parent's names of NSF cheques should only be discussed with the Executive.
7. Pays all bills as authorized, and retains all receipts.
8. Prepares cheques to pay vendors (Telus, cleaning staff).
9. Prepares cheques to reimburse Supply person, Teachers and other Board Members when they submit invoices.
10. Sends rent and payroll cheques (monthly) to the Woodvale Community League as invoiced (rent invoiced quarterly).
11. Co-signs cheques with President or other Executive Board Member with signing authority. Arranges the signing authorities with the bank. The Teacher has signing authority with the Treasurer.
12. Maintains detailed record of revenues and expenditures, and cost-allocates monthly totals to the General Ledger.
13. Reconciles monthly bank statement.
14. Prepares and presents a monthly Financial Report at every Woodvale Board Meeting, giving copies all other Board Members. Also prepares monthly Financial Report for Woodvale Community League meetings.
15. At meetings, informs the Board if any areas are over-budget.
16. Accumulates Bingo deposit cheques. Returns cheques to parents once Bingo is worked or cashes deposit cheque if not worked.
17. Receives and deposits W.C.L. cheques for Bingos as they are completed. In respect to other fundraising, the Fundraising person will prepare and submit a statement of receipts and disbursements with appropriate documentation.
18. Prepares and faxes forms for Alberta Government Subsidy Program and reimburses cheques to parents. W.C.L. subsidy cheques will come in the mail shortly after the rent is paid.
19. Prepares budget (estimate of revenues and expenditures) for the following year and gives budget to the existing Woodvale Community League Liaison to take to the following Community League meeting. A copy is also given to each of the new Executive Board Members, as well as the Teacher at the June turnover meeting.
20. Leaves \$1500.00 for the following year (plus the Registration fees received for the upcoming year). The Board of Directors will determine where any extra money will go.
21. Arranges to have the books (and requested documentation) audited by the Community League's Auditor at the end of the program year.
22. Transfers moneys and up-to-date binder to incoming Treasurer on the day of the meeting with the Auditor (outgoing Treasurer and incoming Treasurer should both attend this meeting).
23. Prepays phone bill in June to cover July and August.
24. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Registrar:

1. Attends all Playschool Executive Meetings, as called by the President.
2. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).

3. Fields any calls (at their home phone number) inquiring about the Playschool. Acts as a public relations emissary for the Playschool, answering questions about the Playschools operations and philosophy. During playschool hours, phone calls regarding registration will be forwarded to the Registrar by the teachers.
4. Spring Pre-Registration:
 - a. Discuss with the Board any fee increase and update pre-registration form
 - b. Discuss with the teachers the date of the open house and any changes to the open house
 - c. Arrange with Secretary to book a room at the Clubhouse for a day in the first week of April
 - d. Send out the pre-registration form and a letter to existing students/siblings the first week of March (all forms to be back by the end of March) to the Class Reps for distribution
 - e. Arrange with Vice President to advertise the Spring Pre-Registration day in the Millwood's Newsletter, on the 50th Street Message Board, in the School Newsletter, on the website, on other advertising media and locations, as required, and with posters in the school
 - f. When accepting registrations, inform parents of any vacancies on the Playschool Board to see if parent is interested in volunteering
5. Updates the Class List with each new or withdrawn child. Must be proficient in the use of an Excel spreadsheet.
6. Fall Registration:
 - a. Pick a day for registration the second last week of August and arrange with the Secretary to book a large room at the Millwood's Club house
 - b. Mail out the Fall Registration information letter and Registration Form during the first week of August
 - c. Arrange with the Vice President to advertise in the Millwood's Newsletter, on the 50th Street Message Board, on the website, on other advertising media and locations, as required
 - d. With assistance from the Secretary, put together the Registration packages including the Parents Guide, Playschool Bylaws, "what to expect first day" letter, and "website information" letter
7. Gathers all Registration forms after the August Orientation meeting, with the help of the other Executive members, and ensures they are completed in full. The Registrar will instruct Class Reps about any missing information. Class Reps should then obtain any missing information before September 30th. Parents with missing information after September 30th cannot send their child to the Playschool until this information is provided.
8. Picks a second Registration night to be held at the playschool during the first week of September, for those who missed the first one, if needed.
9. Meets with any new/incoming parents that register after the August meeting to receive all cheques, obtain necessary information for forms, and give a brief tour/orientation to the Playschool on their first day.
10. Ensures any withdrawing parents fill out the "Withdrawal from Woodvale Playschool" Form.
11. Immediately phones the Treasurer, Class Reps and Bingo Coordinator regarding any changes to the classes. Provides an updated copy of the Class Lists to all Executive Members as soon as possible.
12. Meets monthly with teachers to confirm class list.
13. Passes on up-to-date binder to incoming Registrar.

Community League Liaison:

1. Must be a Woodvale Community League member.
2. Attends all Playschool Executive Meetings, as called by the President.
3. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
4. Attends every Woodvale Community League board meeting (one night per month) representing the Playschool.
5. Provides monthly Treasure's reports and minutes from the Playschool to Woodvale Community League.
6. Acts as a liaison (communication) between the Playschool and the Community League.
7. Provides an up-to-date binder to incoming Liaison.

GENERAL BOARD

Assistant Treasurer:

1. Attends all Playschool's Board of Directors meetings.
2. Assists the Treasurer in the execution of their duties.
3. Example of duties may include but are not limited to:
 - a. Prepares cheques to pay vendors (Telus, cleaning staff).
 - b. Prepares cheques to reimburse Supplies person, Teachers and other Board Members when they submit invoices or receipts.
 - c. Reconciles monthly bank statement.
 - d. Accumulates Bingo deposit cheques. Returns cheques to parents once Bingo is worked or cashes deposit cheque if not worked.
 - e. Receives and deposits W.C.L. cheques for Bingos as they are completed.
 - f. Prepares and faxes forms for Alberta Government Subsidy Program and reimburses cheques to parents.
 - g. Prepares income tax receipts for parents (e.g. child care expenses deduction)

Fundraising Coordinator:

1. Attends all Playschool's Board of Directors meetings.
2. Organizes all the Playschool's fundraising activities, ensuring the fundraising events are distributed throughout the year.
3. Is responsible for maintaining adequate accounting of monies received.
4. Returns up-to-date binder at last Board Meeting.

Bingo Coordinator:

1. Attends all Playschool's Board of Directors meetings.
2. Receives all Bingo dates from President of the Playschool.
3. Receives Bingo sign up sheets from the August Orientation meeting.
4. Phones to remind the bingo workers about one week before each bingo.
5. Ensures that all workers were present and accounted for and communicates this information with the Treasurer to ensure Bingo deposit cheques are returned or cashed.
6. Submits lists to the Newsletter Editor by the given deadline (the 15th of the previous month) of the people working each bingo.
7. Returns up-to-date binder at last Board Meeting.

Class Representatives:

1. Attends all Playschool's Board of Directors meetings.
2. It is important that the Class Rep be the main person dropping off and picking up their child.
3. Acts as a liaison between the parents and the Teacher. Discusses any pertinent parental concerns with the Teacher. Small issues or questions not directly related to the Teacher are to be taken care of without discussion with the Teacher.
4. Makes themselves known to the parents in their class and any new registrants throughout the year, and be accessible to listen to any parental concerns.
5. By September 30th, ensures that all registrations for the class have all the required information (i.e. Community League number, Photocopy of Alberta Health Care Card, required signatures).
6. Meets with any new/incoming parents that register after the August meeting to receive all cheques, obtain necessary information for forms, and give a brief tour/orientation to the Playschool on their first day, if the Registrar is unavailable.
7. Assists the Teachers in keeping a positive atmosphere in the Playschool conducive to their teaching and the children's welfare.

8. Checks the class box daily (across from the coat hooks) for special newsletters or items that must be placed in children's knapsacks to go home.
9. Calls parents if classes are cancelled or if class plans change (i.e. skating or tobogganing). The Teacher will inform the President, who will then inform the Class Reps, who will then call the parents.
10. Assists the Teacher with extra projects pertaining to the class (i.e. collects signatures on permission slips for field trips, make name tags, obtain missing signatures on class sign in/out sheets, etc.).
11. Gets the fieldtrip permission slips signed by the parents and puts in the field trip coordinators file.
12. Returns up-to-date binder at last Board Meeting.

Maintenance Coordinator:

1. Attends all Playschool's Board of Directors meetings.
2. A minimum of one time per month, visits the playschool on a day arranged with the teachers to complete minor repairs and handy work required by the playschool. Activities may include putting up shelves, repairing cabinetry, etc within your skill set.
3. Returns up-to-date binder at last Board Meeting.

Newsletter Editor:

1. Attends all Playschool's Board of Directors meetings.
2. Obtains all information for upcoming monthly newsletter.
3. Collects "Notes from the Teacher" and other newsletter items by the 15th of the prior month.
4. Ensures Playschool Board meeting dates and times are included on the calendar.
5. In months we have a bingo, obtain Bingo names from the Bingo Coordinator for the upcoming month to include in the calendar.
6. Assembles all information in a simple, condensed format. Electronic copies of the newsletter should be in pdf format.
7. Allows the Teacher and Executive to review the Newsletter before sending to parents via email and sending to the Vice President for posting on website.
8. Makes required number of copies as requested by the Teacher. Photocopying can be done at Greenview Elementary School for a nominal fee or at the Golf Course office for free.
9. Emails newsletter and calendar to parents no later than the last Tuesday of each month. A class mailing list will be established for distribution of newsletters and calendars. Please be aware of holiday days near the end of the month, as it may be necessary to have the Newsletters ready at an earlier date.
10. Returns up-to-date binder at last Board Meeting.

OTHER VOLUNTEER POSITIONS

Art Clean Up Person:

1. Helps with cleaning up after art projects such as cleaning paintbrushes, tables, aprons etc.

Art Preparation:

1. Prepares projects for your class (e.g. cutting templates, sorting craft supplies etc.).
2. Assists with an extra jobs from the "Teachers' helper jar".

Classroom Arrangement Helper:

1. Works with Teachers to rearrange/redecorate classroom throughout the year for different themes.

Class Field Trip Coordinator:

1. Distributes permission forms
2. Collects permission forms and money

Classroom Painter:

1. Performs minor paint touch ups throughout the year as needed.

Class Sewer:

1. Performs minor sewing repairs to class items.
2. Makes minor sewing projects for class.
3. Supplies are paid for by Playschool.

Grant Writer:

1. Researches any grants that are applicable to the Playschool.
2. Drafts applications for applicable grants and submits to Executive board for review.
3. Submits grant applications to applicable organizations.
4. Drafts grant reports and submits to Executive board for review.
5. Submits grant reports to applicable organizations.

Laundry Person:

1. Takes home wash cloths, towels and other laundry weekly and washes, dries and returns them to school.

Librarian/Organizational Assistant:

1. Organizes and categorizes the children's books.
2. Repairs and re-shelves books, picks up and returns books from public library.
3. Transfers stories from CD to tape for the Playschool listening centre.
4. Assists Teachers as required in organizing Playschool supplies and activity areas.

Parent Volunteer Coordinator (for special events and field trips):

1. Displays sign-up sheets for volunteers to sign up of class events.
2. Contacts parents when additional volunteers are needed.

Picture Uploader:

1. Uploads classroom picture onto Playschool website.

Plant Waterer:

1. Waters plants in the classroom as needed.

Recycling Coordinator:

1. At minimum monthly, removes all bottles and juice containers from the school for return to bottle depot for deposit.
2. Forwards deposit monies collected to Treasurer.
3. Initiates other recycling initiatives, if desired.

Scholastic Coordinator:

1. Collects Scholastic orders and money.
2. Places order online.
3. Distributes order when it arrives.

Supplies Person:

1. Works with the Teacher to meet the needs of activities and programs with the appropriate supplies.
2. Checks the supply list posted at the Playschool on a weekly basis.
3. Purchases any supplies (cleaning, craft, operational) as needed or instructed by the Teacher. List of where items are bought should be listed in your binder. Make sure you update this list as necessary. Cleaning supplies and some craft supplies will be delivered directly to the playschool.
4. Purchases various miscellaneous items, as needed.
5. Purchases equipment as instructed by the Teacher, such as games, toys, furniture, etc.

6. It is the Supply person's responsibility to get the supplies to the Playschool as soon as possible.
7. Purchases may be made with a credit card and receipts submitted monthly to the Treasurer so he/she can reimburse your expenses with a cheque. On each receipt, make a brief note of what the purchase was (e.g. paints, laundry soap, dishcloths, etc.). An accounts log does not have to be kept if you choose this method. On large purchases, the Treasurer can provide an advance cheque.
8. Woodvale Playschool will pay for half of a Costco membership if supplies will be purchased there.

Take Home Packs Coordinator:

1. Works with Teachers to put together 'Take Home Packs'