



Capilano Playschool Registration Form, 2016/17

Section 6 – Parent Involvement

Being part of a parent co-operative playschool

An effective and efficient parent co-operative requires patience and communication, and in return offers friendship, potential skill development, and a fun playschool environment. When everyone takes on a level of responsibility that works for them, and is able to keep in touch with the teacher and the administration assistant, or perhaps fellow families in their child's class, many hands really do make light work.

Our parent co-operative framework is built on both being in the classroom as a **Classroom Volunteer**, and carrying out the duties of your **Executive or Volunteer Position**. As licensing requires us to have 1 adult for every 7 students, in most classes it is required that we have a classroom volunteer in addition to the teacher at ALL times. The job of the classroom volunteer is primarily to keep the classroom tidy and help with transitions between activities. In addition, the classroom volunteer gets opportunities to carry out crafts and play with the children. The child of the classroom volunteer is the “teacher's helper” for the day, and gets to “show and share” something special.

Choosing your volunteer position - All families must serve on the **Executive Committee OR**, in one of the **Volunteer Positions**. Capilano Playschool parent co-operative has a place for every type of family, whether they have lots of extra time to spare in their days, or very little. As you make your selections below, please take the time to consider the responsibilities thoroughly so that your selections are reflective of your available time and willingness to carry out the tasks required. Please read the bullets below indicating **HOW TO** make your selections.

- please make a **total of 4 selections**
- of your 4 selections, at least 2 must be from Group I
- you do not need to prioritize your selections
- all of your selections should be positions you are willing to fill

The administration assistant will contact you by email to inform you of your volunteer position prior to the beginning of the school year.

EXECUTIVE COMMITTEE

The Capilano Playschool Executive Committee oversees all aspects of school management. They meet once/month to conduct the business of CPSA. Parents can volunteer or be nominated, and the parent body takes a formal vote to select the executive.

Please see the Capilano Playschool Bylaws for more information.

**Note that if you serve on the Executive, you are exempt from toy cleaning.

EXECUTIVE COMMITTEE

FAMILY NAME:

selection	position	responsibilities	comments
	CHAIR PERSON	Oversees administration of the playschool, chairs monthly executive meetings and AGM meetings. Deals with issues arising within the playschool. Works with admin assistant as liason for the playschool. Composes budget with admin assistant and treasurer, and calendar with the teacher.	This is the most time consuming volunteer position and often parents who are going to be involved with the playschool for more than one year, would be best suited for this role. Must attend monthly executive meetings.
	VICE CHAIRPERSON	Co-ordinates and carries out the advertising and marketing requirements over the course of the year.	Other than attending meetings, this position requires more hours surrounding Open Houses in January, March, and May. Extra time is also required for advertising during August for preparation of the next playschool year. Must attend monthly executive meetings.
	TREASURER	Manage budget general ledger, payroll, year end taxes and financial statement, handles all receipts and writes reimbursement cheques. Works closely with admin assistant who carries out the banking.	Knowledge of Excel and accounting is beneficial, if not necessary. This position logs roughly 10 hours/month, with experience reducing the number of hours required. Must attend monthly executive meetings.
	SECRETARY	Takes minutes at all meetings.	Must attend monthly executive meetings.
	FUNDRAISING SUBCOMMITTEE	Financial and WEM: Responsible for obtaining tickets for selling and for exchange, and collecting all money to pass on to the admin assistant.	This position requires a number of hours, beginning in August, but is finished following the November WEM fundraising. There is a potential need for a second fundraising later in the year that is contingent on the success of the WEM fundraiser. Must attend monthly executive meetings.
		Volunteer ticket selling Co-ordinator: Booking the locations and dates for event ticket selling days, and coordinating volunteers. Responsible for providing materials and tickets for each event and taking in moneys made.	See above. An outline of tasks will be provided to this individual based on what has worked and been established in previous years. This person works closely with the financial and social media coordinator. Must attend monthly executive meetings.
		Social Media ticket selling Co-ordinator: Responsible for advertising via all social media and interacting with buyers.	See above.
	CLASSROOM REPRESENTATIVES MWF am	Liaison between parents, teacher and Executive. Communicates with parent body as needed, and creates and posts the classroom volunteer schedule for their class.	Must attend monthly executive meetings.
	MWF pm	See above.	Must attend monthly executive meetings.
	TR am	See above.	Must attend monthly executive meetings.

In the event that the teacher is unable to attend class, there would be a need for a substitute teacher. Individuals not associated to the playschool can be called in. However, if there are parents who are willing and fit the requirements they can be considered. Please indicate if you are willing to be a substitute teacher:

____ I have current first aid certificate and a current criminal record check, and would be willing to be called in as a substitute teacher in the event that the teacher is unable to attend class.

____ I would be willing to substitute for a class that my child was not in.

GROUP I

FAMILY NAME:

selection	position	Responsibilities	comments
	Communications Coordinator	Collecting weekly emails from executive committee and compiling a single email to be sent to the playschool body.	This individual must have a computer and internet access. This task does not exceed 1 hr/week.
	Play dough Coordinator	Makes and coordinates the play dough as directed by the teacher.	This position requires a maximum of 2 hrs/month.
	Scholastic Coordinator	Distributes monthly Scholastic forms, collects orders/payments, places orders online and distributes purchased books.	This position requires a maximum of 5 hrs/month.
	Toy Clean Coordinator I	Send out email reminders to volunteers, get key, open room, and outline cleaning expectations to volunteers.	This position requires task completion every 6 weeks (6 over course of the year). This position requires a maximum of 3 hrs/6weeks
	Toy Clean Coordinator II	See above.	See above.
	Ghost Parents MWF am	Steps in at the last minute if scheduled classroom volunteer does not come to class.	Families with younger siblings at home should NOT volunteer for the position.
	MWF pm	See above.	See above.
	TR am	See above.	See above.
	Librarians MWF am	Works with the teacher and the Hardisty Librarian to set up and maintain library lending program for students. Comes in once/week at the beginning of class to collect, distribute and log books.	This position is only about 30 minutes/week.
	MWF pm	See above.	See above.
	TR am	See above.	See above.
	Pick-up and Outdoor Play Helpers MWF am	Is responsible to show up 15 minutes prior to the end of class to let parents into the south facing foyer, and aid teacher in getting students to their parents. On good weather days (year round), aids teacher in taking children outside for 15 minutes or so before pick-up.	The time required for this position will vary.
	MWF pm	See above.	See above.
	TR am	See above.	See above.

GROUP II**FAMILY NAME:**

selection	position	Responsibilities	Comments
	Bulletin Board Coordinator	Responsible for taking down and putting up bulletin boards as directed by the teacher.	This position requires a maximum of 2 hrs/month.
	Laundry/Recycle	Laundry and mend playschool items. Removes recycling from room weekly.	This family must be willing to use their own laundry facilities; typically there is not more than a small load every other week. This position requires a maximum of 2 hrs/month.
	Supplies/Materials	Responsible for purchasing playschool supplies, as instructed by teacher.	The time required for this position will vary.
	Webmaster	Responsible for keeping the website information current as directed by the teacher and chair or vice chair.	Knowledge of web design is useful.
	Teachers' Helpers MWF am	Assists with preparation for craft projects, bulletin board displays, name tags & other tasks as directed by teacher.	This individual is usually able to take tasks home if necessary. The time required for this position will vary.
	MWF pm	See above.	See above.
	TR am	See above.	See above.
	Party and Social Coordinator I	Schedules parents and parent duties for party days. Communicates and oversees all party commitments. Communicates with parents for social events.	This individual will work with the teacher and another parent volunteer. The time required for this position will vary.
	Party and Social Coordinator II	See above.	See above.

GROUP III

_____ Chapel Coordinator - Work with the teacher to plan chapels for the Christian program.

_____ Keepsake Coordinator - Works with the Playschool Teacher to collect and organize student work, photos, etc. to present to students at the end of the year.

Being a Roster Parent (aka Parent Helper)***Capilano Playschool Roster Volunteer Buy Out Program***

Capilano Playschool facilitates a program where families who are not able to provide roster volunteers for the classroom work together with families who are able to provide roster volunteers for their own child and other families. Please indicate if you are willing to volunteer for your own child's days and another family's days during each schedule rotation. You will be given an honorarium on January 1 of \$125 for a 2 day a week program or \$175 for a 3 day program and then another honorarium on June 1 for the same amounts. See the handbook for more specifics of this program.

_____ I am interested in volunteering for my own child's roster days and another family's roster days.