

Rosedale Playschool

Descriptions of Parent Volunteer Roles 2022-2023

(42 roles)

Registrar's Assistant

(1 family needed)

Time Commitment: Approximately 5 hours per month. More time will be required in August and September and again in January and March. Must assist at all Orientation and Registration nights in September and February, unless otherwise directed by the Registrar/Board.

Special Requirements: Must have access to a computer, familiarity with spreadsheets and group email techniques would be an asset.

Duties: With guidance from the Registrar and Volunteer Coordinator, coordinate the Criminal Records Checks (CRC). This may involve some communication with the Calgary Police Service. Each classroom volunteer is required to have a valid CRC as per Playschool policy and each family is required to participate in a minimum number of LD days, which varies each year and for each class.

Other Board Support:

- Support current President in whatever way they need; help transition the current President in new role.
- Conduct classroom showings for new families when Registrar is not available.
- This role may involve assistance with other Board-related duties.
- Attend board meetings as requested (usually first board meeting of the school year)

This role may involve expenses from time to time. All costs will be reimbursed. Contact the Treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end

Charity Committee

(4 families needed - 1 family for each class; 1 family to assist teachers in coordinating the project)

Time Commitment: Several hours in Nov/Dec and possibly again at another time in the year; must be available on Thursday, December 22 from 1pm – 5pm.

1. Duties for Class Representatives (3 families):

- Organise and deliver hampers (one per Playschool class) for Adopt-a-Family at Christmas time.
- Review the list of items needed for your assigned family in need and create shopping lists for each Playschool child in your class.
- Closer to Christmas, contact the 4 families to confirm delivery days/times for the hampers.
- Meet with the committee to prepare the hampers (i.e. wrap gifts, sort through donated items and assign them to appropriate families, ensure that all food items have been collected) and deliver to the family.
- Please monitor your hampers for gift cards and ensure they are stored safely in the playschool office.
- Prior to assembling the hampers the committee needs to ensure there is adequate tags, gift wrapping, stocking loot bags for treats, and gift bags.

- Please **remove all obvious Halloween candies from the hampers and discourage families from donating them.**
- **We'll meet on Thursday December 22 in the afternoon from 1pm – 5pm**

2. Duties for Teacher's Charity Assistant (1 family):

- In addition to duties listed above, the week of **DATE TBD**, check in with teachers and with Kay (works for Care Connect in Bridgeland) to start organizing and to identify the 4 families in need.
- Identify the items needed for each of the 4 families and distribute lists to other committee members.
- Make a Poster related to what Care Connect does, and the basics of the family make-ups for each class with their interests and allergies.
- Create a poster with 3-4 tags per family member with just gender and age.
- Explain on your poster that if you take a tag to return it with a present attached.
- Ensure that wrapping, tags, stocking goodie sacks, and gift bags are either requested of our school families or purchased as a reimbursable expense. A budget for such purchases, if required may be requested from the Treasurer.

There is a possibility that another charitable event will be organized later in the school year.

Purchaser (General Supplies)

(1 family needed)

Time Commitment: Various (short shopping trips every few weeks). Four times per year shopping needed for big event items.

Special Requirements: Costco membership is an asset but is not necessary. Likes to shop 😊

Duties: Check with teachers in advance and organize each of the following:

- A donation of mini pumpkins in October
- A donation of a tree and/or other items in December

Duties also include:

- Pricing and buying general housekeeping materials and cleaning supplies, new equipment and toys for the Playschool.
- Supplies for Playschool pets must also be purchased when needed.
- Teachers will give a minimum 1-2 week notice for items needed.
- Periodically, a form with purchase requests and the date it is needed by will be given by the teachers or Board. The committee member will purchase the items in a cost-effective manner. Cost comparisons may be required.

Expenses: Costs will be reimbursed. If the Playschool is not billed directly by the merchant (the teachers can give direction as to where accounts are held, especially for cleaning supplies), submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Floor Waxing

(2 families needed)

Time Commitment: 1 afternoon or evening for approx. 5 hours each time. 1 session in August before school starts and the other session again during the winter (January/February).

Special Requirements: Physically able to move heavy and bulky furniture.

Duties: Move classroom furniture to one side of classroom and wax the floors. The Volunteer Coordinator and/or Teachers will email you with exact details of the job approximately one month in advance.

Gardening Committee

(4 families needed; incl. 1 committee head to coordinate clean-up days and summer watering schedule)

Time Commitment: As required: Maintenance and watering July to October, Garden shut-down when weather turns cold in October to November, with Spring clean-up and planting April to June.

Special Requirements: Access to gardening tools. Access to a truck may be helpful but is not necessary. Physical Labour Required.

Duties: Committee Head to develop a schedule assigning a person to each week over the summer

July: Maintain garden by weeding, weed wacking the edges around the fence (watering can be done by the summer school program that runs for July)

August: Maintain garden by both watering and weeding and weed wacking if necessary.

Prior to start of School Year:

- Coordinate with other committee members and with the teachers to ensure that the garden is maintained and watered.
- Ensure that the dirt box is filled prior to the first day of classes. Requires about 3 large bags of dirt
- Prior to start of school year, check with teachers to determine if new mulch or other material is needed for the outdoor garden and, if necessary, arrange for delivery and installation of such.
- The teachers may also need sand for the indoor sand table prior to the first day of classes. Check with teachers prior to first day of classes and, if necessary, arrange for delivery and installation of such.

General Fall: Clean-up in garden (raking, pruning, bagging/hauling away, etc.)

General Spring

- Planting, cleaning, and watering
- Coordinate with teachers and Purchaser to procure new plants to be added to the Garden in May/June, if needed, and plant new plants, mulch the soil, weed, water, etc in Apr/May/June.

Expenses: All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Laundry

(2 families needed: one for September-January / February - June)

Time Commitment: 1-2 hours (a load of laundry) weekly.

Special Requirements: Laundry facilities.

Duties:

- Launder paint shirts, cloths, and towels on a weekly basis.
- Dress-up and doll clothes will be included as necessary.
- Spray delousing liquid on hats and wigs 4 times a year.
- Laundry is picked up at the school on Thursday/Friday and returned to the school on the following Monday/Tuesday.
- Check with the teachers for any special laundering requirements when you pick up the soiled laundry.

Legal Advisor

(1 family needed)

Time Commitment: 1 - 2 hours of research and/or meetings per month

Special Requirements: Legal background required.

Duties: The legal advisor will be available for ad hoc legal advice relating to Playschool policies. He/she will assist the Playschool President with an annual review of employee contracts and will assist with the review and re-writing of the Playschool by-laws. This person will NOT act as legal counsel but will merely serve in an advisory capacity.

Lucky Duck Coordinators

(3 families needed - 1 family for each class)

Time Commitment: Approximately 2 hours a month

Duties: Coordinating and maintaining the Lucky Duck (parent volunteer) sign-up for your class

- Lucky Duck calendars are online via Sign Up Genius. The Volunteer Coordinator will provide you with administrative access so you can pull reports and view the calendar.
- With the help of the Volunteer Coordinator, establish how many days are available for parents to sign up for each half of the school year. We divide the year in half: first half runs Sept-Jan 31st; second half runs February–June.
- The amount of days parents can sign up is staggered, initially families can sign up for 1 day at Orientation. Additional day sign-up for Fall will be **DATE TBD**, after this week the entire calendar should be filled by the Lucky Duck Coordinator.
- Second Term Sign-up will begin **DATE TBD** and additional days opened on **DATE TBD**. AGM attendees and board members receive priority sign up. It is the Lucky Duck Coordinators job to ensure all of this term is filled by the beginning of January. The schedule and plan for lucky duck sign-up will be coordinated with the Volunteer Coordinator so that all Lucky Duck coordinators

understand what they need to do, for consistency and to ensure coordinators are communicating effectively with their class.

- Coordinators are responsible for checking/maintaining the lucky duck calendars for their class to ensure that families are signing up correctly and for the proper amount of days. If there are open spots on the calendar (no volunteer) then it is the class coordinator's responsibility to communicate with the class and fill any open spots. Coordinators are also responsible for managing the calendar/situations if a family has signed up for too many or another family did not get to sign up for their allotted days. Please ensure the number of sign up days are even among families.
- Note that Lucky Ducks are not required for field trip days, Teddy Bear Picnic and the 4am and 4/5pm class Skating Party
- Send out reminder emails to families on the 26th of each month to the following month's Lucky Duck volunteer with the dates and names of the families for that month. (All emails must c.c. Volunteer Coordinator and the Rosedale teachers)

Maintenance

(1 family needed)

Time Commitment: Variable, flexible. Approximately 2-3 hours every couple of months as required.

Special Requirements: Handyman skills and some tools would be an asset. Access to a truck may be an asset but not necessary.

Duties: Help to keep toys, equipment and furniture in working order. This may involve finding an appropriate shop to repair a damaged item (and following up to ensure work is done, items are returned and Playschool is invoiced fairly), finding other parents to help with repairs or doing the repairs yourself. The teachers and/or Board will inform you as things need to be done.

Expenses: All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Special Events and Fundraiser Committee

(4 families needed)

Time Commitment: 5-10 hours helping with fundraising and any special events we may plan.

Description: In lieu of a silent auction/parent social that occurred pre-covid, we will be doing some fundraisers through-out the year that we will need assistance with. If deemed safe and appropriate, we may plan a parent social (informal) and require your help in planning the event.

Duties: The VP and Community Liaison will be coordinating with you for these events and the specific tasks needed. The duties will be shared among both families. Duties might include:

- Assisting the VP and Community Liaison with creating, printing and placing marketing materials for the fundraiser or event around the school
- Attending any Committee meetings if needed
- General assistance in planning the event (securing a location if a parent social, coordinating with the facility/ pub) and being present to help in managing the event as it occurs

- Assist the VP, Community Liaison and Program Director with any tasks required for in school fundraising (such as Hop-a-thon in Spring, or PineCone Collection in Fall).

Rug Cleaning

(2 families needed)

Time Commitment: Cleaning needs to be done twice in the year, and will take approx. 3 hours each time (6 hours total for the whole year). One time needed before class starts in August and one around February.

Special Requirements: Physically able to move heavy and bulky furniture and able to rent/carry rug cleaning machine.

Duties: Rent rug cleaning machine and purchase 2 bottles of rug cleaner. Move classroom furniture off rugs and clean the rugs. The Volunteer Coordinator and/or Teachers will email you with exact details of the job approximately one month in advance.

All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Teacher Assistant

(1 family needed all year)

Time Commitment: 2-3 hours per month. Teachers will request assistance with certain projects/events throughout the year.

Duties:

- This role will involve assisting the teachers with tasks pertaining to classroom projects, art preparation, our charity projects, or parent events that occur during school year. Ample notice and information will always be given when assistance is required. Specific tasks:
- Visit public library 1-2 hours every 3 weeks. Check with teachers periodically for special requirements for class materials.
- Helping the teachers file books and maintain the playschool library.
- Creating Party Information Posters for each party/family event (only if there are parented parties at Halloween, Christmas, Family day, Hop-a-thon, and the end of the year, though there may be additional special events as the curriculum dictates. Poster creation:
 - Create themed posters approximately 2-3 weeks in advance of the event, which include all the party information as provided by the teachers.

Expenses: This role may involve expenses from time to time. All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Year End Clean Up

(9 families needed)

Time Commitment: One 7-hour shift between 9am-4pm, cleaning at the end of the year in late June. We have three clean up days and you will get to sign-up in the Spring for which date works best (these dates are non-negotiable); June 19, 20 and 21, 2023.

Special Requirements: Must be available to work one of the three days in June after preschool classes are done. Childcare will not be provided. Some classroom items may need to be lifted onto and off of high shelving. May be required to assist with assembly of new shelving. Cleaning supplies will be provided.

Duties:

- Assist with the cleaning of the classroom, furniture and toys.
- Certain classroom items may need to be counted (e.g., check for all game pieces) or repaired.
- If necessary, assist with the assembly of new shelving and labelling/organizing of classroom items onto new shelving.

Playdough Committee

(4 families needed, including 1 Committee Head)

Time Commitment: Flexible. Approximately 30 min every month.

Duties:

- Committee members are responsible for making playdough for the classroom.
- One member will replenish the supply every week.
- A schedule for the year will be set up by your committee head and posted at the Playschool.

Committee Head: In addition to duties listed above, communicate with teacher in late-August, prior to first week of school, and make first batch, ready for first day of school. Periodically check with teachers to ensure that the schedule is working.

The specific recipe to be used is as follows:

4 cups flour

1 cup salt

8 tbsp. cream of tartar

4 cups water

4 tbsp. oil

Food colouring and fragrance (i.e. package of Kool-Aid, peppermint extract, etc.)

In a pot, combine the above ingredients. Stir well. Cook over medium heat approximately 3 to 5 minutes, stirring constantly. (Looks gloppy but it will turn out). When mixture forms ball in centre of pot, turn out and knead on a lightly floured surface. Store in an airtight container or plastic bag.

Check with the teachers regarding colours and fragrances to fit school themes.

Teacher Assistant - Summer Playschool

(1 family needed in Spring)

Time Commitment: 8-10 hours over the Spring; April- end of June. Teachers will request assistance with certain Administrative projects and planning in preparation for the summer program.

Duties:

This role will involve assisting the teachers with tasks pertaining to setting up the summer program. Specific tasks:

- assisting with the Registration process
- assisting with collecting the fees for the summer program
- assisting with organizing student records and developing required documents for program
- assisting with the creation of posters and advertising for summer program
- assisting with general tasks as assigned by the teacher for the summer program

Expenses: This role might involve expenses from time to time. All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Treasurer's Assistant

(1 family needed)

Time Commitment: Variable. Approximately 3-4 hours per month. Must assist at all Orientation and Registration nights in September and February, unless otherwise directed by the Treasurer/Board.

Special Requirements: Must have access to a computer. Bookkeeping/accounting background/interest.

Duties: Work closely with the Treasurer and assist in performing Treasurer's duties. Key duties are:

- Monthly deposits at the bank;
- Preparing monthly payroll; and
- Preparing annual tax filings.

Other work to be performed could include, but is not limited to, the following:

- Bookkeeping entries using QuickBooks;
- Reconciling bank accounts;
- Preparing Excel schedules such as budget schedules, payroll information, etc.;
- Preparing cheques; and
- Assisting at all Information, Orientation and Registration nights (usually in March and September).

Santa

(1 family)

Time Commitment: 5 hours, approx. 30 min, 3 times in mid-December (once for each class party). The 4-year-old party will be held on December 14. The 3-year-old and 4/5 parties will be held on December 15. Prior to the parties the Santa family will be in charge of wrapping all of the gift books for the children, approximately 60 books. Wrapping paper will be supplied by the school.

Duties: Wrap the gift books for the children. Dress up in a Santa suit. Arrive at classroom during parties for a quick hello and drop off of gifts, which teachers will provide. Please advise the Volunteer Coordinator if you don't want to be the Santa for your own child's class and the board will send an email soliciting volunteers for that class.