

Rosedale Playschool

Descriptions of Parent Volunteer Roles 2024-2025

(45 Roles)

Board Assistant - Marketing

(1 family needed)

Time Commitment: 1-5 hours per month. Likely the busiest time will be the beginning of the Playschool year in September and in the lead up to Registration in January/February.

Special Requirements: Must have access to a computer. Familiarity with Facebook group/page management, Instagram and Canva/branding programs. Marketing background/interest. Ideally, an interest in being elected to the Board for the 2025-2026 school year.

Duties: Support the Board with various marketing projects throughout the year, including but not limited to managing the Rosedale Playschool Facebook page and Instagram account, branding communications using Canva, coordinating community signage and/or mail-outs for marketing to new families, and more. This role may involve assistance with other marketing related projects as they arise throughout the year.

Other Board Support:

- This role may involve assistance with other Board related duties.
- Attend Board meetings as requested (towards the end of the school year).

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.

Board Assistant - Registrar

(1 family needed)

Time Commitment: Approximately 5 hours per month. More time will be required in August/September and again in January/March.

Special Requirements: Must have access to a computer, familiarity with spreadsheets/Excel. Ideally, an interest in being elected to the Board as Registrar for the 2025-2026 school year.

Duties: With guidance from the Registrar and Volunteer Coordinator, coordinate the Criminal Records Checks (CRC). 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 Lucky Duck days, which varies each year and for each class.

Other Board Support:

- Help with other tasks described in the Registrar's duties.
- This role may involve assistance with other Board related duties.
- Attend Board meetings as requested (towards the end of the school year).

Board Assistant - Treasurer

(1 family needed)

Time Commitment: Variable. Approximately 3-4 hours per month.

Special Requirements: Must have access to a computer. Bookkeeping/accounting background/interest. Ideally, an interest in being elected to the Board as Treasurer for the 2025-2026 school year.

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 schedules such as budget, payroll information, etc.;
- Preparing cheques; and,
- Attending Board meetings as requested (towards the end of the school year).

Charity Committee

(3 families needed - 1 family for 4AM and 1 family for 3AM and 3/4PM class winter projects; 1 family to assist teachers in coordinating the projects)

Time Commitment: Several hours in November/December. **Must be available on Thursday, December 19 2024 from 1pm – 5pm (date and time to be determined/subject to confirmation).**

1. Duties for Project Representatives (2 families):

- Organise and deliver hampers 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.
- Please monitor your hampers for gift cards and ensure they are stored safely in the Playschool office. Please remove all obvious Halloween candies from the hampers and discourage families from donating them.
- Prior to assembling the hampers the committee needs to ensure there are adequate tags, gift wrapping, stocking loot bags for treats, and gift bags.
- Closer to Christmas, contact the families in need 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 them to the family. **We'll meet on Thursday December 19 2024 in the afternoon from 1pm – 5pm (date and time to be determined/subject to confirmation).**

2. Duties for Charity Committee Assistant (1 family):

- In addition to duties listed above, in early November, check in with Teachers and Care Connect in Bridgeland to start organising and to identify the families in need.
- Identify the items needed for each of the families and distribute lists to other committee members.
- Collect information related to what Care Connect does, and the basics of the family makeups 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.

Expenses: 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. 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.

Floor Waxing

(2 families needed - 1 family for a session in August before school starts and 1 family for the other session during the winter in February/March)

Time Commitment: One afternoon or evening for approximately 4 hours each time.

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

Duties: Move classroom furniture to one side of the 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

(5 families needed including 1 Committee Head to coordinate clean up days and summer watering schedule)

Time Commitment: As required: maintenance and watering July to October, garden shutdown 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.

General summer:

- Coordinate with other committee members and with the Teachers to ensure that the garden is maintained and watered.
- Maintain garden by both watering and weeding, weed whacking the edges around the fence.

Prior to start of school year:

- 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. 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 - 1 for September-January and 1 for February-June)

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

Special Requirements: Access to 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. 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 SignUpGenius. The number of Lucky Duck days families can sign up for is staggered, at the start of the school year families can sign up for 1 day per child. Board Members receive priority sign up. Additional days for the fall term will be released by the Volunteer Coordinator a week or two later, after this week the entire fall calendar can be filled. Winter sign up will begin in December with 1 day per child and additional days will be released by the Volunteer Coordinator a week or two later.
- The Volunteer Coordinator will provide Lucky Duck Coordinators with the link to view the SignUpGenius calendar as well as an email list for your class.
- It is the Lucky Duck Coordinator's role to ensure that all **Lucky Duck days are filled before the start of each month**. Send out reminder emails to families **on the 26th of each month** for the following month's Lucky Duck volunteer dates and names. All **emails must copy the Volunteer Coordinator and the Rosedale Teachers** as families will use this list to find last minute coverage in the event of illness, etc. Lucky Duck Coordinators are responsible for checking/maintaining the Lucky Duck calendars for their class. If there are open spots on the calendar (no volunteer), then it is the Lucky Duck Coordinator's responsibility to communicate with the class and fill any open spots. A Lucky

Duck volunteer is required each day to maintain childcare ratios and licensing requirements, **without a Lucky Duck volunteer class may be cancelled.**

- Lucky Duck Coordinators are also responsible for managing the calendar/situations where a family has signed up for too many days 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 Duck volunteers are not required for field trip days (Teachers will ask for volunteers in a separate communication), Teddy Bear Picnic and the 4AM and 3/4PM class Skating Party (as these are parented events).

Maintenance

(1 family needed)

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

Special Requirements: Maintenance 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.

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 Teachers in late-August, prior to the first week of school, and make the first batch, ready for the 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.

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 organise 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 Purchaser 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.

Rug Cleaning

(2 families needed - 1 family for a session in August before school starts and 1 family for the other session during the winter in February/March)

Time Commitment: Cleaning needs to be done twice in the year, and will take approximately 3 hours each time.

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.

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.

Santa

(1 family)

Time Commitment: 5 hours. Approximately 30 min, 3 times in mid-December (once for each class party). The class parties will be held during class on **December 11 and 12 2024 (dates and times to be determined/subject to confirmation)**. Prior to the parties the Santa family will be in charge of wrapping all of the gift books for the children, approximately 60 books.

Duties: Wrapping paper, gift books and Santa suit will be supplied by the school. 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. 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 a volunteer for that class.

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 addition to a silent auction/parent social, we will be doing an art show and some fundraisers throughout the year that we will need assistance with.

Duties: The Board will be coordinating with you for these events and the specific tasks needed. The duties will be shared among all families. Duties might include:

- 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 (**dates and times to be determined/subject to confirmation**).
- Assist the Vice President, Community Liaison and Teachers with any tasks required for in school fundraising (such as Pine Cone Collection in fall).
- Assisting the Vice President and Community Liaison with creating, printing and placing marketing materials for the fundraiser or event around the school.
- Assist the Teachers with preparing for the art show, including set up and take down on the day of the art show (**dates and times to be determined/subject to confirmation**).

Teachers' Assistant

(1 family needed)

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 the school year. Ample notice and information will always be given when assistance is required. Specific tasks:

- Visit the 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.

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

(12 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 the date that works best (these dates are non-negotiable): **June 17, 18 and 19, 2025 (dates and times to be determined/subject to confirmation).**

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/organising of classroom items onto new shelving.