

**Westmount Discovery Time Preschool**  
**Enrollment and Registration Information 2019/2020**

**Discovery Time Parent Positions**

<b>Parent Positions</b>	
<b>Classroom Rep – 4 positions (1 position/class)</b>	<ul style="list-style-type: none"> <li>• Encourage parents to sign up for classroom helper</li> <li>• Call all parents in your class in the event of a school closure; convey all information such as meeting reminders</li> <li>• Assist Fundraising Coordinators with communication and distribution/collection of fundraising materials to your class as per their request</li> <li>• Keep parents updated with upcoming events via email</li> </ul>
<b>Toy Wash Coord. – 1 position</b>	<ul style="list-style-type: none"> <li>• Maintain the toy wash sign-up sheet hard copy or electronic (preferable electronic)</li> <li>• Ensure all parents who have chosen to do a toy wash as their position have signed up for two toy wash nights per the school year (or 4 if the child is 5 days/week)</li> <li>• Call and/or email parents the week of their toy wash to remind them of the date and time</li> <li>• Ensure parents understand the details of the task (washing all toys in the room, etc.)</li> <li>• Possibly coordinate dates with Fish and frog tank cleaners</li> </ul>
<b>Toy Wash Participant – multiple positions</b>	<ul style="list-style-type: none"> <li>• Sign up for two toy wash nights during the school year; done on a weekday evening beginning at 7 pm for about 2 hours</li> <li>• Work with a team of 3-4 parents to wash all toys and shelves in the classroom</li> <li>• Carry out any supplementary cleaning as determined by the teachers</li> </ul>
<b>Laundry Coordinator – 2 positions</b>	<ul style="list-style-type: none"> <li>• Take home laundry to wash for the school</li> <li>• Usually one load per week; or as per the teachers' request</li> <li>• Cost of detergent, water, etc. is not subsidized</li> </ul>
<b>Recycling Coord. – 1 position</b>	<ul style="list-style-type: none"> <li>• Take recycling out as needed</li> <li>• Take refundable drink containers to the bottle depot; return earnings and receipt to teachers</li> </ul>
<b>Playdough maker – 4 positions</b>	<ul style="list-style-type: none"> <li>• Make playdough as needed for the preschool, recipe provided</li> <li>• Usually done on a weekly basis, or as per the teachers' request</li> </ul>
<b>Scholastic Books Coord. – 1 position</b>	<ul style="list-style-type: none"> <li>• Organize and enter Scholastic orders on the Scholastic website shortly after order deadline – Scholastic orders can now be done entirely online by parents</li> <li>• Ensure that Scholastic flyers are put together and stamped with due date</li> <li>• Strong organizational skills are necessary, as there is a lot of paperwork involved; takes about 2-3 hours per month</li> </ul>
<b>Memory Book Coordinator – 4 positions (1 position for each class)</b>	<ul style="list-style-type: none"> <li>• Assist the teachers with gathering and storing photos of the children, artwork, etc. to be used in the year end memory books</li> <li>• Lay out memory book for your class and oversee printing/ordering. Typically involves use of a photo book layout service such as Shutterfly, Mixbook or Photobook Canada. Parents are asked to purchase books to defray cost.</li> <li>• Deadline for task is end of May/beginning of June</li> </ul>
<b>Garden Coordinator – 1 position</b>	<ul style="list-style-type: none"> <li>• Ensure Discovery Time's plot in the community garden (adjacent to the preschool) is cared for (watered, weeded, etc.) during the spring and summer months</li> <li>• Ensure garden is cleaned out in fall in preparation for winter</li> <li>• Must attend Westmount Community Garden meetings (contact <a href="mailto:wvg.wcl@gmail.com">wvg.wcl@gmail.com</a> to coordinate)</li> </ul>

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<b>Year End Party Planner – 3 positions</b>	<ul style="list-style-type: none"> <li>• Plan and execute casual year end party, including;</li> <li>• Rental of the Westmount community league hall for the day of party (usually the last day of school in mid-June)</li> <li>• Plan or buy dinner items, based on a budget from the Discovery Time Volunteer Parent Committee; cook and distribute food (usually hot dogs, etc.)</li> <li>• Organize additional volunteers to help with set up and take down of tables, chairs, barbecuing, etc.</li> </ul>
<b>Fish Tank Cleaner – 1 position</b>	<ul style="list-style-type: none"> <li>• Regular water and filter changes as well as routine equipment checks.</li> <li>• More details will be provided</li> </ul>
<b>Frog Tank Cleaner – 2 positions</b>	<ul style="list-style-type: none"> <li>• Clean the tank every 2 months</li> <li>• Feed ~20 crickets (1/2) every 10 days (purchased at PetSmart or similar pet food store)</li> <li>• Cost of crickets can be subsidized (its about \$1-3 for the purchase of crickets)</li> <li>• Coordinate with teachers, appropriate times for feeding and cleaning</li> </ul>

**Discovery Time Volunteer Parent Committee Member Positions**

**Please note:** All positions are expected to attend EACH meeting of the Committee. Meetings are held in the evening approximately every six weeks. Meetings are held in the evening usually in the second week of the month.

<b>Chair</b>	<ul style="list-style-type: none"> <li>• Chair all meetings of the Committee. Vote only in the case of a tie.</li> <li>• Act as spokesperson for the Committee and assume responsibility for its general administration</li> <li>• Act as the liaison between teaching staff and Committee</li> <li>• Act as the signing officer</li> <li>• Attend monthly Westmount Community League meetings to update the Board on Discovery Time Preschool's activities</li> <li>• Create an agenda</li> <li>• Provide important updates to parents via email</li> <li>• Occasionally make posts to Facebook</li> <li>• Be a support to committee members when required</li> </ul>
<b>Vice-Chair</b>	<ul style="list-style-type: none"> <li>• Preside at all meetings in the Chair's absence</li> <li>• Act as main contact for Government of Alberta Child and Family Services Licencing Officer</li> <li>• Coordinate the external cleaning company's contract at the start of the school year</li> <li>• Responsible for preparing preschool license renewals every three years – next renewal year is 2020, 2023, and so on</li> <li>• Ensure the Parent Handbook accurately outlines the preschool's program plan, policies and procedures on annual basis</li> <li>• Update and coordinate the Annual Parent Survey and present results and recommendations to the Board (early March of each school year)</li> <li>• Act as secondary signing officer</li> <li>• Sometimes asked to sit on sub-committees</li> <li>• Be the contact person for the cleaners who clean the school; organize the contract with them( currently: Kul with Picture Perfect Cleaning – 780-952-5929)</li> </ul>

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<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Create and manage accounting systems used for all revenues and expenditures</li> <li>• Prepare and present an accounting of revenues and expenditures at all Committee meetings</li> <li>• Prepare and present a statement of the current financial position of the Committee at the spring and fall general meetings</li> <li>• Generate tax receipts for any donations</li> <li>• Help with employee salary negotiations; calculate employee pay, deductions, etc</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Keep accurate minutes of all Committee meetings and update the minute book regularly</li> <li>• Prepare agenda packages, with assistance of the Chair, for distribution</li> <li>• Circulate draft minutes to Committee members within two weeks of the Committee meeting; post a copy on the bulletin board of the preschool</li> </ul>
<b>Registrar</b>	<ul style="list-style-type: none"> <li>• Set registration policy in consultation with Committee</li> <li>• Coordinate annual open house in conjunction with teachers and Committee members</li> <li>• Manage all registrations throughout the year (phone calls/emails) and maintain waitlist</li> <li>• Update registration materials as needed and ensure their availability at all times</li> <li>• Ensure accuracy of registration content on website and advertising in collaboration with the Communications Coordinator</li> <li>• Receive registration and cheques from new and continuing families</li> <li>• Provide teachers with all necessary information when a new student begins</li> <li>• Manage any student withdrawals and advise Treasurer/Co-Treasurer, as well as Volunteer Coordinator to organize replacement volunteers</li> <li>• A Co-Registrar position may be introduced if there is enough interest in committee positions</li> </ul>
<b>Co-Treasurer</b>	<ul style="list-style-type: none"> <li>• Ensure student fees are up to date; contact families in arrears or who have provided NSF cheques</li> <li>• Manage processes related to Government of Alberta subsidy for preschool fees</li> <li>• Provide any support to Treasurer as needed</li> <li>• Track monthly teacher time sheets to ensure appropriate deductions for unpaid vacation, etc.</li> <li>• Write receipts for preschool fees</li> </ul>
<b>Volunteer Coordinator</b>	<ul style="list-style-type: none"> <li>• Guide and motivate parent positions</li> <li>• Organize and coordinate parent position sign-up for parent positions at Fall general meeting</li> <li>• Ensure parents sign up for parent positions when registering during school year</li> <li>• Ensure all families who have not assumed a parent position find a role</li> <li>• Ensure if a family withdraws that their position has a replacement</li> <li>• Work with teachers to ensure parents understand their position and that they meet the requirements of that position</li> </ul>

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<b>Fundraising Coordinator(s) - 2 positions minimum</b>	<ul style="list-style-type: none"><li>• Plan, organize and oversee all preschool fundraising activities. This typically includes fundraisers such as: Safeway gift cards, school photos, etc.</li><li>• Track funds raised in conjunction with Treasurer and plan additional fundraiser(s) as needed</li></ul>
<b>Communications Coordinator</b>	<ul style="list-style-type: none"><li>• Maintain and update Parent Handbook, school website, Facebook page, on-line registration form, in conjunction with teachers and committee</li><li>• Ensure copies of the handbook are available at the Open House</li><li>• Handle any advertising done by the school (Westmount Window, Facebook, etc.)</li><li>• Prepare and update any notices, invitations, flyers (for open houses, etc.) as deemed necessary</li><li>• Knowledge and access to Adobe Suite and basic website creation (ours is built in Wix.com) would be a definite asset.</li></ul>
<b>Members at Large (2)</b>	<ul style="list-style-type: none"><li>• Sit on sub committees if needed</li><li>• Help with organization of events (ex. Oktoberfest)</li><li>• Research low cost fieldtrip options</li></ul>