

Hi! Welcome to Gold Bar Preschool!

We are a parent-run cooperative operating on a volunteer basis. We were incorporated with the Non-Profit Playschool Association in 1981. We undergo routine inspections and visits from the association representatives and must adhere to the guidelines set out in their charter. We offer an exciting child led program that follows the seasons and has an emphasis on play and STEM activities. We are a nut free classroom, and encourage healthy snacks and activity.

Executive positions (President, Vice President, Secretary, Treasurer, Events Coordinator and Fundraising Coordinator) and other positions/duties (Ghost Parent/s, Roster Officer, Supplies Officer, Play-Doh Maker, etc) are all volunteer positions with no compensation. For more information regarding the roles of these positions please refer to the Gold Bar Preschool Policy and Procedure Manual.

Registration (Membership) Fees, Program Fees and Fundraising Funds are used to fund ALL expenses acquired during the year (Teacher salary, rent, supplies, field trips, special events, classroom equipment, etc.). We do strive to retain a cushion of approximately \$3000.00 in case of years of low enrollment, low fundraising participation or unexpected expenses. These monies are always carried over to the next year to ensure the continuation of this great organization.

Fees:

Registration (Membership) Fees

This is a non-refundable fee of \$40.00 (per child) and it is payable upon registration or at the First General Meeting. For more information about Registration/Membership Fees please refer to the Gold Bar Preschool Policy and Procedure Manual.

Program Fees

Depending on the child's attendance plan, Program Fees can vary. 2 days per week enrollment is \$115.00 per month and 3 days per week enrollment is \$140.00 per month. Our school year runs from September to June, a total of ten (10) months.

Program Fees are payable in one of three ways.

1. **Monthly** – 10 post dated cheques for the first of each month

2. **By Term** – a total of 3 cheques divided into terms
 - a. Term One - The total of 4 months from Sept to Dec
 - b. Term Two – The total of 3 months from Jan to Mar
 - c. Term Three – The total of 3 months from Apr to June

3. **Yearly**- one cheque for the 10-month period

Member Duties and Expectations

As members of the association, we participate in the following:

Parent Roster Days

Alberta preschool legislation requires where 12 or more children are present at a program, a minimum of 2 staff are required to be present. It falls to us to be these “Supervisors”. We refer to these as “Parent Roster Days” and it is up to us to ensure we are available for our scheduled days. **It is a requirement that all parents or family members who participate in the parent roster days provide a clean Child Intervention Check prior to the start of school. This can be obtained from 9820 106 street, Edmonton. Forms will be available at the school or at the office. You will require 2 pieces of government issued identification.** If you will have a family member regularly filling in for your roster dates; that person must also have a clean child intervention check completed. This decision was made to ensure the safety of all preschoolers and parent volunteers.

The Parent Roster schedule is created by a parent volunteer and is posted months in advance. We all work the same number of days throughout the year, executive and member parent alike. This is an excellent opportunity to participate in classroom activities, and watch your preschooler develop and grow.

There is a list of duties in the classroom to guide your participation as a roster parent. It involves assisting in prep for activities, helping preschoolers in activities, watching for safety hazards, opening lunch snacks, and general tidying of the classroom each school day. The tasks are not excessive, and generally there is much time to interact with the children. The classroom is a positive, happy space, and we ask that parents avoid foul language, using cell phones, and come with a positive attitude.

A Roster Parent must arrive no later than 8:45 am and only leave once all daily duties are completed. If for some reason you are not able to fulfill a particular day you may find a replacement or “trade” with another one of the member parents and must be marked on the main Roster Day Calendar that is posted outside the classroom. This can be worked out between whomever you find for a replacement but it is important to note that it is your responsibility to ensure that your replacement will arrive on the scheduled day and that your replacement is familiar and willing to do the duties that are required of a roster parent. Note: Children not enrolled in the program are not permitted to attend with the Roster Parent.

Because life can throw us the unexpected we have “Ghost Parents”. These are Member Parents who have volunteered to be a last minute replacement in case something comes up. A rule of thumb is to contact them before 10:00 pm the night before the scheduled Roster Day. For last minute situations they can still be contacted in the morning but may not be available and then other arrangements would have to be made. For a list of Ghost Parents please refer to the Member Parent Contact Sheet and for a list of the daily Roster duties please refer to the Gold Bar Preschool Policy and Procedure Manual.

Fundraising

Not all monies received through membership/registration and program fees can cover a year's expenses so we rely on all our member families to do their best with our fundraising endeavours. These usually include 2 major fundraisers a year. We have had great success with a hockey fundraiser draft and Purdy's Chocolates at Christmas but are always open to new ideas and recommendations for future efforts.

Bingo shifts are an additional source of fundraising. We provide a number of parents to work day or evening bingo shifts 3 times per year, and we collect a substantial donation from the Gold Bar Community League. These fundraising efforts are managed by our Fundraising Co-ordinator.

Toy Cleaning

Four times a year we gather at the preschool to clean and organize the toys and supplies. One representative from each member family is required to attend at least one (1) toy cleaning per school year. The toy cleanings are organized and managed by our Cleaning coordinator.

General Meetings

This refers to 1 meeting that in which a representative from each Member Family is required to attend. The Annual General Meeting is held in Late August/Early September. If necessary we may have one more in the Spring around March/April. We try to keep the kids at home so we can focus on the discussions that take place.

Commitment Cheques

Because we, as member parents rely on each other for a successful school year, if a member is unable to fulfill their duties the Preschool must be compensated. This exists in the form of Commitment Cheques. These commitment cheques are cheques submitted to Gold Bar Preschool in the beginning of the school year. This ensures that we all know our responsibilities and commit to them and unfortunately if we are unable to fulfill any of them we must make up for that in some way. Everyone's time and effort is valuable and we do a great disservice to all our members and most importantly, our children if we fail to participate.

At the beginning of the school year we require the following:

Type	Amount
Fundraising	1 x \$250.00 (\$25/month of enrollment)
General Meetings	1 x \$50.00
Toy Cleaning	1 x \$50.00
Parent Roster	3 x \$50.00
Total No. Commitment Cheques	6 @ \$500 total

All commitment cheques are to be made out to “Gold Bar Preschool” and **left undated** should they require cashing throughout the year.

As long as your responsibilities as a Member Parent are fulfilled your commitment cheques will be returned to you at the end of the school year. The following outlines the circumstance around a cheque being cashed. You will be notified by the Preschool President if a commitment cheque is to be cashed.

Fundraising – Each family is required to fundraise and profit the preschool \$250 throughout the school year. The Fundraising Coordinator will keep track of profit earned by each family, and will ensure feedback is given after each major fundraiser. If at the end of the year you have raised a minimum of \$250 for the preschool, you will receive your cheque of \$250 back. If however your fundraising efforts fall short, your \$250 cheque will be cashed and you will be refunded the difference.

For example: Your family has brought in \$200 profit through fundraising efforts. Gold Bar Preschool will cash your \$250 commitment cheque and write you a cheque for \$200, thus retaining the \$50 shortfall.

Families also have the option to work community bingos. If a member chooses to work a bingo independently from the preschool, that can choose to have their voucher paid to the preschool and added to their fundraising profit for the year.

(not valid for 2019\2020 year) Bingos – Each parent will be required to sign up with the community league of their choice for 1 bingo night. The voucher from the bingo night will be made out to ‘Gold Bar Preschool’ and given to the treasurer. Failure to participate in scheduled bingo will result in cashed commitment cheque.

General Meeting – Failure to attend the General Meeting.

Toy Cleaning – Failure to participate in at least one of the four toy cleanings scheduled throughout the year.

Parent Roster – Failure to arrive for a scheduled shift. The Roster Parent must arrive no later than 8:45 am and only leave once the duties for the day have been completed. If a Roster Parent is going to be unavoidably late, the teacher must be notified with a phone call or text. If a phone call is not placed to the Teacher by 9:00 am and/or a shift is missed then one of the three Parent Roster cheques will be cashed. If a total of three (3) shifts are missed (either by yourself or your appropriate replacement) and subsequently all three cheques are cashed, then the Member Family will be asked to leave the Preschool. This may seem drastic, but roster day commitments are crucial.

The Preschool phone number (via Gold Bar Elementary School) is (780) 466-4116. For further information and details about each of the responsibilities regarding Commitment Cheques please refer to the Policy and Procedure Manual (Handbook).

Concerns, Questions and Conduct

If there are any concerns or questions that arise regarding Member Parent/Family duties and expectations they are to address them with either the President or the Vice President. The executive is in place to deal with these issues leaving our wonderful teacher to focus on the well-being and development of your child.

As member Parents/Families we also strive to keep these concerns discussed in the appropriate venue. The classroom, in front of the children is not the best place to raise any issues. The executive is dedicated to ensuring that the experience at Gold Bar Preschool is a positive one for both child and parent and will be open to any discourse and gladly address any concern.

As member families, we are all expected to treat everyone with respect and civility at all times. We are all in this together and we all make Gold Bar Preschool a great place for our children to be. Our co-operation and dedication to this common goal is paramount. We have a wonderful community and this preschool is the start of a great journey!

Sincerely,

Gold Bar Preschool Association Executive Committee