

# Little Friends Parent Participation

As a co-op nursery school, Little Friends depends on parent involvement to keep costs down and our program at its best. Families are required to participate in **one activity/area (per child enrolled)** over the school year. There are a variety of volunteer positions available to choose from (see description list below). The approximate time, commitment and number of people required is indicated after each description.

## Board Positions

These positions may be selected by any family. They are elected positions voted in at the Annual General Meeting for a one year term. Board members attend monthly meetings in addition to the individual position duties.

**President** – Responsible for the overall coordination of all aspects of Little Friends operation.

**Vice President** – Oversees the Casino and in the event the President is unavailable for duties, assumes that role.

**Secretary** – Responsible for maintaining meeting minutes and other Little Friends communications. Also maintains and updates the website.

**Treasurer** – Responsible for all financial aspects including payroll, budgeting and bill payment.

**Registrar** – Responsible for recruitment, enrolment and all records associated with same.

**Supply Acquisition** – Responsible for purchasing required supplies for Little Friends within a designated budget.

**Church Liaison** – Handles all communications between the St. Andrew's United Church and Little Friends.

**Casino Coordinator** – Is responsible for overseeing the casino during casino years and administration of casino funds.

**Roster Coordinator** – Organizes and schedules the snack and roster participation for all classes.

**Special Events Coordinator** – Organizes and oversees special events throughout the year.

**Personnel Coordinator** – Acts as the liaison between the staff and the Little Friends Board.

**Volunteer Coordinator** – Responsible for coordinating the Parent Participation program.

## General Positions

These positions may be selected by any family.

*\*Positions marked with an asterisk (\*) are best suited to families who are able to be at the school at least once a week.*

**Carpet steam cleaner** – Steam cleans the carpets in both classrooms biannually and as needed

(2 hrs; 1 person).

**Casino Assistants** – In a casino year will help the Casino Coordinator organize and oversee the casino fundraiser (10+ hrs; 1 person).

**Christmas Cards** – Under the direction of the Fundraising Coordinator, organizes the annual Christmas card fundraiser from collection of artwork thru ordering, printing and distribution (10 hrs; 1 person).

**Maintenance/Repairs** - Takes care of any small repairs or handyman jobs (time varies; 2 people).

**\*School Photo Assistants** – Ensures the students are brought down to the photographer during school photos, assists in distribution of proofs and photos (2 hrs; 3-4 people).

**Sewing/Mending** – Repairs costumes, stuffed animals, puppets, and includes replacing Velcro, stitching seams and other minor sewing. (Time varies; 1 person).

**Sidewalk upkeep** - Ensures sidewalks are cleared of snow and sanded as required, monitors supply of sand/salt and informs the Supply rep. when more is required (time varies; 3 people).

**Special Events Assistants** – Assists the Fundraising Coordinator in the organization of the bi-annual special events (10+ hrs; 6 people).

**Special Events Clean Up** – Remains after the fall and spring special events to help with take down and clean up (1 hr., 6 people).

**Technology Support** – Assists with technological issues as they arise (time varies; 1 person).

**Toy Wash Assistants** – Is present to oversee each cleaning bee (10 hr, 2 people)

**Treasurer Assistant** – Assists Treasurer with financial aspects including payroll, budgeting and bill payment (varies; 1 person).

**Year End Party Coordinator** - Organizes and implements the year end party plans for all classes (4-6 hours; 2 people).

## **Playschool Positions**

These positions are only available to families with a child in the Playschool (4 yr old) program.

*\*Positions marked with an asterisk (\*) are best suited to families who are able to be at the school at least once a week.*

**Christmas Party Assistant** – Assists with the organization, set up and clean up of the Playschool Christmas Presentation (2 hrs; 1 person.)

**\*Class Historians** - Takes photos of the routine class activities in addition to special events, presentations and field trips throughout the year. Photographer will be given a memory stick to provide images to teacher. (Time varies; 2 people).

**\*Classroom Library Assistant** – Organizes and tracks classroom books for children to borrow. (April-June; 1 person)

**\*Craft Prep** – Assists the teacher by prepping necessary craft materials for a period of five months. (E.g. cutting) (5 months; 2 people).

**\*Laundry** - Ensures towels, dish rags, costumes and stuffed animals are cleaned on a regular basis (5 months, 1 person).

**Library Resource** – Accesses theme oriented materials thru the year, from the public library, for in class use. (Time varies; 1 person).

**\*Memory Book Helper** - Assists in the construction of the memory books as directed by the teacher on a monthly basis. (Time varies; 1 person).

**\*Recycling-** Collects weekly any materials for recycling from both classrooms (5 months; 1 person).

**\*Scholastic Helper** – Assists the teacher with the Scholastic Book program. (Time varies; 1 person).

### **Playroom Positions**

These positions are only available to families with a child in the Playroom (3 yr old) program.

*\*Positions marked with an asterisk (\*) are best suited to families who are able to be at the school at least once a week.*

**\*Class Historians** - Takes photos of the routine class activities in addition to special events, presentations and field trips. (Time varies; 2 people).

**\*Classroom Filing Assistant** – Assist the teachers by placing student's art work and notices in their cubbies (A few minutes each class for a portion of the year; 3 people).

**\*Craft Prep** - Assists the teacher by prepping necessary craft materials for a period of five months. (E.g. cutting) (Time varies; 3 people).

**\*Laundry** - Ensures towels, dish rags, costumes and stuffed animals are cleaned on a regular basis (5 months, 1 person).

**\*Recycling-** Collects weekly any materials for recycling from both classrooms (5 months; 1 person).

**\*Scholastic Helper** - Assists the teacher with the Scholastic Book program. This includes preparing and distributing flyers, and sorting orders once they arrive. (4x/year, 1 person).

### **Toddler Room Positions**

These positions are only available to families with a child in the Toddler Room (2 yr old) program.

*\*Positions marked with an asterisk (\*) are best suited to families who are able to be at the school at least once a week.*

**\*Craft Prep** - Assists the teacher by prepping necessary craft materials for a period of five months. (E.g. cutting) (Time varies; 4 people).

**\*Laundry** - Ensures towels, dish rags, costumes and stuffed animals are cleaned on a regular basis (5 months; 2 people).

**\*Scholastic Helper** - Assists the teacher with the Scholastic Book program (Time varies; 1 person).