

# **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** – Manages 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.

**Roster Coordinator** – Organizes and schedules the snack and roster participation for Toddler room and Playroom classes.

**Parent Participation and Toy Wash Coordinator** –organizes and assigns parent participation jobs and toy wash dates.

**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.

**Member at Large**- attend LF board meetings on a monthly basis and provide input and assistance as needed.

## **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).

**Maintenance/Repairs** - Takes care of any small repairs or handyman jobs (time varies; 1 person).

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

**Special Events Assistant** – Assists the Special Events Coordinator in the organization of the bi-annual special events and recruits volunteers for events (10+ hours).

**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).

**Bulletin Board**- responsible for communicating with the teachers and updating the hall boards with updated photos and information.

**Recycling**- Collects weekly any materials for recycling from both classrooms (5 months each; 2 people).

**Supplies Assistant**-assist the Supplies Acquisition person in obtaining items for the staff and school.

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

**\*Special Events Photographers**- 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; 3 people).

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

**\*Scholastic and Library Helper** – Assists the teacher with the Scholastic Book program and accesses theme oriented materials thru the year, from the public library, for in class use. (Time varies; 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).

## **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.*

**\*Special Events Photographers** - Takes photos of the routine class activities in addition to special events, presentations and field trips. (Time varies; 3 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; 1 person).

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

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

**Play-doh** -Assists the teacher by prepping necessary craft materials, specifically making play-doh (2 month time slots; 5 people)

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