

### **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** – Attends 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 (December and June) and as requested by teachers (2 hrs; 1 person).

**Maintenance/Repairs & Technology Support** – Takes care of any small repairs or handyman jobs (time varies). Assists with technological issues as they arise (time varies; 1 person).

**Special Events Assistants & School Photo Assistants** – Assists the Special Events Coordinator in the organization of the bi-annual special events and recruits volunteers for events. Ensures the students are brought down to the photographer during school photos, assists in distribution of proofs and photos (10+ hrs; 2 people).

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

**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 & Stuffed Wash** - Ensures towels, dishrags, costumes and stuffed animals are cleaned on a regular basis. Stuffedies are washed monthly and towels/rags need to be washed weekly and returned following week. (5 months, 1 person).

**Bulletin Board**- responsible for communicating with the teachers and updating the hall boards with updated photos and information approximately monthly. Volunteer needs to go into playschool class to take individual and group photos to be put on bulletin board. Board updated every other month.

### **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 & Stuffed wash** - Ensures towels, dishrags, costumes and stuffed animals are cleaned on a regular basis. Stuffedies are washed monthly and towels/rags need to be washed weekly and returned following week. (5 months, 1 person).

**Bulletin Board**- responsible for communicating with the teachers and updating the hall boards with updated photos and information approximately monthly. Volunteer needs to go into playroom class to take individual and group photos to be put on bulletin board. Updated every other month.

### **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 & Stuffie Wash**- Ensures towels, dishrags, costumes and stuffed animals are cleaned on a regular basis. Stuffies are washed monthly and towels/rags need to be washed weekly and returned following week. (5 months; 2 people).

**Bulletin Board**- responsible for communicating with the teachers and updating the hall boards with updated photos and information approximately monthly. Photos will be taken by the teacher and the volunteer will need to print and put on board. (September-June)