

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..

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, the Artist in Residence Program, and - in the event the President is unavailable for duties - assumes that role. Leads fundraising efforts in non-casino years.

Communications – 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.

Volunteer Coordinator –organizes and assigns parent participation jobs and toy wash dates (if applicable).

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 provides input and assistance as needed. Prepares to assume a larger role on the Little Friends Board for the following year.

General Positions

These positions may be selected by any family.

Carpet Steam Cleaners – Steam cleans the carpets in both classrooms. Two positions available to clean minimum biannually (November and January) or (March and June), and additionally as requested by the teachers. Must be available after school.

Maintenance/Repairs & Technology Support - Takes care of any small repairs or handyman jobs. Assists with technological issues as they arise.

Fundraising Assistant – Assists the Little Friends Board with organizing and executing fundraisers throughout the year.

Clean the Gym Equipment- Wipes down and cleans the toys and gym equipment in the gym space, wash towels and rags after the clean. Evenings or weekends. At minimum biannually (December, over Christmas break and June, the week after school ends) and additionally as requested by the teachers.

Special Events Assistants – Assists the Special Events Coordinator in the organization of special events and recruits volunteers for events. (Includes Year End Party assistance).

School Photo Assistant –Ensures the students are brought down to the photographer during school photos, assists in distribution of proofs and photos.

Recycling – Collects weekly any materials for recycling from both classrooms during school hours.

Snow Removal & Stair Mop- Ensures that the sidewalk leading to main doors is clear before school begins, and/or before dismissal, putting down gravel as necessary, and ensures that stairs leading to classrooms are mopped when wet.

Playdough -Assists the teacher by prepping necessary craft materials, specifically making playdough.

Laundry & Stuffed Wash - Ensures towels, dishrags, costumes and stuffed animals are cleaned on a regular basis. Stuffed animals are washed monthly and towels/rags need to be washed weekly and returned the following week.