



**Highwood Playschool Association**  
16 Harlow Avenue NW, Calgary, Alberta, T2K 2G1  
403-200-0171  
highwoodcommunityplayschool.com

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## **2012-2013 Registration Dates**

- Registration for alumni & their siblings and Highwood community members will be offered beginning January 27<sup>th</sup>, 2012. (Students currently enrolled in the 3-year-old class will be given priority for registering in the morning 4-year-old class).
- General Registration begins February 4<sup>th</sup>, 2012. (Priority will be given to families residing in the following communities Highwood, Thornhill, North Haven, Cambrian Heights, and Highland Park on this day only).

## **Registration Index 2011-2012**

Please note that all of the following registration requirements must be met to reserve a space for your child. Please fully complete the checklist and submit all forms to the Registrar at the Playschool or call Jackie (403-701-2892) to make other arrangements. Registrar to confirm that package is complete.

- ☐ Read the philosophies and policies of our Playschool as posted on website and found in this Registration Package.
- ☐ Complete the **Registration Form**; no spaces left blank.
- ☐ Read and sign the **Permission Form**.
- ☐ Read and sign the **Discipline Policy**.
- ☐ Read and sign the **Toileting Policy**.
- ☐ Read and Sign the **Consent for Personal Information**.
- ☐ Review Out-of-Class Jobs & complete **Job Preference Form**.
- ☐ Attach the necessary post-dated cheques.:
  - **Non-refundable Registration Fee** of \$50.00 (\$35 Administration fee + \$15 Highwood Membership fee), today's date.
  - **Monthly Tuition Fees** dated: Sept 1, Oct 1, Nov 1, Dec 1, of 2012 and Jan 1, Feb1, Mar 1, Apr 1, May 1, Jun 1, of 2013.
  - **Work-Bee Deposit** of \$100.00, dated Jan 1 2013, refundable.
  - **Fund-raising Deposit** of \$100.00, dated Jan 1 2013, refundable.

Please make checks payable to Highwood Playschool Association. There will be a \$25.00 fine for any NSF cheques.



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The Highwood Playschool is a non-profit playschool. As such all class configurations are subject to change due to changing budget restrictions, enrollments and other restrictive factors. We will only proceed on actual class commitments once enrollment thresholds have been reached and budgets, and other restrictive items, have been confirmed. The timetable for confirmation will be by June of the current school year, to prepare for September class starts.

### **Class Times & Fees for the 2012-2013 School Year**

<b>Age</b>	<b>Days</b>	<b>Times</b>	<b>Fees</b>
3 Year-Olds	Tuesday & Thursday	9:05 to 11:20 am	\$ 120.00/month
4 Year-Olds	Monday/Wednesday/Friday	9:05 to 11:35 am	\$ 160.00/month
4 Year-Olds	Monday/Wednesday/Friday	12:45 to 3:15 pm	\$ 160.00/month

**Classroom age requirements:** Children must be 3 years old to attend our 3 year-old class. Children must be 4 years old by March 1<sup>st</sup>, 2013 to attend our 4 year-old classes. We will accept on-going registrations of new 3 year-olds, as space allows, until January 1<sup>st</sup>, 2012. If a family would like to hold a spot for their child until he/she turns three and is independent in toileting, a holding fee (50% of the monthly tuition fee per month plus the first month's tuition) will be charged to hold a spot. Families can hold a spot for their child for up to two months. One month's tuition fee will be charged if you decide not to enroll your child at the end of the holding period. Three spots per class will be made available for families who wish to hold a spot for their child.

**Toileting Policy:** All children attending preschool must be toilet trained. We understand that occasional accidents do happen, however, we are not equipped for diaper/pull-up changing or daily accidents. Parents need to agree to and sign our Toileting Policy upon enrolment.

#### Term

Highwood Playschool follows the Calgary Board of Education calendar. Playschool classes begin one week after students enter regular school and ends two weeks prior to the regular school system.

Nonrefundable Registration Fee: **\$50.00** (\$35.00 Administration fee plus \$15.00 Highwood Membership Fee) Every registrant; Dated the day that the registration forms are handed in.



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Monthly Tuition: Fees in the amount listed above are required as a set of postdated cheques at the time of registration. Please date the cheques for the first of each month Sept 1, 2012 to June 1, 2013.

Our tuition fees are prorated into a monthly installment over 10 months. Classes start in the fall beginning the week of September 5<sup>th</sup>, 2012. At the end of the year, classes wrap up the second week of June 2013. It is important to note that the number of school days in September, December and June are less than average months. However, all months are charged at the same fee as the cost of running the school is spread equally over the entire term.

Work Bee Deposit: **\$100.00**

Every Registrant. This cheque will be returned to the parent when he/she has volunteered at one Work Bee during the school year. This is a mandatory commitment from every family. Please postdate this cheque for January 1, 2013.

Fundraising Deposit: **\$100.00**

This deposit is required by every family and is returned after the parent(s) have participated in at least 2 of 3 fundraising events. Please post-date this cheque for April 1<sup>st</sup>, 2013.

Cheques are to be made payable to "Highwood Playschool Association." There will be a \$25.00 fine for NSF cheques. Any family who falls one month in arrears in payment of the school fees will be asked to remove their child from the program. We operate on a very slim budget, with volunteer help, and we cannot be involved in collections.

**Confirmation of Enrolment:** Once enrolment has been confirmed, a Parent Handbook will be provided. It is the responsibility of each family to review the material sent. The Executive will assume you are familiar with policies and procedures after the information has been given to you.

**August Mail-Out** will contain the Teacher's Newsletter, date of Parent Orientation Night, September parent helper schedule, out-of-class job assignment, date of Fall in-class helper responsibilities, master class list.



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**Withdrawal Policy/Cancellation Policy:**

- Community Association fees and Registration fees are non-refundable.
- Monthly tuition fees are refundable after 30 days from the receipt of written cancellation notice by the Registrar.
- There can be no refund for tuition due to vacation, holidays or illnesses.
- If a family fails to fulfill their financial and/or parental obligations to the Playschool, they will receive a verbal or written warning. The Executive, on written notice, may request a family to withdraw from participation in the program if the issue fails to be resolved.
- A child may also be withdrawn from the program if the Executive, in consultation with the Teacher, is of the opinion that the program is not suitable for the child.



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**REGISTRATION FORM 2012-2013**

Class in which child is being registered (Please circle): 3 Year-Old 4 Year-Old

Child's Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Given Name to be used in Playschool: \_\_\_\_\_

Birthdate (yyyy/mm/dd): \_\_\_\_\_ Age, as of Sept 1st, 2012: \_\_\_\_\_

Address with postal code: \_\_\_\_\_

Community: \_\_\_\_\_

Family e-mail address: \_\_\_\_\_

Parent/Guardian #1: Full Name: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Parent/Guardian #2: Full Name: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Sibling names and ages: \_\_\_\_\_

Language most used at home: \_\_\_\_\_

Emergency Contacts (OTHER THAN PARENTS)

#1 - Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#2 - Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\* These people have permission to pick up your child from school.

For Office Use Only

**Forms Complete** Y / N

**Fees** Y / N

**Parent Handbook Given** Y / N



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**Child's Medical Information**

1. List any allergies **and** treatments (i.e., Epi-pen, Benadryl): \_\_\_\_\_

**Note: An extra supply of you child's medications/treatments must be provided to the Playschool on the 1<sup>st</sup> day of school along with a current photo of your child. You must also complete a Severe Allergies Form.**

2. Immunizations: \_\_\_\_\_ up-to-date \_\_\_\_\_ not up-to-date \_\_\_\_\_ not completed

**NB: If your child contracts the measles, Alberta Health Services requires that they remain out of group activities for 3 wks following the end of the disease.**

3. Please list your child's medications taken on a regular basis? \_\_\_\_\_

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**Note: If you require the Playschool to administer any medication dosage for allergy, asthma, or medical condition in case of emergency ONLY, you must sign a permission slip acknowledging this.**

4. Special Diet for health/religious reasons: \_\_\_\_\_

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**Note: If your child has any life threatening food allergies, you are required to provide your child a backup snack to be kept at the school.**

5. What kinds of things is this child interested in? What is he/she good at?

\_\_\_\_\_

6. Previous group experiences: \_\_\_\_\_

7. Please identify any special concerns, fears, or needs: \_\_\_\_\_

\_\_\_\_\_

Does anyone in your family have any special interests or skills that might be shared to enrich the playschool? \_\_\_\_\_

How did you hear about Highwood Playschool? \_\_\_\_\_

I, the guardian of \_\_\_\_\_, have read and agree to support the philosophies, policies and procedures of the Highwood Playschool **and** release the Highwood Playschool Association from any liability included but not limited to an injury, illness or allergic reaction at the Playschool.

Signature of Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



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**Consent Form 2012-2013  
 For Playschool Activities & Emergency Medical Care**

**Child's Full Name:** \_\_\_\_\_

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the Playschool for the school term September 2012 to June 2013.

I hereby grant permission for my child to leave the licensed Playschool premises (this includes only the classroom) under the supervision of a staff member and parent volunteers for activities within the Highwood Community Association Building and grounds, such as the gymnasium/main hall and outdoor playground. Any neighborhood walks or other field trips in an authorized vehicle require a permission slip specific to that activity.

I hereby grant permission for my child to be included in evaluations and pictures connected with the school program.

I hereby grant permission for the Highwood Playschool staff to take whatever steps may be necessary, in the order deemed necessary, to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent of guardian.
2. Attempt to contact you through any of the persons listed on the emergency contact list you provided for the Playschool.
3. Attempt to contact the child's Physician.
4. Dial 911 to contact appropriate emergency personnel and/or arrange for emergency transportation.
5. Have the child taken to an emergency hospital and wherever possible, in the company of a staff member.
6. Any costs incurred under 5, above, will be borne by the child's family.
7. Should it be necessary to evacuate the building, children will be removed to the Highwood Elementary School within walking distance. The parent helper will phone each parent to request early pick-up.
8. The Playschool will not be responsible for anything that may happen as a result of false out-of date information given at the time of enrollment.

**Note: The Highwood Playschool assumes no responsibility for lost or stolen articles.**

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Witness

\_\_\_\_\_  
 Date



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## **Consent Form 2012-2013 For Discipline Policy**

Discipline describes the teaching and learning process by which children develop socially acceptable and appropriate behaviors as they grow to maturity. Discipline is something that adults do with and for children, rather than to them, to stop them from behaving in undesirable ways. It's intention is to help children move towards self-discipline. Discipline involves a continuous process of guiding behavior and is offered while acceptable behavior is displayed. It should be constructive, meet a child's needs and lead to a positive learning experience for the child.

The following measures will be taken to encourage children to learn socially appropriate behavior while at the playschool:

1. Staff will first use preventive measures to minimize the need for disciplinary intervention. This includes, but is not limited to, careful planning of activities that keep children engaged, thoughtful arrangement of the room and furniture, distraction from potentially inappropriate behavior, provision of sufficient materials and toys, modeling of calm problem-solving, clearly communicated expectations, praise for positive behaviors and effort, and sufficient friendly teacher-child interactions. Children will be informed of classroom rules through discussions at circle-time, and throughout the program. Rules are based on respect for self, others and property.
2. In the case of inappropriate behavior, the staff will use positively phrased explanations of what the child must do instead and why. The child will be given a chance to comply. In the case that the child does not comply reasonably, the staff will explain again and state what the consequence will be otherwise. The child will be given another chance to comply. In the case that the child still does not comply reasonably, the consequence will occur. The child will be reminded of the expectation. Consequences will be reasonable and logical (e.g., switching seats at circle time to help one keep one's hands to one's self).
3. If a child poses a danger to himself, others or property, staff may need to physically move a child from the situation. If so, the staff will take care to be gentle and use as little physical force as possible.
4. Staff will always use a calm and positive demeanor when guiding a child.



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5. The following methods of discipline are not used:
  - a. No physical punishment. The caregivers may not use any form of physical punishment such as striking, shaking, pinching, or rough handling.
  - b. No emotional punishment. The caregivers may not use forms of deprivation that could interfere with a child’s emotional and physical well being, such as withholding food, isolation, depriving of basic needs or ignoring for long periods of time. ‘Time Away’ from a difficult situation is only used in situations with extreme forms of aggression or destructive behavior. The child will never be left unattended, and the duration of the Time Away will be as short as possible while still giving the child a chance to recover emotional control.
6. Ongoing disciplinary issues will be discussed with the parents of the child, and an action plan that is acceptable to both teacher and parents will be decided upon. In such a case, the teacher and staff will begin to keep a log record of the child’s behavior and follow-up so that progress can be assessed. Every reasonable effort will be made to work with the child and parents to resolve the issue. If a child is in repeated and ongoing conflict with the methods and expectations of the playschool, the family may be required to withdraw the child from the program under recommendation from the teacher, with approval from the Highwood Playschool Parent Advisory Committee.

I, the parent/guardian of \_\_\_\_\_, have read and agree to support the Discipline Policy of the Highwood Playschool.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



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## **Highwood Playschool Toileting Policy 2012-2013**

**Toilet Training:** Because changing soiled underwear introduces an increased risk of spread of infection and because the preschool is not equipped with diaper or pull-up changing facilities, all students must be toilet trained before beginning school.

We understand that occasional accidents do happen from time to time. If your child has an accident, the teacher will contact you and work with you to determine what can be done to help the situation. If sufficient evidence exists that your child is not toilet trained, the playschool has the right to remove your child from the class. If your child is removed from class, his/her spot will be held for one month (full tuition fees apply). After one month, the playschool cannot guarantee a spot will be available. Once your child is fully potty trained, you are welcome to contact the preschool to check on class availability.

**Changing Procedures:** If a child wets or soils him/herself while at school, the teacher reserves the right to contact the parent and ask them to come and change their child. If the parent is unable to come or cannot be reached, then they can give the staff permission to change the child by signing the permission slip below. If the staff changes the child, the following procedure will be followed:

1. The staff member will wear rubber gloves.
2. The child will be washed with disposable wipes and dried.
3. Clean and dry clothes will be put on the child. (Parents should include a full change of clothes in their child's school bag.)
4. Soiled clothes will be double bagged and sent home for cleaning without rinsing or removing any of the soil from the clothing to avoid further contamination of the playschool.
5. No negative comments will be made to the child.
6. The changing will be logged, dated, and signed in the book.

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I have read the notice concerning toileting and changing procedures. If I am unable to come to the preschool and change my child, I give the staff of Highwood Community Playschool permission to change my child following the stated procedure.

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_



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## **Highwood Playschool Privacy Policy 2012-2013**

The Highwood Playschool is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in our privacy policies. We adhere to these policies and the provisions of the *Alberta Personal Information Protection Act*.

We collect personal information about you and your child in order to provide you with our Playschool program. Personal information is any information that identifies you as an individual. It does not include business contact information used for business purposes.

Highwood Playschool:

- Will not collect, use, or disclose your personal information for any purposes other than those identified to you, subject to exceptions permitted by law;
- Will make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
- Will make all reasonable efforts to protect your personal information with appropriate security safeguards;
- Will make all reasonable efforts to keep your personal information accurate and up-to-date; and
- Will attempt to honor requests you make for access to your personal information or the correction of your personal information, subject to exceptions permitted by law.

We take our responsibility to respect and protect your personal information seriously.

If you have any questions about our privacy policies or practices, or if you would like to review your personal information, please contact our President.



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**Consent Form for Personal Information 2012-2013**

I, \_\_\_\_\_, consent to allow Highwood Playschool to release, collect, use, or disclose personal information for its operational and administrative purposes, including, but not limited to:

- |                                  |                          |
|----------------------------------|--------------------------|
| • Eligibility and pre-assessment | • Student/Family liaison |
| • Learning assessments           | • Development            |
| • Student counseling             | • Fundraising            |
| • Student health and safety      | • Finance                |
| • Special events                 | • Administration         |

I understand that Highwood Playschool is subject to provincial and federal privacy legislation and has developed a Privacy Policy to ensure compliance with privacy legislation and standards.

I am aware of the risks and benefits associated with consenting or not consenting to collection and that I may revoke my consent at any time by providing written statement of revocation to Highwood Playschool.

**Please circle 'yes' or 'no':**

I give permission to include my name and my child's name, email address and phone number on the class lists: Yes / No

I give permission to include my child's first name, photograph and/or artwork in the playschool newsletter/website: Yes / No

Name of Child: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Valid until July 1, 2013



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## **OUT OF CLASS JOB PREFERENCE FORM**

Please review the attached list of out-of-class job choices and state your preferences below. Each family is responsible for a minimum of one job per child you have enrolled, but some parents often help out with numerous jobs throughout the year. Most of the jobs require very little time commitment but are essential to keeping the playschool operating smoothly. All your efforts are greatly appreciated.

The jobs will be allocated in May/June and will be confirmed at the Parent Orientation in September. At that time a job description will be provided. This allows an opportunity to familiarize you with the position and be ready to begin immediately when school commences. Each and every job is imperative to the smooth running of the Playschool.

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

While we will attempt to fill one of the above choices, it may be impossible to accommodate everyone. In that event, you will be telephoned to arrange an alternate job.

Name of Child: \_\_\_\_\_ Class \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Executive Board Positions**

Strong parent involvement is a key to our playschool's success. All board positions are available in May, with the exception of the Registrar, which begins in February. Board members are expected to attend 10 meetings per year (monthly).

□ **President (1 or 2 people)**

Calls and chairs all Board, General and Special Meetings; drafts and circulates agenda for all meetings; is responsible for day –to-day issues concerning the operation of the playschool such as, teacher hiring and annual teacher contract as approved by the Executive; arranging for substitute teacher; providing a liaison between the Teachers and the Executive and parents; coordinating the nominations for Executive positions; updating Parent Handbook and Policy Manual annually; working with Jobs Coordinator to fill all necessary jobs and track job performance; applying for operating licenses.

□ **Vice President (3 year old Class)**

□ **Vice President (4 year old AM Class)**

□ **Vice President (4 year old PM Class)**

Assisting the President with any duties as requested, some of which include: drawing up the parent helper schedule of their representative class and distributing it to the parents; adjusting calendar as new children join the playschool; posting a parent helper schedule on bulletin board outside the classroom; assisting with substitute parent helper; providing orientation to any families starting mid-year, reviewing parent expectations and ensuring new families receive a copy of the handbook, teacher orientation note, calendar, parent-helper note and current schedule.

□ **Registrar** *This position begins in January and runs to the following January.*

Responsible for registering all children who attend the Playschool including: answering telephone and e-mail inquiries about the Playschool; preparing and distributing registration information to potential members; organizing initial registration in February for children starting Playschool the following September; operating ongoing registration for September; filling vacancies as they occur during the year; accepting written notices of cancellation or withdrawal from the Playschool; preparing and distributing new class lists for May Executive meeting; providing complete registration packages to Teachers prior to school commencing in September; throughout the school year, inform the Teacher, Secretary, VPs, Treasurer and Out of Class Job Coordinator immediately of new registrants.



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### ☐ **Secretary**

Responsible for all record keeping including: recording, reproducing and distributing the Minutes for all Executive, general and special meetings; maintaining and distributing up-to-date class list; maintaining Playschool electronic and paper files and supporting President with Parent Handbook and Policy revisions.

### ☐ **Treasurer (We have an external book keeper)**

Responsible for all financial matters including: reviewing all financial transactions on behalf of the Playschool (Payroll, T4's Government Source Documents) as prepared by the bookkeeper; advising and reporting financial operations to the Executive monthly; proposing fee structure; preparing the annual budget for presentation to the Executive and membership at the May (preliminary budget) and at the September Orientation Meeting (final budget); submitting a copy to the Highwood Community Association upon approval by the Executive; preparing and supporting the annual review of financial records; preparing tax receipts for all parents on or before February 15 and June 15.

### ☐ **Community Association Liaison**

Responsible for liaising between the Community Association and the Playschool Executive, attends or submits a report for all CA, general and special meetings; presents an annual report at the Highwood Community Association Annual General Meeting.

### ☐ **Out-of-Class Job Coordinator**

This position is filled at the May Executive Meeting, as the majority of the work is done during the summer (i.e., ensuring all out-of-class job positions are filled.) Prepares work bee schedule, obtains supplies and is present for the beginning of each playschool work bee. Checks with the teacher and president as to school access, preferred dates, and what needs to be cleaned before each work bee; assists with fundraiser coordinator in recruiting and scheduling volunteers for fundraisers; maintains list of the out-of-class job positions and their descriptions; maintains communication amongst teachers, executive, and parents to ensure tasks are delegated to the designated volunteer and that volunteers understand roles; checks in periodically to see if any job support is required; keeps record of parents' fulfillment of fundraising and work bee volunteer commitments.

### ☐ **Fundraising Coordinator(s)**

Responsible for organizing money-raising projects for program enrichment and development.



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## Committee Information

Below is a list of committees/roles and a brief description of the work involved. Please indicate your preferences on the Out of Class Job Form.

<b>Communications &amp; PR</b> (4 or 5 people)	<input type="checkbox"/> Website updates, photos, newsletters <input type="checkbox"/> Highwood Breeze submission <input type="checkbox"/> Advertising for registration <input type="checkbox"/> Promotional material for registration <input type="checkbox"/> Playschool Newsletter (monthly) <input type="checkbox"/> Photocopies Welcome Package (August) and Registration Package (January)
<b>Classroom Enrichment</b> (1 per class)	Arranges for visitors, volunteers as well as paid enrichment providers, to come to the classes.
<b>Laundry &amp; Recycling</b> (1 per class)	Collects laundry and recycling as requested by teacher
<b>Play Dough</b> (1 per class)	Supplies play dough as directed by the teacher.
<b>Purchasing</b> (1)	Checks with the teacher for a list of items needed (must liaise with the treasurer and keep receipts for reimbursement)
<b>Librarian</b> (2 ppl)	Borrowing books as requested; purchasing & cataloguing new books and repairing old books
<b>Photo Day Coordinator</b>	Organizes school photos for all classes
<b>Portfolio/Documentation</b> (1 per class)	Works with teachers to create documentation panels from photos, student art, and documentation. (Scrapbooker enthusiasts will enjoy this position!)
<b>Social Events Coordinator</b> (1)	Help the teacher with items needed for in-class and evening parties/exhibitions. Help setup and take down chairs, tables, exhibitions, etc. Manages guests such as Santa Claus or musicians. Possibly pull together a family social event early in the academic year for families to get to know each other.
<b>Sewing and Projects Person</b> (1)	Sewing and making teaching aids as directed by the teacher. Repairs existing items as needed.
<b>Repair or Handy Person</b> (2)	A "handy type" will keep equipment, furniture, and playschool goods in safe working condition. This person needs to be able to come in occasionally after class.
<b>Sunshine Person</b> (1)	Help print student created cards.
<b>Scholastic Book Order Person</b> (1 per class)	Distribute Scholastic book order forms, collects order forms and money, collates and distributes books to families on a monthly basis.



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