



Ages & Stages Questionnaires,  
Third Edition (ASQ:3)  
Ages & Stages Questionnaires,  
Social-Emotional (ASQ:SE)

**2018 – 2019**  
**Parent Handbook**  
327B - 3rd Street West, Brooks, AB T1R 0E7  
Phone: 403-362-4828  
Fax: 403-362-4898  
[www.brookspreschool.com](http://www.brookspreschool.com)



NOTE: Parents will be notified of additional Preschool Program Policies and Regulations.

## Welcome to you all!

The Brooks Preschool began as a result of the interest and concern of a group of parents. A committee of parents now forms the executive, and meets every month. A list of their names and telephone numbers will be sent home with you in the first newsletter. Please insert the list in this handbook.

This handbook is designed to answer some questions you may have regarding the Brooks Preschool. A parent and child orientation is given in September or throughout the year when your child is registered.

Parents/families and community members are welcome to observe at the Program, but are requested to first check in with the Teacher.

**ALL PARENTS ARE REQUESTED TO  
READ THIS HANDBOOK BEFORE  
REGISTERING THEIR CHILD AND  
ABIDE BY THE REGULATIONS  
OUTLINED IN THE FOLLOWING PAGES**

*Brooks Preschool has adopted a pro-active approach toward abuse by following the current Alberta Government protocols for handling Child Abuse & Intervention.*



Thank you to our sponsor for the printing of our handbook and registration packages. Proudly supporting local community non-profit organizations.

### **MISSION STATEMENT**

The Brooks Preschool provides a quality play-based educational experience for early childhood learners in our community.

### **PHILOSOPHY**

We believe children learn best through meaningful play. Play is the medium of basic learning in the early years and is the foundation for continued learning. Our play-based child centered program reflects the integration of literacy and language development, numeracy, discovery, social and emotional relationships; music, drama, art and physical fitness areas for the total development of the child.

An essential part of the preschool is that all families become actively involved in the operation and evaluation of the preschool through their participation. This includes assisting the qualified teacher in the class on a regular basis, or serving on the Board of Directors.

We believe the primary function of a good preschool is to help each child achieve and enjoy the fullest development possible for them. An experience in preschool will serve as a readiness bridge to school.

## OUR STAFF

- Licensed and Qualified early childhood educators with certification as a Child Development Worker as granted by Alberta Child and Youth Services.
- 2017 Teachers win Child Development Professional Awards of Excellence.
- 2012 and 2013 Finalist for the Alberta Child Care Professional Awards of Excellence.
- Trained in the Get Set for School Program - Handwriting Without Tears
- ASQ-3 and ASQ SE Ages and Stages Developmental Screening available to your preschool child on request
- Using the Triple P method of: Positive Parenting Program
- Our goal is to support high quality programming for all children. We do this by creating a comfortable, safe and stimulating classroom environment which will encourage young children's individual learning and development in all aspects of our program.
- Teachers continually stay current of new developments in the Early Childhood Education field by attending Early Learning and Child Care Conferences, Preschool Conventions, as well as workshops and seminars throughout the year.
- To ensure the safety of your child, Teachers and Assistants are requested to submit a Criminal Record Check and Child Social Services Check. Each teacher also possesses a valid and current First Aid Certificate.

## SUPERVISION POLICY AND PRACTICES

Each class employs one teacher and may have one teacher's aide. In addition, one or two parents are required at each session. Special needs aids may also be present in the classroom.

The Brooks Preschool primary staff has a duty of care to provide adequate supervision of all children in attendance at all times, both indoors and outdoors. Staff will actively participate in or guide children in activities, while being attentive, alert and watchful of each child, as well as engaging with the entire group of children. Supervision will be adjusted to the specifics of the environment and the individual development needs of the children.

Parents will be informed of the program's supervision policies and practices during orientation.

## PARENT HELPER DAYS

This is probably your child's first experience at school, and it is a good time for you to become involved with your child and the school. You are to come in for your Helper Day and will be able to enjoy spending some time with your child. It gives you the opportunity to observe your child at play and a chance to get to know the teachers. Single Class-Approx. 4 times throughout school year, Double Class-Approx. 6-8 times throughout school year. **Should the parent be unable to attend, the Preschool welcomes alternates such as grandparents, aunts, uncles, etc.** Children are very proud to have their parent/alternate attend school. It gives them a little special one on one experience. **On this day your child brings something for show and tell.**

It is required that that one or two parent helpers attend each class and that younger siblings of children NOT be brought with you when it is your turn to help. This includes field trips of any kind.

Our front door is locked during school hours to keep our children safe. Please ring the doorbell if you need entrance.

## **PARENT HELPER RESPONSIBILITIES**

These are guidelines. Teachers are available to assist & direct parents.  
Please arrive at 8:45 a.m.

### **Daily Schedule:**

3hr. Class	2.5 hr. Class	
8:45am	8:45am	Arrival (Sign In & Name Tags)
9:00am	9:00am	Welcome Circle (Topic of the Day/Songs/Story)
9:25am	9:15am	Expressive Art/Discovery/Activity Play and inquiry based learning
10:35am	10:25am	Cleanup/Transition/Wash Hands
10:45am	10:35am	Snack & Clean up
11:10am	10:55am	Circle Time/Skill building (show & tell, songs & games)
11:40am	11:10am	Gross Motor/Music & Movement (Outside, Weather Permitting)
12:00pm	11:30am	Home Time (Sign Out)

### ***Free Play & Expressive Art***

Interact with children and help where needed.

Wipe paint easel.

Print names on art work or crafts and help with preparation of art.

Sweep sand around sand table or mop water around water table.

Wipe tables when needed.

### ***Snack Time:***

Join snack time with children.

After snack, help clean tables, sweep floors and wash dishes.

### ***Circle Time:***

Participate in circle time and help with the children's activities.

### ***Clean Up:***

Help where needed.

Encourage children to pick up toys and tidy centers.

## **CHILD CARE STUDENTS**

If your child will be attending The Newell Integrated Childcare Centre. Convenient arrangements are made for childcare staff to bring your child to preschool. Brooks Preschool staff must be listed as Authorized Release as they will be returning your child to the Childcare Center after class.

## REGISTRATION

### Information & Registrations

**Wednesday April 11, 2018 5:00-6:00 p.m. OR 6:00-7:00 p.m.**

**Wednesday May 23, 2018 5:00-6:00 p.m. OR 6:00-7:00 p.m.**

**At Brooks Preschool (327 B- 3rd Street West)**

Brooks Preschool is open to all children between the ages of three and Kindergarten age. Children must be three years old by December 31<sup>st</sup> of current year. They are also required to be fully toilet trained (no pull-ups) and able to communicate their needs. Exceptions made for children with special needs. Example: Developmental needs, medical and early English language learners.

There may be a maximum of 12-24 children per class, depending on registration.

**The Brooks Preschool will only run full classes and reserves the right to make changes to the schedule if needed.**

We accept children throughout the year when a vacancy occurs. If there is no vacancy, we will establish a waiting list and you will be notified as soon as we can accept your child. Earliest applications will be given priority.

Please notify the Preschool if there is any change to the information on your registration form. The Brooks Preschool is required to have two full names, complete street address or rural civic address and phone numbers of local people to contact in case of emergency.

Brooks Preschool will not accept liability for negative outcomes as a result of incorrect or misinformation on registration forms or changes to personal information not provided to the Preschool. There will be a \$20.00 administration fee if you wish to change classes after registration.

## Brooks Preschool 2018-2019 FEES

The following payment options are available on **information and registration evenings**:

Personal Cheque (s) - (NSF Charge is \$35.00)

Debit Card

VISA/MasterCard/American Express

VISA/MasterCard Cheque (s)

Cash

\*one month notice must be given for withdrawal and school fees will not be refunded after December 31, 2018\*

1. Registration Fee (non-refundable):  
Single Child \$35      Family \$40
2. School Fees (choice of 2 payment options) – 1 full payment or 9 monthly payments  
**\*Note: If paying monthly, 9 Monthly payments starting date of registration (1st cheque due on registration date and 8 post-dated cheques for the months consecutively following the month of registration) Please date post-dated cheques for the 1<sup>st</sup> or 15<sup>th</sup> of each month.**  
*\*All cheques must be received upon registration.\**
3. **NOTE: \$10.00 late fees apply to missed monthly payments.**

<p><b>Age 3-4 *New hours* Single 2.5 Hour Class</b> (once Per Week = Tue. or Wed.) <b>\$542.59</b> (not including registration fees)</p> <p>-----</p> <p><b>REGULAR FEES - Any payments not paid in full upon registering</b> <b>\$35 (Reg. fee) + \$542.59 = \$577.59</b> <b>9 monthly payments of \$64.18</b></p> <p><b>PAY IN FULL *DISCOUNT*</b> (valid upon registering until September 30, 2018) <b>\$35 (Reg. fee) + (\$542.59 - 10%) = \$523.33</b></p> <p><b>FAMILY *DISCOUNT*</b> Payments if made in one full payment upon registering until September 30, 2018 <b>First Child = (\$542.59 - 10%) = \$488.33</b> <b>Second Child = (\$542.59 - 10%) = \$488.33</b> <b>+ \$40.00 Reg. fee</b></p> <p>Any payments not paid in full upon registering <b>First Child = \$542.59</b> <b>Second Child = (\$542.59 - 10%) = \$488.33</b> <b>+ \$40.00 Reg. fee</b></p>	<p><b>Age 3-4 *New Hours* DOUBLE 2.5 Hour Class</b> (Twice Per Week – Tue. and Wed.) <b>\$1,085.18</b> (not including registration fees)</p> <p>-----</p> <p><b>REGULAR FEES - Any payments not paid in full upon registering</b> <b>\$35 (Reg. fee) + \$1,085.18 = \$1,120.18</b> <b>9 monthly payments of \$124.46</b></p> <p><b>PAY IN FULL *DISCOUNT*</b> (valid upon registering until September 30, 2018) <b>\$35 (Reg. fee) + (\$1,085.18 - 10%) = \$1,011.66</b></p> <p><b>FAMILY *DISCOUNT*</b> Payments if made in one full payment upon registering until September 30, 2018 <b>First Child = (\$1,085.18 - 10%) = \$976.66</b> <b>Second Child = (\$1,085.18 - 10%) = \$976.66</b> <b>+ \$40 Reg. fee</b></p> <p>Any payments not paid in full upon registering <b>First Child = \$1085.18</b> <b>Second Child = (\$1,085.18 - 10%) = \$976.66</b> <b>+ \$40 Reg. fee</b></p>
<p><b>Age 4-5 SINGLE 3 Hour Class (Once Per Week – Fri.)</b> <b>\$651.11</b> (not including registration fees)</p> <p>-----</p> <p><b>REGULAR FEES - Any payments not paid in full upon registering</b> <b>\$35 (Reg. fee) + \$651.11 = \$686.11</b> <b>9 monthly payments of \$76.23</b></p> <p><b>PAY IN FULL *DISCOUNT*</b> (valid upon registering until September 30, 2018) <b>\$35 (Reg. fee) + (\$651.11 - 10%) = \$621.00</b></p> <p><b>FAMILY *DISCOUNT*</b> Payments if made in one full payment upon registering until September 30, 2018 <b>First Child = (\$651.11 - 10%) = \$586.00</b> <b>Second Child = (\$651.11 - 10%) = \$586.00</b> <b>+ \$40.00 Reg. fee</b></p> <p>Any payments not paid in full upon registering <b>First Child = \$651.11</b> <b>Second Child = (\$651.11 - 10%) = \$586.00</b> <b>+ \$40.00 Reg. fee</b></p>	<p><b>Age 4-5 DOUBLE 3 Hour Class (Twice Per Week Mon./Thu.)</b> <b>\$1,302.22</b> (not including registration fees)</p> <p>-----</p> <p><b>REGULAR FEES - Any payments not paid in full upon registering</b> <b>\$35 (Reg. fee) + \$1,302.22 = \$1,337.22</b> <b>9 monthly payments of \$148.58</b></p> <p><b>PAY IN FULL *DISCOUNT*</b> (valid upon registering until September 30, 2018) <b>\$35 (Reg. fee) + (\$1,302.22 - 10%) = \$1,207.00</b></p> <p><b>FAMILY *DISCOUNT*</b> Payments if made in one full payment upon registering until September 30, 2018 <b>First Child = (\$1,302.22 - 10%) = \$1,172.00</b> <b>Second Child = (\$1,302.22 - 10%) = \$1,172.00</b> <b>+ \$40.00 Reg. fee</b></p> <p>Any payments not paid in full upon registering <b>First Child = \$1,302.22</b> <b>Second Child = (\$1,302.22 - 10%) = \$1,172.00</b> <b>+ \$40.00 Reg. fee</b></p>

<p><b>Age 4-5 TRIPLE 3 Hour Class (Three Per Week – Mon./Thu./Fri.)</b> <b>\$1,953.33 (not including registration fees)</b></p> <p>-----</p> <p><b>REGULAR FEES - Any payments not paid in full upon registering</b> <b>\$35 (Reg. fee) + \$1,953.33 = \$1,988.33</b> <b>9 monthly payments of \$220.93</b></p> <p><b>PAY IN FULL *DISCOUNT* (valid upon registering until September 30, 2018)</b> <b>\$35 (Reg. fee) + (\$1,953.33 - 10%) = \$1,793.00</b></p> <p><b>FAMILY *DISCOUNT*</b> <b>Payments if made in one full payment upon registering until September 30, 2018</b> <b>First Child = (\$1,953.33 - 10%) = \$1,758.00</b> <b>Second Child = (\$1,953.33 - 10%) = \$1,758.00</b> <b>+ \$40.00 Reg. fee</b></p> <p><b>Any payments not paid in full upon registering</b> <b>First Child = \$1,953.33</b> <b>Second Child = (\$1,953.33 - 10%) = \$1,758.00</b> <b>+ \$40.00 Reg. fee</b></p>
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## REFUNDS

Will be given from the date of withdrawal before (December 31) if:

1. Notice is given 30 days prior to the first of the month of withdrawal.
2. The space can be filled by a non-registered student special circumstance to be determined on an individual basis by the Board. If the above circumstances are not met, the refund will be given from the first month following withdrawal. EXAMPLE: To withdraw for November 1, you must give notice to the registrar prior to October 1. If you give notice October 15, your withdrawal date will be December 1.
3. No refunds are given after December 31.
4. There will be a \$20.00 administration fee if you wish to change classes after registration.

## 2018– 2019 SCHOOL YEAR

Orientation:	September 4-7, 2018
Starting Date:	September 10, 2018
Thanksgiving:	October 8, 2018 School closed
Lieu-Remembrance Day:	November 12, 2018 School closed
Christmas Break:	December 18, 2018 – January 4, 2019 School closed
Family Week:	February 18-22, 2019 School closed
Easter Break:	April 19-26, 2019 School closed
Victoria Day:	May 20, 2019 School closed
Last Day:	June 10, 2019

<b>Monday/Thursday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Friday</b>
<b>AM</b>	<b>AM</b>	<b>AM</b>	<b>AM</b>
4-5 yrs. Old Get Set for School 3hrs. 9am-12:00 pm	3-4 yrs. old 2.5hrs. 9:00am-11:30am	3-4 yrs. old 2.5hrs. 9:00am-11:30am	4-5 yrs. Old Get Set for School 3hrs. 9am-12:00 pm

**Doors Open 15 minutes before class time**

Children may attend 1, 2 or 3 classes per week. No discount available, please contact school for more information.

\*The Brooks Preschool will not absorb the bank costs of NSF cheques. The payment of the \$35.00 NSF cheque charge will be the responsibility of the payee.

**Child Care Subsidy application forms are available at the school, or at <http://www.child.alberta.ca/home/1167.cfm>, for the Stay at Home Parent Support.**

If you will be applying for subsidy, through Alberta Child and Family Services you will agree to provide registration fee (nonrefundable) plus 10 postdated cheques dated September 1<sup>st</sup> – June 1<sup>st</sup> in accordance with the fees and schedule annual class cost. These will be held until subsidy application will be successfully processed. The parent is responsible for the balance of fees once their total subsidy has been reached or monthly application is rejected. All subsidy application information is held in accordance with Alberta Personal Information Protection Act. (PIPA)

**Please check birthdates:**

3-4 year old class - Child must be 3 by December 31st of current year

4-5 year old class - Child must be 4 by December 31st of current year

**Program Hours of Operation:**

**Monday: 8:45 AM to 12:00 PM**

**Tuesday: 8:45 AM to 11:30 AM**

**Wednesday 8:45 AM to 11:30 AM**

**Thursday: 8:45 AM to 12:00 PM**

**Friday: 8:45 AM to 12:00 PM**

If you don't pick up your child by the 11:45 a.m. or 12:15 pm. deadline, you will be charged \$5.00. And for every 15 minutes after that accordingly. The teachers are only paid until these times, so any extra time will be paid by the parents in question.

Parents must come into the building to pick up their children. Children will not be released to anyone other than their parents unless previous arrangements have been made in writing.

Children must be signed in on arrival and out at dismissal.



The school does not accept responsibility for children outside of the hours of operation stated above.

The Preschool will remain open as scheduled unless there are blizzard conditions and subsequent road closures, or the temperature in the school falls below 15 °C. The Preschool will also be closed if outside temperatures reach -35°C or colder, excluding wind chill. School closures will be reported on the local radio stations.

### **NEWSLETTER**

The monthly newsletter helps to keep parents informed about events which will be coming up and changes in policies and regulations. A copy will be sent home with your child during the last week of each month. (e.g. November's newsletter is sent out the last week of October.) The newsletter is also available on our website, [www.brookspreschool.com](http://www.brookspreschool.com), at the beginning of each month, and optional e-newsletter will be available.

### **NUTRITION/SNACK**

The Brooks Preschool encourages healthy eating habits by ensuring there is nutritious snacks chosen/provided each class. Snack time is approximately 10:35 & 10:45 in the Preschools morning programs. **Each child will bring their own snack and drink, please label lunch kit with their name.** Parents are asked to ONLY provide nutritious snacks and drinks that follow preschool guidelines. In the case a child's snack does not comply with the Preschool's guidelines, your child's snack will be sent home with a reminder note of what snacks are appropriate for snack time and they will be given a replacement snack provided by the preschool. A reimbursement fee may apply.

#### **Guidelines Are:**

- Brooks Preschool is a nut free school, keep children's snack nut free.
- A copy of Canada's Food Guide will be available for parents with making snack choices.
- Choose from at least two food groups for your snack choice.
- Ensure child's snack is appropriate size that won't affect meal time at home.

#### **Snacks & Drink List**

Water

Juice must be 100% (i.e. apple or orange) **No kool-aid or powder juice**

#### **CAUTION FOODS - please modify**

Whole grapes – must be sliced lengthwise

Hot dogs - must be sliced lengthwise

Hard vegetables/fruit -shred or chop

Cherry, peaches, plum – must remove pits

#### **FOODS NOT TO BE SERVED**

Nuts or seeds - **NO PEANUT BUTTER**

Hard candies, caramels/toffee, chewing gum or popcorn, gumdrops, jellybeans

Cakes, cupcakes, rice crispie cake, ice cream (**NO SWEETS**)

### Snacks made with toothpicks or skewers

Note: On special occasions eg: Christmas Parties, End of Year Graduations treats and deserts can be served under the direction of Brooks Preschool.

### **DISCIPLINE**

Brooks Preschool must not with respect to a child in the program inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. The staff must not deny or threaten to deny any basic necessity and must not use or permit the use of any form of physical restraint, confinement or isolation. Any child disciplinary action taken is reasonable in the circumstances. We believe that children should not be humiliated in front of their peers. Should a child be disruptive to the other children, he or she will be set aside from the others and supervised by a staff in eye view, until the problem is resolved. Should the problem persist, the parents will be contacted and it will be discussed with them if further measures are necessary.

The discipline policy will be discussed with parents at orientation. Staff will review the discipline policy during the September staff meeting and it will be introduced to the children during the first regular class.

### **ROUTINE OUTINGS**

Children will have the opportunity to take part in Routine and Special occasion outings. These activities are such as walks around the neighborhood or spring and fall visits to community parks. If you have any physical or Medical concerns that might interfere with his/her participation in the activity then please notify Brooks Preschool. Permission slips must be signed,

### **FIELD TRIPS**

Permission slips for Field Trips/Off Site Activities outside of routine outings must be issued to the parents two weeks prior to the date of the Field Trip, including the transportation and supervision arrangements with respect to the activity. Parents must consent in writing for their child's participation in the field trip/off site activity.

### **CLOTHING**

Parents are asked to mark all outdoor clothing and footwear with your child's name or symbol which is recognizable to the child, as the children are encouraged to dress themselves as much as possible. Please DO NOT dress your child in their "Sunday best" because paints are used extensively in the Preschool and they sometimes stain clothing.

### **MEDICATION** (must not be left in child's backpack)

In the case of a chronic health condition, medication or health care in the nature of first aid practice will only be given (by The Brooks Preschool), in emergency life threatening circumstances and upon the written request of a physician and written consent of the parent has been obtained.

Medical Record must be completed and a letter from the child's doctor on the health care practice, instruction, specific time period, the time the practice is to be administered and any

restrictions, plus any other important information must be received by the Preschool. Medication must be in its original labeled container, with name of medication, and be administered according to label directions and then recorded on the Medical record form.

### **HEALTH CARE**

In case of an accident/incident or serious illness to a child, the classroom teacher in charge shall ensure: The parent/guardian will be contacted immediately the same day, by telephone as well as in writing of the accident/incident when the child is picked up. The written consent of the child's parent to provide or allow for the provision of health care has been obtained. The child's parent must give consent for Brooks Preschool Teachers and Teacher Assistants certified in first aid known as the health care provider, to administer health care to my child in the nature of First Aid, as required on assessment.

When a child becomes sick, a primary staff member will directly supervise the child and keep them comfortable and away from the other children until they can be picked up.

It is also your benefit and for the protection of your child that he or she has their immunizations up to date but it is not required to be enrolled in the Preschool. Please check with the public health nurse to determine the vaccinations your child should have. If your child contracts a communicable disease, please advise the school and keep the child at home.

The school adheres to the regulations of the Department of Health and Fire Department. They ensure that we have the proper ventilation, heating and space for a healthy environment for the children.

### **POTENTIAL HEALTH RISK**

Is when a staff member knows or has reason to believe that a child is showing signs or symptoms of vomiting, having a fever, diarrhea or a new or unexplained rash or cough. If a child requires greater care and attention than can be provided without compromising the care of the other children in the program, or having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises. The child's parent will be contacted to remove the child from the school immediately. The child may return back to Preschool if parent provides written notice from a physician or when a parent can report to the staff that the child has been symptom-free for a period of 24 hours and no longer poses a health risk to persons at the preschool. Outbreaks will be recorded on an Illness Incident Log Sheet by the staff and will be reported to the local Alberta Health Services public health office.

### **FIRE REGULATIONS**

Monthly Fire Drills are practiced. Regulations require that footwear be worn at all times. Please send shoes or hard soled slippers with your child.

### **BROOKS PRESCHOOL EMERGENCY EVACUATION PROCEDURE**

Children line up quickly and quietly in single file at Emergency Exit.

Teacher and Teacher's Aide count children.

Teacher picks up school register located near Emergency Exit; register contains record of that days attendance and details of each child (parent name, address, phone number, emergency contacts, health issues)

Children escorted to emergency location; Royal Canadian Legion E.I.D. No. 63, 235 - 3rd Street West, Brooks, by school staff and volunteer parents.

Parents contacted to pick up children from there.

### **BROOKS PRESCHOOL EMERGENCY LOCKDOWN PROCEDURE**

The teacher or teacher assistant will initiate, manage, and conclude the lockdown procedure.

A lockdown will be called when a situation arises that calls for isolation rather than evacuation of staff and students from an identified threat. For example, an aggressive or violent intruder, hostage incident, armed robbery, severe storms.

The lockdown will be announced by stating “Mr. Lockdown is here”. Children will be signaled with a whistle, and procedures will be followed according to preschool policies.

The children and parents will be introduced to the procedures during orientation and a letter will be sent home.

A separate sheet will be posted for each class to monitor 3-4 yearly shutdown drills.

### **BROOKS PRESCHOOL BOARD POSITIONS**

All parents are encouraged to attend the Annual General Meeting to elect the Preschool Board which is held every June. Any person appointed to the Brooks Preschool Society Board may not be a relative of any paid employee of the Brooks Preschool.

#### **CHAIR – Director, voting**

- Preside at all board and parent meetings. Prepare agendas for meetings.
- Has cheque signing authority.
- Sign contracts, head the committees for hiring of personnel, review by-laws and prepare special resolutions.
- Member of the budget committee.
- Arrange for the yearly rug and curtain cleaning. Act as parent liaison.
- Keep all board members informed.

#### **VICE CHAIR – Director, voting**

- Preside at any meeting where the president is absent.
- Handle documentation for renewal of the Preschool license.
- Deal with the insurance agent in any matters pertaining to the renewal of our insurance policies.
- Review and negotiate the contract with the City of Brooks concerning subletting of the Preschool premises.

#### **TEACHER LIASON – Director, voting**

- Meet with teachers regularly during teachers prep time and brings any concern or question to the board meetings.
- Reviews the teacher’s monthly plans and helps arrange special occasions.
- Helps with the teacher’s contracts.
- Make parent helper list, Dads night, parties and create sub list for Parent Helpers.
- Complete nutritional column for Newsletter.

#### **SECRETARY – Director, voting**

- Record minutes of all meetings.
- Notify members of various meetings and information.

**TREASURER – Director, voting**

- Responsible for all monies paid or donated to the Society; ensure monthly deposits are made, pay the bills; prepare monthly payroll; NSF collections.
- Present the monthly bank statements at the monthly board meetings.
- Member of budget committee.

**ASSISTANT TREASURER – Assistant Director, voting**

- Helps Treasurer with monthly deposits and yearly budgets.
- Communicates with the teachers throughout the year on any financial dealings.

**REGISTRAR – Director, voting**

- Revises registration and information sheets. Ensures there are enough forms and handbooks for registration.
- Advertises and organizes registration night. Ensures all registration forms are filled out properly, and gets all payment organized and to the Treasurer.
- Takes new registration throughout the year. Arranges volunteers to assist with registration.

**ASSISTANT REGISTRAR – Assistant Director, voting**

- Helps Registrar with set up of registration night.
- Helps take new registrations and informs the teachers and necessary board members of class changes.
- Maintains class lists.

**SUPPLIES – Assistant Director, non-voting**

- Sets up running inventory with teachers, and does a general overview of inventory in April. Checks with teachers monthly for needed supplies and gets supplies for special events, including Snack replacement items.
- Thank You cards.

**PARENT RESOURCES – Director, voting**

- Responsible for Scholastic Book Orders.
- Recycling, Fundraising, Casino.

**NEWSLETTER – Assistant Director, non-voting**

- Compile and make copies of monthly newsletter regarding events, information etc. concerning the Brooks Preschool.
- Send out monthly reminders of volunteer parent days.
- Provide newsletter to teachers for updating website.
- Updates website with board information as needed.

**MEMBER AT LARGE – Assistant Director, non-voting**

- Assist Parent Resources with Fundraising.
- Assist teacher with small tasks as requested.

**ROOM REPS** - One room rep is required for each class. These people are responsible for phoning the parents in their class in the event of any important changes (i.e. school closure due to snowstorm). They may also help Teacher Liaison with monthly parent helper roster for their class.

**MAINTENANCE & REPAIR** - Are you handy with a hammer, nails, screws or a glue gun? Then we could use your help in repairing toys and equipment.