

# WESTBORO VILLAGE COOPERATIVE PRESCHOOL

470 Roosevelt Avenue, Ottawa, Ontario K2A 1Z6

Phone: 613-728-9473

[www.wvcp.ca](http://www.wvcp.ca) / [wvcp.registrar@gmail.com](mailto:wvcp.registrar@gmail.com)

## Registration Package for September 2012

### Registration dates:

- **Monday, February 20<sup>th</sup>, 2012:** registration begins for returning students and alumni siblings
- **Wednesday, March 7<sup>th</sup>, 2012:** registration begins for new enrollments  
Open House at the preschool from 6:30pm – 8pm
- Completed packages can be dropped off to the Registrar at the (1) Open House on March 7th, (2) left in the Registrar's mail slot at the school or (3) dropped off directly to the Registrar:  
**Johanna Currie, 705 Cole Ave, Ottawa, ON, K2A 2B8**
- Only complete packages will reserve you a place (see checklist below). Incomplete packages will be returned to you.

### Registration Package Checklist (please ensure you include all required paperwork):

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<input type="checkbox"/>	Registration Form	6
<input type="checkbox"/>	Emergency Medical Authorization/Allergy Policy/Membership Agreement/ Payment of Fees Agreement Sign-off	7
<input type="checkbox"/>	Behaviour Management Sign-off	9
<input type="checkbox"/>	Policy on Supervision of Volunteers and Student Teachers Sign-off	10
<input type="checkbox"/>	Cooperative Responsibilities	11
<input type="checkbox"/>	Police Records Check application and WVCP Police Check Cover Letter to bring to the police station (both separate attachments)	
<input type="checkbox"/>	TWO (2) copies of the Ottawa Public Health Immunization Information form (separate attachment)	
<input type="checkbox"/>	TWO (2) copies of your child's immunization records (please ensure your child's name and date of birth is included on all pages)	
<input type="checkbox"/>	Cheques - registration fee of \$50 and ten monthly tuition fees including extension program fees. Please note that the June cheque should be dated for "June 1, 2012" (see note in fees section for non-refundable deposit). Please note your child's name on each cheque.	

Further information to help you complete your paperwork is included in this registration document.

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### Additional Information (separate attachments)

- WVCP Parent Handbook
- Ottawa Public Health Requirements

## WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP) REGISTRATION INFORMATION

### 1. COOPERATIVE RESPONSIBILITIES

- Active parental involvement is essential to the successful operation of a Cooperative school. All families are expected to participate in the operation of the school through duty days and participation either on the Board of Directors or on one of the parent committees. You can find specific information about positions on the Board and each committee in the Parent Handbook, section 11.
- **Supervisory Duties:** At full enrolment, parents/caregivers should expect a duty day approximately once a month with snack responsibilities every other duty day. At the September orientation meeting of parents, the teacher/Director will give instructions on how to assist on duty days. *Please note that per the Parent Handbook 5.3.2, if you are unable to attend your duty day, it is your responsibility to find a substitute parent or caregiver. You may contact your class coordinator for a list of substitutes. In the rare event you or your substitute fail to arrive for duty you will be charged a penalty of \$50.*
- **Note:** Cooperative participation may be performed by a parent, family member or caregiver. Duty days can only be performed by an adult for whom a police check has been completed and submitted to WVCP Registrar (see information regarding police record checks below).

### 2. POLICE CHECKS

- Police checks are required for all parents/family/caregivers who will do duty parent responsibilities. If possible an alternate adult who can perform duty should be identified and a police record check submitted in case the primary duty parent is unable to perform duty.
- You must present yourself to the police station with a (1) a cover letter from WVCP (print off letter included as part of registration package and fill in name(s)), (2) your completed "Police Records Check For Service" application form (separate attachment) and (3) your appropriate ID (note: ID requirements are VERY specific. Please see [www.ottawapolice.ca](http://www.ottawapolice.ca) for details). Once the police have processed your application and returned it to you, you must return the completed form to the Registrar.
- There are no fees for getting a Police Records check done, providing you bring a copy of the cover letter from WVCP. The timeline for processing and returning a police check to you is approximately 3-4 weeks. There is also an expedited same-day service offered at the main police station on Elgin Street for a fee of \$36 (payable by you).
- A new record check is required for all adults performing duty each year. Even if you are alumni family, you must re-submit police checks on an annual basis.
- **Please note that your child is not able to start school without a completed police record check for one adult.**

### 3. FUNDRAISING

- All families are expected to participate in the events and programs organized by the Fundraising Committee to help with the expenses and needs of WVCP. Families are expected to contribute to fundraising efforts either by purchasing fundraiser items themselves or by selling to friends, family or colleagues.
- WVCP families are given the opportunity to opt-out of financial support of fundraising events held throughout the year by submitting a cheque for \$150 when your child starts at the school. Families are still welcome and encouraged to contribute to fundraising events by buying coffee, berries, books etc. but after submitting the opt-out cheque are not obliged to further contribute financially.
- If you choose not to "opt-out" you are obliged to contribute \$400 through fundraising events of your choice. The \$400 can be contributed by your family or through goods sold to family, friends and colleagues. See Parent Handbook, section 5.6.
- All families are required to assist with running fundraising activities as well as to perform all other cooperative responsibilities regardless of whether they opt-out or not.

#### 4. **2012-2013 FEES & PAYMENT SCHEDULE**

<b>Program</b>	<b>Days &amp; Times Available</b>	<b>Monthly Fee</b>
2's Program	Tuesday & Thursday 9:15 am – 11:30 am	\$150 per month
3's am Program	Monday, Wednesday & Friday 9:15 am – 11:30 am	\$190 per month
3's pm Program	Monday, Wednesday & Friday 12:30 pm – 3:30 pm (note: pm program is 45 min longer than am program)	\$195 per month
Lunch & Learn	Everyday immediately following regular class session 11:30 am – 12:30 pm	\$35/month for 1 L&L/wk \$65/month for 2 L&L/wk \$90/month for 3 L&L/wk
Early Drop Off Program (3's only)	Monday, Wednesday & Friday 8:15 am – 9:15 am	\$80 per month for 3 mornings/wk

#### **REGISTRATION FEE:**

- For those children admitted to the school, a non-refundable registration fee of \$50 is payable only once per child. The registration fee of \$50 is required for siblings of alumni.

#### **NON-REFUNDABLE DEPOSIT:**

- A non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year (or at the time of registration if starting after September). The deposit cheque should be dated June 1<sup>st</sup>, 2012. This cheque will be deposited prior to the school year starting. If your child starts after September the deposit cheque should be dated the 1<sup>st</sup> day of the month in which your child starts at the school (eg. November 1<sup>st</sup>, 2013).
- If a parent decides to permanently withdraw his/her child from the preschool or an extension program, and providing one month's written notice is given, this amount will be applied toward the final month's tuition.

#### **CHEQUES**

- In order to be added to the waiting list, a completed registration package must include all cheques. No cheques are deposited, until a place in the program is offered and accepted.
- The post-dated monthly tuition cheques should be inclusive of the monthly fee and the fee(s) for any extension program(s) for which you are pre-registering your child.

*(Example monthly cheque for a 3's am child: (\$190/month) with 1 day of L&L per week (\$35), and the Early Drop Off program (\$80) would write 10 post-dated monthly for \$305 (\$190+\$35+\$80 = \$305 per month)*

- A total of 11 cheques should be made out to "WVCP". Cheques should be dated as outlined below:

Cheque	Amount	Cheque Date
1 Registration Fee (for new students only)	\$50.00	Date Registration package is submitted to Registrar (example: March 7 <sup>th</sup> , 2012)
1 Non-Refundable Deposit	1 Month Tuition	<b>June 1<sup>st</sup>, 2012</b> (Late Starts: 1 <sup>st</sup> day of the month in which your child starts at the school eg. Nov 1 <sup>st</sup> , 2013)
9 Monthly Post Dated Cheques	1 Month tuition	Sept 1, 2012; Oct 1, 2012; ....May 1, 2013. (June covered by non-refundable deposit)

- If you should decide to add one of the extension programs during the school year, you will be asked to submit additional monthly cheques to cover difference for the remainder of the school year.
- Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee. There are no refunds for temporary absences.

## WITHDRAWAL & TERMINATION (WVCP PARENT HANDBOOK 8.4)

- If a parent decides to withdraw his/her child from the preschool or an extension program permanently, four weeks written notice must be given to the Registrar. If the preschool terminates services for a parent, written notice will be given to the parent. Services will be terminated immediately.
- Refunds will be given according to the number of months remaining in the year beginning four weeks after written notice is received. Since filling vacancies is extremely difficult after the March break, no refunds will be given where written notice is received on/or after the 3<sup>rd</sup> Friday in February.
- A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. If you choose to temporarily withdraw your child he/she will be placed on a waiting list and their place in the class may be filled by other wait listed children.
- WVCP reserves the right to terminate services if policies are not followed or fees are not paid.

## 5. EXTENSION PROGRAMS

### LUNCH AND LEARN (L&L) PROGRAM

- **Time:** 11:30 am – 12:30 pm (directly following the regular preschool program.)
  - Students in the 2's program, may register for L&L for Tuesday and/or Thursday.
  - Students in the morning or afternoon 3's program, may register for L&L for Monday, Wednesday, and/or Friday.
  - **Cost:** See above (page 3) for monthly fees
  - Payment for the L&L program should be included in your monthly cheques.
  - **Drop-in:** If space is available, students may stay for Lunch & Learn on a "drop-in" basis. The drop in fee is \$10 and should be paid to the Co-Treasurer.
  - Payment to reserve a space in the L&L program should be included in your monthly cheques.
  - **Eligibility:** Students enrolled in the WVCP 2's or 3's program are eligible to enroll providing there is space. Lunch and Learn enrolment is limited to eight students in the 2's and 12 students in the 3's program.
- L&L is not a cooperative program therefore no duty parents are required. Duty parents for the regular program who have children participating in the L&L program are welcome, but not obliged, to remain until 12:30pm, if they so choose.
- Lunch policy: Parents will be required to provide a healthy boxed lunch for their child. As the children will be eating lunch at the school please ensure the teachers are kept up to date regarding any allergies or food sensitivities. Please also be aware that the school is a nut-free zone so no foods containing nuts or traces of nuts should be included in student lunches. For further information please see the WVCP Allergy Policy included in the Parent Handbook, Appendix B.

### EARLY DROP OFF PROGRAM (for 3's am ONLY)

- **Time:** Mondays, Wednesdays and Fridays, sliding drop off anytime between 8:15 am – 9:15 am **Cost:** \$80 per month (3 hours/wk). Payment to reserve a spot in the Early Drop Off program should be included in your monthly cheques.
- **Eligibility:** Students currently enrolled in WVCP's 3's am program. The Early Drop Off Program will be limited to 12 students on a first come, first serve basis.
- **Program format:** Children will be supervised for an hour of play, songs and games. The Director or teaching assistant will also be present for the duration of the program. This is not a cooperative program therefore no duty parents are required.

6. **OTHER INFORMATION**

- Σ **LAUNDRY:** Families will be assigned a week's worth of laundry (towels, rags, smocks, etc.) approximately once during the school year.
- Σ **TOY WASHES/GENERAL MEETINGS:** Attendance of one family member is **mandatory** at each of the three Toy Wash/General Meetings held during each school year. Failure to attend a Toy Wash/General Meeting will incur a \$30 penalty.
- Σ Policies regarding behavior management, emergencies, allergies, safety, etc. will be outlined by the Director at the September Parent Orientation Meeting. All policies are detailed in the Parent's Handbook. The Parent Handbook also includes program goals, complete descriptions for Board positions and Cooperative responsibilities, health policies, registration priority and renewals, withdrawal policy, guidelines on considerate use of the church building and other information.

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Thank you for choosing Westboro Village Cooperative Preschool  
Your involvement in WVCP is our success

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<b>***This section to be completed by WVCP Staff or Board Registrar***</b>							
Date Package Received:		ID#		Date Acceptance Notice Sent:			
Police Check:	Name 1:		Name 2:		Name 3:		
Enter date:	Sent	Filed	Sent	Filed	Sent	Filed	
Co-op Responsibility Form <input type="checkbox"/>		Behav. Management Form <input type="checkbox"/>		Co-op Agreement Form <input type="checkbox"/>		Health Form <input type="checkbox"/>	
Immunization Records <input type="checkbox"/>							
Registration Cheque Received (\$50) <input type="checkbox"/>		Tuition Cheques eg: 10x\$190		Other cheques		Returning Alumni New	
Notes:							

**REGISTRATION FORM 2012-2013**  
**Westboro Village Cooperative Preschool**  
**470 Roosevelt Avenue, Ottawa, ON, K2A 1Z6 Ph: 613-728-9473**

**CHILD'S INFORMATION**

Child's Full Name:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Preferred Name:		Date of Birth (dd/mm/yyyy):	
Home Phone:		Emergency Parent Cell Phone:	
Contact Email(s) (to be used for all preschool correspondence):			
Mother's Name:		Occupation:	Work Phone:
Father's Name:		Occupation:	Work Phone:
Home Address:		City:	Province: Postcode:
Programs: 2's (Tues/Thu) <input type="checkbox"/> 3's – Morning (Mon/Wed/Fri) <input type="checkbox"/> 3's – afternoon (Mon/Wed/Fri) <input type="checkbox"/> Early Drop Off (3's only) (Mon/Wed/Fri) <input type="checkbox"/> Lunch & Learn: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>			

**EMERGENCY INFORMATION (other than parent). At least one emergency contact should be in Ottawa**

Name:	Name:
Address:	Address:
Daytime Phone:	Daytime Phone:
Relationship:	Relationship:

**MEDICAL INFORMATION:**

Child's Health Card Number & Version Code:		Exp Date (dd/mm/yyyy):
Child's Doctor:		Doctor's Phone:
Doctor's Address:		
Medical Conditions/Medications/Allergies:	Please let the Registrar know if your child has special needs. The Director will be happy to meet with you to discuss your child's requirements and the suitability of our programs.	
Other information or concerns that may help the teachers (use back if needed):		
Languages Spoken:	Special Holidays:	
Name(s) & Ages of Siblings:		
Siblings who have attended WVCP (include years):		
Caregiver's Name (if applicable):	Caregiver's Cell Phone:	
How did you hear about WVCP?	Would you like to be included on future alumni listings? Y / N	

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**  
**Emergency Medical Authorization**

Upon admission of my child(ren) \_\_\_\_\_ to the WVCP I agree that, in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by my doctor or, if unavailable, by another other physician or hospital selected by the WVCP.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**  
**Allergy Policy Acknowledgement**

I have read and will abide by the WVCP Allergy Policy (Appendix B of the WVCP Parent Handbook) and understand and agree with the policy.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**  
**Membership Agreement**

I/we agree to participate in monthly duty days, attend an Orientation Session at the beginning of the year, three Toy Washes/General Meetings during the year, participate on one Committee or on the Board of Directors and participate in fundraising initiatives to support the school. I have fully read and understand the WVCP Parent Handbook (current version 2012-2013). My signature below indicates my commitment to the duties and expectations of a WVCP Parent Member.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**  
**Payment of Fees Agreement**

I/we are aware that the registration fee and one month's tuition payable before the school year begins are non-refundable in the event that I/we must withdraw my/our child(ren) from WVCP. Written notice of withdrawal must be received 30 days before the withdrawal takes effect. If 30 days written notice is given, the non-refundable deposit will be applied toward the final month's tuition. I/we understand and agree with the above terms and conditions.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **WESTBORO VILLAGE COOPERATIVE PRESCHOOL**

### **Behaviour Management Sign-off**

The following is an excerpt from the Parent Handbook, 5.4 Behaviour Management.

#### **5.4 Behaviour Management**

As part of registration, each family signs off on the following Behaviour Management Policy, which includes requirements from the Ministry of Community and Social Services under the Day Nurseries Act as well policies and procedures developed by WVCP.

##### *5.4.1 Behaviour Management Policy*

###### *5.4.1.1 Ministry of Community and Social Services (Day Nurseries Act)*

Policies & Procedures:

1. There shall be no corporal punishment of a child by an employee of the operator or by another child or group of children.
2. There shall be no deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect.
3. There shall be no deprivation of a child of basic needs including food, shelter, clothing or bedding.
4. No one shall lock or permit to be locked for the purpose of confining a child, the exits of a day nursery, or use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
5. Should any child's behavior cause serious problems and disruption within the classroom, that child's teacher will withdraw the child from the class to talk to that child and explain that her behavior is inappropriate. The child must understand that she is causing disruption, and once the teacher is satisfied that the child understands this, she will be taken back into the classroom. It is important that staff talk to misbehaving children in a kind and patient manner.

###### Contravention of Behavior Management Policies:

Any staff member who is seen to break any of the above rules will receive a verbal warning from a Board Director. If that staff member breaks any rule again, she will receive a written warning, which both she and the Director will sign. A third infraction of the above rules will mean dismissal of that staff member, effective two weeks after the date of the notice of dismissal.

Volunteer parents who break any of the above rules must be dealt with in a different manner. A special Board Meeting will be held, where a staff member and the parent will also attend, and action to be taken will be decided at that time. Parents are also privy to two warnings, the first verbal and the second written, before this step is necessary.

###### *5.4.1.2 Westboro Village Co-operative Preschool Policy on Guiding Children:*

The philosophy of behavior management in the nursery school is to guide the children in a positive non-threatening way.

- Each child is to play and interact in a socially acceptable manner.
- Expectations for classroom behavior are clearly stated and gently reinforced.
- When the child's safety or that of another is threatened the situation is discussed and proper conduct stated.
- If the situation occurs again, a "sitting out" time is required.



#### Discipline:

- When a situation requires a “sitting out” time, the teacher will interact with the child.
- The teacher will seek all information surrounding the incident.
- The teacher will explain to the child the reason for interaction.
- The teacher will have the child sit out of the group activity but close enough for observation.
- The child will be encouraged to rejoin the activity when appropriate behavior is possible.
- Parents will be advised when a problem arises.
- Solutions will be sought through parent and teacher cooperation.

#### Monitoring Behavior Management:

- There are daily observations by supervisor, teacher and parents.
- Teachers hold daily informal discussions about various aspects of the day. During this time we discuss any intervention that was taken by a staff or parent and its outcome.
- The Director will bring issues relating to behaviour management to the monthly meetings of the Board of Directors. The Board and the Director will discuss what, if any, further steps need be taken.
- We have written staff and program evaluations completed by the parents in which behaviour management and observed behaviour management practices implemented by the staff are discussed. We have four meetings per year and a portion of each meeting is used to discuss ways in which a behaviour management policy is working or any changes which should perhaps be implemented.

#### *5.4.2 Additional Behavioural Management Guidelines*

It is important that all teachers and duty parents be consistent in handling behavior in the preschool. Certain behaviors may not respond to the above steps and may prove a problem to some children in the preschool or the group as a whole. All avenues should be explored (i.e. attempts to remedy behavioral problems as outlined above, discussions with and assistance from the parents of the child in question) but if problems continue the following steps may be required:

- The parent may be asked to accompany the child each day of preschool until a positive behavior change is noticed.
- The child may be asked to leave the preschool for a short time or as a last resort, be asked to leave permanently.

This behaviour management policy must be reviewed and signed by all employees, parent volunteers and student teachers before they start working in the classroom, and at least annually after that.

#### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP) Behaviour Management Code**

**I have read the above Behaviour Management Code and agree with the procedure:**

Signature of parent/guardians: \_\_\_\_\_ Date: \_\_\_\_\_

## **WESTBORO VILLAGE COOPERATIVE PRESCHOOL Supervision of Volunteers and Student Teachers Sign-Off**

The following is an excerpt from the Parent's Handbook, section 5.5.

### **5.5 Supervision of Volunteers and Student Teachers**

Because WVCP is a cooperative nursery school, the Ministry of Children and Youth Services permits WVCP to use parent volunteers in place of additional staff. In addition, from time to time, WVCP may have student teachers conducting placements as part of their training in the classroom.

This policy on supervision of volunteers and student teachers must be reviewed and signed by all volunteers and students each year before they can assist in the classroom. This supervision policy must also be reviewed with employees before they start work and least annually afterwards.

#### **5.5.1 *Policy on Supervision of Volunteers and Student Teachers***

No child may be supervised by a person under 18 years of age. Only employees and volunteers who are members of this cooperative preschool will have direct, unsupervised access to children. Parent volunteers and student teachers are not counted in the staffing ratios of the school.

WVCP provides all volunteers, student teachers and staff with a comprehensive Parent Handbook, which sets out the policies and procedures of the school. This Handbook is reviewed and updated at least yearly. WVCP also provides an orientation to all parents at the beginning of the school year.

The staff, led by the Director, are responsible for the day-to-day operations of the school, including monitoring volunteers and students. The Director leads the orientation session at the beginning of the year, participates in revising the Parent Handbook and provides ongoing guidance to all staff, volunteers and students.

Parent volunteers are expected to familiarize themselves with the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, parent volunteers should speak to a staff member. Experienced parent volunteers may also provide assistance to new members of the co-operative.

Student teachers report directly to the Director. Student teachers are expected to familiarize themselves with the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, student teachers should speak to the Director.

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP) Policy on Supervision of Volunteers and Student Teachers**

**I have read the above Policy on Supervision of Volunteers and Student Teachers  
and agree with the procedure:**

Signature of parent/guardians: \_\_\_\_\_ Date: \_\_\_\_\_

# WESTBORO VILLAGE COOPERATIVE PRESCHOOL

## COOPERATIVE RESPONSIBILITIES

Child's Name:

2's ☐

3's am ☐

3's pm ☐

Mother's Name:

Father's Name:

Occasionally, WVCP will have parents join the class to share a special activity for "parent talent days". If you have an interesting occupation, special talent or hobby that you would be willing to share with your child's class, please let us know. (i.e. musical instrument, singing, art, dancing, scrapbooking, magic or something from your job such as a doctor bringing in his/her stethoscope etc).

As a cooperative preschool, active parental involvement is essential to the successful operation of the school. Please **select three** of the following Board of Director (BoD) positions or committees on which you would be willing to serve. **Rank them from #1 to #3** with #1 being the most desirable. Every effort will be made to give parents their top choices, but this may not always be possible. Priority will be given to returning families and the earliest registrants. The BoD is elected at the May AGM. A BoD selection committee seeks to ensure a full roster of candidates with a good blend of skills and interest.

***Would you be willing to chair a committee? Yes / No***

Board of Director Positions	Rank	Committees	Rank
Co-President (2 positions) • Chair Board, liaise with Church, teacher/program evaluation, handbook		Special Events (3 positions) • Plan, set up, take down, arrange food	
Co-Treasurer (2 positions) • Payroll, deposits, budget, tax returns, receipts		Publicity/Public Relations (3-4 positions) • Develop advertising and publicity documents, updates website	
Registrar • Maintains registration database, wait/contact/emergency lists, responds to public inquiry, files police checks, immunization records		Fundraising (5 positions) (please circle your preference) • Scholastics (2) (Term 1, Term 2) • Berry Sales (2) • Coffee Sales (1)	
2's Coordinator • Develops duty/snack/laundry rosters, gives tours to interested families		Administrative (5 positions) • Support the BoD in completing admin. functions (Asst. Registrar, updating handbooks, insurance)	
3's Coordinator (3's morning & 3's afternoon) • As noted in 2's Coordinator above		Social Committee (5 positions) • Organize two social events during the year	
Secretary • Minutes, action items, correspondence, copying, distributing, newsletter		Visioning Committee (4 positions) • Leading school's refinement and execution of 5 year plan	
		Inventory (3 positions) • Keep school's books, toys & equipment organized and recording new acquisitions	
		Purchasing and Repairs (2 positions) • Source new items and repair existing	