
GLENDALE COMMUNITY NURSERY SCHOOL
Parent Committee Summary
INFORMATION #1A

Selected by the families of children entering the Nursery School at the Annual General Meeting and is composed of the following positions:

Executive Positions

- A) Chairperson
- B) Nursery School Coordinator
- C) Secretary
- D) Treasurer
- E) Registrar
- F) Communications Coordinator

Support Positions

- G) Assistant Treasurer
- H) Volunteer Coordinator(s) (one per class)
- I) Special Events Coordinator(s) (up to one per class)
- J) Field Trip Coordinator
- K) Fundraising Coordinator
- L) Library Coordinator
- M) Supply Coordinator
- N) Craft Assistant(s)
- O) Playdough Coordinator (s)
- P) Laundry Coordinator
- Q) Classroom Clean Up Coordinator
- R) Scholastic Coordinator(s)
- S) Lucky Duck (one per class)
- T) Recycling Coordinator

PARENT COMMITTEE DESCRIPTIONS

All individuals who assume Executive positions need to commit to attending Parent Committee meetings that occur every other month. From time to time, there may be Executive only meetings as well. We strongly encourage individuals in the Support Positions to attend the Parent Committee meetings to ensure that a broad representative of opinions are offered and discussed. Our preschool is stronger when we all share our talents and perspectives to effectively lead the operations of the school.

Please remember that the Nursery School cannot function without an active Parent Committee.

All Parents are welcome to attend Parent Committee meetings.

Time commitment identified below does not include time required to attend the Parent Committee meetings.

EXECUTIVE POSITIONS

*All executive members are exempt from the annual clean-up.

A) CHAIRPERSON

Responsible for overseeing the overall operation and maintenance of the Nursery School including the preparation and meeting of all licensing requirements. Also responsible for the overall operation of the Parent Committee including chairing bimonthly meetings and Annual General Meeting and classroom orientation.

Time commitment: 2 – 4 hours per month

B) NURSERY SCHOOL COORDINATOR

Responsible for dealing with issues that arise with the operation of the Nursery School. Is the contact person for parents with concerns and for the Glendale Community Association. Responsible for coordinating the hiring of the Nursery School teacher and subsequent performance evaluations. Also responsible for obtaining substitute teacher in case of illness/absence. Works closely with the Chairperson. Also acts as Chair of the Parent Committee in the absence of the Chairperson.

Time commitment: 4 – 6 hours per month

C) SECRETARY

Responsible for recording and distributing minutes of all Parent Committee meetings. Also assists with other Nursery School documents as required.

Time commitment: 2 hours per month

D) TREASURER

Responsible for preparing and monitoring the Nursery School's Annual Budget. Additional responsibilities include maintenance of the Nursery School's accounts at the designated bank, making all payments on behalf of the Nursery School and completing all documentation required regarding the teacher's salary. An accounting background is recommended for this position.

Time commitment: 2 hours per month

E) REGISTRAR

Responsible for conducting registration processes for the Nursery School including the compilation, distribution and collection of registration packages, speaking with potential Nursery School families and maintaining accurate class lists.

Time commitment: Generally 1 hour per month except for December – April which average 20 hours per month and August which averages about 10 hours.

F) COMMUNICATIONS COORDINATOR

Responsible for advertising the Nursery School program to the Calgary community and coordinating the upkeep of the Nursery School website. Carries out annual program & teaching staff evaluation.

Time commitment: 1 hour per month except January and February which may increase to 5 hours per month.

SUPPORT POSITIONS

G) ASSISTANT TREASURER

Responsible for monitoring and depositing all cheques made out to the Nursery School and keeping the Treasurer updated on the bank balance. Assists the Treasurer as needed.

Time commitment: 1 hour per month

H) VOLUNTEER CO-ORDINATOR(S) - one per Class

Responsible for overseeing the self-scheduling of parent volunteers for a specific class through the monthly Snack & Volunteer calendar. Also required to follow up with families that are not completing their volunteer commitments. In addition, works with the Special Events Coordinator and other parents to create the class yearbook.

Time commitment: 3 hours per month

I) SPECIAL EVENTS CO-ORDINATOR(S) – up to one per Class

Responsible for organizing class special events decided upon with Parent Committee and teaching staff.

Time commitment:

J) FIELD TRIP CO-ORDINATOR

Responsible for researching and arranging 3 to 4 field trips per year in consultation with the teacher.

Time commitment: 3 hours per field trip

K) FUNDRAISING CO-ORDINATOR

Examines possible fundraising initiatives as determined by the Parent Committee.

Time commitment: 20 minutes per month

L) LIBRARY CO-ORDINATOR

Responsible for taking out (and returning) books from the library that relate to the teacher's monthly themes. The Nursery provides a library card if needed.

Time commitment: 2 hours per month

M) SUPPLY COORDINATOR

Responsible for purchasing and ordering Nursery School supplies and equipment as required.

Time commitment: Busiest in August/September (up to 15 hours) , one hour per month for the rest of the year

N) CRAFT ASSISTANT(S)

Responsible for assisting teacher with the preparation of classroom craft projects.

Time commitment: 3 hours per month

O) PLAYDOUGH CO-ORDINATOR(S)

Responsible for making batches of fresh playdough every 2 - 4 weeks (as required by teacher).

Time commitment: 30 minutes every 2 weeks

P) LAUNDRY CO-ORDINATOR

Responsible for doing classroom laundry (consisting of paint shirts, towels and rags) once per week.

Time commitment: 2 hours per week

Q) CLASSROOM CLEAN UP CO-ORDINATOR

Responsible for ensuring all parents participate in one of four classroom clean-ups held throughout the school year.

Time commitment: 30 minutes of preparation and 2 hours of clean up supervision per clean up

R) SCHOLASTIC COORDINATOR

Coordinates orders for Scholastic books.

Time commitment: 2 hours per month

S) LUCKY DUCK

Responsible for last minute volunteering in the classroom when the volunteer, teacher, or teacher's assistant is absent. One 'Lucky Duck' per class.

Time commitment: varies

T) RECYCLING COORDINATOR

Responsible for recycling bottles and all recyclables then returning cash to Nursery School.

Time commitment: 30 minutes/month