



PlayDay Program 2018/2019

Parent Guidelines

Tuesday-Thursday from 9:00am - 3:00pm
info@playdayprogram.com



PlayDay is:

An early childhood development program designed with activities and experiences to enhance your child's skills and innate desire to learn. PlayDay is a self-regulating, non-profit, parent directed playschool program.

Cognitive skills are developed through discovery based pre-literacy, pre-numeracy and pre-writing activities.

Social-emotional skills are developed through learning to play and share with others, working in a group, problem solving and communicating effectively in a caring and safe environment.

Physical skills are developed through daily outdoor gross motor play and a variety of small muscle and sensory activities like building, art and self care.

Cultural awareness skills are developed through games, songs, stories and families sharing.

The goal of the PlayDay Program is to provide caregivers a "day off" while knowing their child(ren) are in a safe, fun, creative and active play environment.

The program is designed to reduce separation anxiety, while developing important social, gross motor, and fine motor skills.

Playday runs for 36 weeks broken into 4 terms at 9 weeks each.

Students can attend 1 day a week Tuesday, Wednesday or Thursday.

Pre-K students can register for 2 days a week if space is available at the cost of \$30 extra a week.



Table of Contents

In the Classroom

Hours of Operation.....	Page 4
What to Bring to PlayDay.....	Page 4
Lunch.....	Page 4
Sharing Snack.....	Page 4
Illnesses.....	Page 5
Reporting An Absence and Make-Up Day Procedures.....	Page 5
Medications.....	Page 6
Continual Absences.....	Page 6
Fire/Emergency Procedures.....	Page 6
Behaviour Management.....	Page 6
Diaper Changing Procedures.....	Page 6
General PlayDay Reminders.....	Page 7

PlayDay Program Fees

Registration Fee.....	Page 8
Program Fees.....	Page 8
Bonus Days.....	Page 8
Parent Commitment Fees.....	Page 8
NSF Policy.....	Page 9
Withdrawal.....	Page 9
Subsidy.....	Page 9

Parent Involvement

Playday Membership Requirements.....	Page 10
General Meetings & Toy Cleanings.....	Page 10
Parent Helper Day.....	Page 10
Ghost Helper.....	Page 11
Substitute Teacher.....	Page 11
Fundraising.....	Page 11
Donations.....	Page 11
Executive Committee Positions.....	Page 12
Executive Committee Member Expectations.....	Page 14
General Committee Volunteer Positions.....	Page 14
If You Have A Concern.....	Page 16
Church Involvement.....	Page 16

In The Classroom

PlayDay is a developmentally appropriate learn-through-play playschool that focuses on the emotional, social, physical, cognitive and cultural development of each child.

Weekly themes and activities are child led and directed and may incorporate a craft, song, story, game or activity. These planned activities are designed to enhance the development of the whole child and facilitate a love of learning. Special activities and parties are also planned throughout the year.

PlayDay Hours

PlayDay class hours are from **9:00 am to 3:00 pm**

Children CANNOT be left at PlayDay before 9:00 am and must be picked up no later than 3:00 pm.

What to Bring to PlayDay

Please label everything with your child's name!

- Backpack
- Running Shoes (non-marking)
- Change of clothes including socks, underwear and a plastic bag for soiled items
- Diapers/Pull-Ups, wipes & water-proof change pad
- Sharing snack item
- Lunchbox with main course, snack and water only
- Light sweater
- Hat, mitts, snow pants, snow jacket (during winter months)
- Show and share item for circle time if your child is the Special Helper.

Lunch

All items in your child's lunch MUST BE LABELED with your child's name and placed in a closable lunchbox or bag. Lunch must include at least a main course item, snack and beverage.

Do not send foods that are unprepared such as Mac and Cheese or condensed soup. Foods that are choking hazards such as carrots, hotdogs and grapes must be cut lengthwise. Candy, chocolate, nuts, popcorn, caramels, seeds or toothpicks are not allowed at anytime. Cutlery and napkins will be provided.

Sharing Snack

Please bring one food item for sharing snack time and place it on the plate on the kitchen's center island. Your sharing snack item may be a piece of fruit, vegetable or package of unopened crackers. Due to health regulations, food must be cut and prepared on site only! (Not at home.) Please bring items such as strawberries in the original package it came in from the store. If bringing a large item such as a watermelon, please inform the helper parent that you only intend half of it to be used, and the remainder to be sent home. Carrots (cut lengthwise) are allowed in child's lunch.

Please label everything with your child's name

Illnesses

Your child should not attend class if they have a fever, diarrhea, or if they are continually coughing, sneezing or have running coloured mucous. PlayDay asks that you wait at least a full 24 hours after your child's last symptom before returning to class.

Under no circumstances may a child ill with a communicable disease attend class. Communicable diseases include but are not limited to: pink eye, lice, the flu, strep throat, and foot and mouth disease. Due to health regulations, you must inform the PlayDay's Make-up Day Coordinator if your child comes into contact with any communicable diseases. If the President needs to inform PlayDay families about any presence of any communicable disease, names of the children and families affected will remain confidential.

If you are unsure on whether your child is well enough to attend class we ask that you play it safe and keep him or her home. If you do bring your child to class on a day when their health is in question the teachers will have the final say on whether your child may stay. Should your child become ill during the course of the day, he/she will be isolated from the other children and you will be contacted to pick him or her up as soon as possible.

Remember, if your child is sick you may qualify for a free make-up day, as long as you inform the Make-up Day Coordinator prior to 8am.

Reporting an Absence and Make-up Day Procedures

EMAIL: makeupday@playdayprogram.com

Child's Name:

Date of Absence

If your child is unable to attend his or her regular scheduled day for any reason, you MUST contact the Make-Up Day Coordinator to inform them your child will be absent prior to 8:00AM or earlier.

If you wish to have your child put on the Make-up Day list, you must contact the Make-up Day Coordinator no later than 8:00 am on the day your child will be absent. However if you know in advance that your child is going to be away we ask you to please inform the Make-up Day Coordinator immediately.

By reporting your child's absence as soon as possible, you ensure adequate notice can be giving to those waiting for a Make-up Day that a spot has become available.

PlayDay will make every effort to notify parents the evening before a make-up day becomes available. On occasion, parents may be offered a make-up day the morning of the class; notification will be prior to 9:00 am.

Medications

PLAYDAY STAFF WILL NOT ADMINISTER ANY MEDICATION. As a result PlayDay cannot accept children who require EPI-PENS for allergic reactions, or children with peanut allergies. PlayDay is not a peanut free environment and is not recommended for children with any nut allergies. Children who require inhalers are permitted to attend. If your child requires medication while under PlayDay care, you must make arrangements to come administer it at the appropriate times.

Teachers can administer medications in an emergency situation but cannot be held responsible for any repercussions. Teachers and PlayDay Parents will do their best to assist with any emergency situation but cannot be held liable.

Continual Absences

If your child has not attended his or her regular scheduled day for four consecutive weeks and you have not notified the Make-up Day Coordinator, your child may lose his/her place in the program.

In incidences when this occurs, written notice will be sent to the parents, stating that the child must attend or a parent must contact PlayDay within 14 days. If neither occurs that child's spot in PlayDay will be forfeited to a family on the waiting list. PlayDay takes this action to ensure that everyone has a fair chance to participate in the program and so every child has an equal opportunity to receive their Make-up day.

Fire/Emergency Procedures

1. The first available staff will sound the fire alarm.
2. A Teacher will take the children out of the building through the safest exit.
3. A Teacher will check all areas for lingering children & collect the log book.
4. A Teacher will then count and verify the safety of every child.
5. A Teacher or staff member will call 911.
6. The Children will be escorted to the MEYONOHK School's Library. Located at 1850 Lakewood Road.
7. Someone from PlayDay will call parents to notify them of the incident and procedures for pick up.
8. Should the whole block need to be evacuated teachers and students will head to Millwoods Rec Center.

Please note practice fire drills are done once a month.

Behaviour Management

All children are accepted into the program conditionally for the entire time they are enrolled. The teachers will assist children in managing their behaviour with the consideration that all behaviour is a form of communication and that misbehaviour is a sign that additional skills are yet to be learned.

The teachers will manage conflicts along with the children through:

1. Redirection prior to conflict
2. Natural and logical consequences
2. Teaching of the lacking skills
3. Modelling appropriate behaviour
4. Time in with an adult if previous steps have not helped.

If problems continue, a teacher/parent/executive committee conference will be called to discuss strategies to achieve desired

Diaper Changing and Unscheduled Bathroom Break Procedures

Diaper changing must always take place in such a way that another responsible adult can see the child being changed. For the scheduled bathroom breaks, A teacher and additional adult will escort the children to the washroom. When children need assistance in the washroom, the teacher may enter the washroom cubicle to assist only when a second adult is watching. For unscheduled bathroom breaks, one of the teachers will escort and help the child in the washroom. Children are encouraged to wipe themselves after toileting.

General PlayDay Reminders

1. LABEL (with your child's name) all your child's clothing, including: backpack, shoes, jacket.
2. LABEL (with your child's name) everything in your child's lunch, including: lunch boxes, juice boxes, main course & snack items.
3. Pack an extra change of clothes including a light sweater, socks and underwear in your child's backpack. Include a plastic bag for wet and soiled items.
4. Children who are not potty trained are required to wear disposable diapers/pull-ups until they are fully trained.
5. Please dress your child in washroom friendly clothes suitable for play. No belts or overalls. Keep in mind paint may not come off clothes.
6. Every child must wear non-marking rubber soled running shoes while in class. Shoes may be left at PlayDay in the daily baskets provided.
7. Children must be properly equipped with clothing to play outside if weather permits. This includes: hat, mitts, snow pants and jacket. If one child does not come with proper clothing to play outside, all children will be forced to stay inside.
8. If you wish to have your child wear a helmet during big toy time, you must provide the helmet.
9. Children not registered in the program are not permitted to participate in big-toy time due to liability issues. Siblings that are signed in with the helper parent are allowed to participate for that day only.
10. All children not registered in the program must be supervised at all times and are the responsibility of the parent.
11. Due to health regulations, you must inform PlayDay's Make-up Day Coordinator if your child comes into contact with any communicable diseases.
12. Please take, read and keep your newsletter. It contains valuable information on upcoming PlayDay events, activities and phone numbers.
13. Remember this is a parent cooperative program. Your help is greatly needed appreciated.

PlayDay Program Fees

2018/2019 Fee Payment Plans All cheques should be made payable to "PlayDay"

Registration Fee — per family \$60 Non-refundable — payable with registration form to hold spot in program.
Cheques will be deposited by the 15th of the month.

The school year runs on 4 terms in 9 week increments. Registration can be continual through the year by checking off the appropriate option box on the registration form. If your family chooses to register for only 1 term, you are at risk of losing a spot for the following term to someone on the wait list, unless significant notice is given.

Annual Fees

	1 child	2 children	3 children
36 days @ \$32.00 for 1 child	\$1152.00		
36 days @ \$62.00 for 2 children		\$2232.00	
36 days @ \$90.00 for 3 children			\$3240.00
Option 1: Annual Payment (1 cheque)			
September 9, 2018	\$1152.00	\$2232.00	\$3240.00
Option 2: Term Payments (4 post-dated cheques)			
Term 1 (9 weeks) - September 9, 2018	\$288.00	\$558.00	\$810.00
Term 2 (9 weeks) - November 1, 2018	\$288.00	\$558.00	\$810.00
Term 3 (9 weeks) - January 1, 2019	\$288.00	\$558.00	\$810.00
Term 4 (9 weeks) - April 1, 2019	\$288.00	\$558.00	\$810.00
Option 3: Monthly Payments (10 post-dated cheques)			
September 9, 2018 (3 weeks)	\$96.00	\$186.00	\$270.00
October 1, 2018 (4 weeks)	\$128.00	\$248.00	\$360.00
November 1, 2018 (4 weeks)	\$128.00	\$248.00	\$360.00
December 1, 2018 (4 weeks)	\$128.00	\$248.00	\$360.00
January 1, 2019 (3 weeks)	\$96.00	\$186.00	\$270.00
February 1, 2019 (4 weeks)	\$128.00	\$248.00	\$360.00
March 1, 2019 (4 weeks)	\$128.00	\$248.00	\$360.00
April 1, 2019 (3 weeks)	\$96.00	\$186.00	\$270.00
May 1, 2019 (4 weeks)	\$128.00	\$248.00	\$360.00
June 1, 2019 (3 weeks)	\$96.00	\$186.00	\$270.00

Bonus Days (per child per day)-\$35

Parent Commitment Cheques (5)-\$50 & (1) - \$100

- One for each of the General Meetings (September, November, January & April) and one for your Volunteer task. Undated cheques are preferred. If you must date them please date for the first of September, November, January, April and June.
- These cheques will only be cashed if you do not attend each of the toy wash/general meetings (1 per term) or if you do not fulfill your Volunteer Commitment.

***\$100 Chq not dated, will only be cashed if a Parent Helper no shows for their day.

NSF Policy

If your cheque is returned NSF from the bank for any reason while in the PlayDay Program you must replace the funds immediately with guaranteed funds: either certified cheque, bank draft, or cash. If a cheque is returned NSF a second time all remaining fees owed for that term must be paid in full prior to your child returning to class. If a cheque is returned NSF for a third time you will be required to pay the remaining portion of that year's fees before your child can return to class. This policy stands for cheques returned for any reason and for the duration you have children enrolled in the program. You will also be responsible for any NSF charges incurred.

Withdrawal

One month's (4 weeks) paid written notice must be given to withdraw from PlayDay. Failure to submit a one month notice of withdrawal will result in an extra month's fee being charged. After all fees have been deducted any unused tuition will be refunded. Your child may attend PlayDay during the four week paid period. We ask that you please give as much notice as possible.

To withdrawal email the Vice President at info@playdayprogram.com. We ask that you please give as much notice as possible.

Subsidy

PlayDay is approved for full coverage under the Alberta Government's Child Care Subsidy Program.

Stay-at-home-parents or parents working less than 20 hours a week may be eligible for reimbursed of PlayDay fees. Parents apply independently of PlayDay and are responsible to pay all PlayDay registration and program fees up front. Families must provide post-dated cheques for their fees. PlayDay will cash these cheques regularly as per the fee schedule.

Parents that qualify for subsidy are subject to having monthly postdated cheques on file as well as a copy of the subsidy approval letter received by the Alberta Government Subsidy Program. Once both the cheques and the letter has been received by the treasurer, they will discuss how payment will apply to each individual family.

Parent Involvement

PlayDay Membership Requirements

To have active Membership in PlayDay you must have a child or children enrolled in the PlayDay Program. Membership and participation in PlayDay is only valid if:

1. All fees are paid and up-to-date and all post dated cheques have been received for the ENTIRE YEAR.

This includes:

\$60 registration fee

5 X \$50 parent commitment cheques. (UNDATED BUT SIGNED) = 4 Toy Wash commitments + 1 Committee commitment

1 X \$100 - Parent Helper Commitment cheque (UNDATED BUT SIGNED)

Tuition.

2. 3rd party Consent filled out and signed by a member of the PlayDay team (Witness to signature)
3. Police Information check application form *part 2 is signed (vulnerable sector), 2 copies of government issued ID's (Ex. license, AB health care card, passport)
4. A Registration Form & Emergency Card have been completed for each child enrolled.
5. A copy of your child's Alberta Health Card has been provided.
6. At least one adult family member, parent or guardian has agreed to attend all four general meetings and toy cleanings.
7. One parent must fulfill 4 to 6 Helper days a year. If enrolment is low parents may be required to do an additional day. The Helper Parent must undergo a security clearance every 3 years (cost will be covered by PlayDay).
8. Must sign up for one volunteer task per year.

General Meetings & Toy Cleaning

Four general meetings are held annually - one before the start of each term. At least one adult must be sent to represent your family. For safety reasons children are not allowed to attend but infants under age one will be allowed in an emergency. All meetings begin at 6:30 pm, in the basement of the church. If no one comes to represent your family, one of your parent commitment cheques will be cashed. We have a no excuse policy.

The dates for the 2018-2019 general meetings are:

Term 1 - Sunday, September 9, 2018	6:30 pm- 9:30 pm
Term 2 - Sunday, November 4, 2018	6:30 pm- 9:30 pm
Term 3 - Sunday, January 27, 2019	6:30 pm- 9:30 pm
Term 4- Sunday, April 7, 2019	6:30 pm- 9:30 pm

General Meetings have the following format:

1. Toy clean-up (All members are required to stay and participate in the toy cleaning until completed).
2. Sign-up sheets: Attendance, Parent Helper (September and January meetings only), allergy sheet, Ghost Helper list, Substitute Teacher sign-up, birthday cake waiver and emergency card information update.
3. Formal Meeting: Welcome and introduction, review of policies or changes, Committee reports, Teacher's report, Elections (April Meeting), General Committee Volunteer Positions sign-up (April & September), registration (April), general questions. The President of the PlayDay program should be informed, one week prior to the meeting of any topic a member wishes to have discussed at the General Meeting.

Parent Helper Day

Being the Helper Parent is the best way to see how much fun your child is having in our program and it gives you the opportunity to see how he or she spend the day among friends.

On your Helper Day you will be expected to arrive at PlayDay NO LATER than 8:45am and leave no sooner than 3:15pm. The Parent Helper is not allowed to leave the premises (between 8:45 – 3:15pm) for any reason. This includes to pick up other children from kindergarten/school. Younger non-registered siblings are allowed to attend when the parent is doing their Helper Day. A playpen, highchairs and baby sling and saucer are provided. Older siblings are allowed to join the class if arrangements have been made for them with the Executive Committee and/or Teachers. Helper Parents are only permitted to bring their own children not other children in their care (eg Dayhome). If you have more than one additional child coming please inform the Make-up Day Coordinator so proper adult to child ratios can be maintained.

You are expected to be the Parent Helper 4 to 6 times a year. Tasks you will be asked to do will include: cleaning the bathrooms, preparing snack and lunch, washing dishes, changing diapers and helping the teachers with the craft and circle time. A Parent Helper Day Roster is drafted for each term, equally distributing the helper days amongst parents. Parents will have the opportunity to choose and sign up for their Parent Helper Day at the September and January mandatory general meetings. If a parent does not sign up for the required Helper Days at the general meetings, they will be assigned Helper Days.

Parent Helper Days are mandatory.

If you cannot do your assigned Parent Helper Day you have the following options:

1. Switch your day with another PlayDay parent.
2. Hire a Ghost Helper to cover your day for a fee of \$50.00.
3. Split your day with another PlayDay parent (8:45 am – 12:15/ 12- 3:15)

If no Parent Helper is available for the entire day, class will be cancelled.

Please Remember: You cannot do your Parent Helper Day until you have cleared the security clearance check. We suggest that new parents sign up for dates later in the term to allow for their checks to be completed. Security clearances are done every 3 years and/or upon registration into the program.

Uncleared Security Checks

If a parent's security check is not cleared, that individual will not be allowed to serve as a Helper Parent. That family will have the option to:

- * Pay a Ghost Parent for all Helper Days
- * Provide an alternate family member (with clearance) to do Helper Days (note, playday will only pay for one security clearance per family)
- * Complete an alternate task at the Executive Board's discretion.

If these conditions are not met, Playday will cash a \$50 commitment cheque for each "helper day" not fulfilled.

Ghost Helper

Ghost Helpers are individuals who are willing to come in to cover another parent's Helper Day. A fee of \$50.00 is paid for this duty by the scheduled Helper Parent. The fee must be paid to the Ghost Helper by the end of their hired day. Please inform PlayDay's President that you are hiring a Ghost Helper. A list of available Ghost Helpers will be posted on the bulletin board outside the classroom and featured in each term's newsletter. Please consider being a Ghost Helper on the days that your child does not usually attend. This way, your child would be able to enjoy an extra day at PlayDay, for no extra cost to you and you get \$50.

Substitute Teacher

Occasionally PlayDay Teachers need to hire a substitute to cover a day they will be absent. We encourage any PlayDay parents who are interested to sign up as a substitute teacher. Substitutes are paid \$80 a day and are expected to be at PlayDay from 8:30 am until 3:30 performing duties of a PlayDay Assistant Teacher. Substitute teachers may bring their children with them providing they are over the age of 2.

Fundraising

All fundraising activities are on a volunteer basis and are not mandatory; however, your assistance and participation is greatly appreciated. Money raised by our Fundraising efforts is used to purchase new toys, classroom equipment and to pay for special events including the Christmas Concert and Year End Party.

Donations

Craft materials, toys, supplies and any other items are always welcome. Check the notice board or newsletter for a list of needed items.

Executive Committee Positions

President

- Schedules and chairs general and committee meetings
- Works with Committee Members and delegates duties
- Oversees program and ensures it runs smoothly
- Ensures Checklists are photocopied for the Term Meetings
- Ensures all forms and Handbook are up to date and available
- Co-signs cheques
- Works with Security Check Submitter and ensures checks are done

Vice President

- Assists the President
- Answers email and is phone contact for inquiring families
- Keeps class list, phone list up to date and available
- Keeps sign-in binder and emergency box up to date and in order
- Coordinates look and see orientations
- Emails/phones parents with any special announcements
- Co-signs cheques when necessary

Treasurer

- Pays teachers on or before the last PlayDay of each month
- Pays payroll source deductions before the 15th of each month
- Deposits family cheque fees before the 4th of each month
- Keeps financial records for the Operating and Fundraising Accounts
- Prepares T4's for all paid employees and mails them before the end of February
- Prepares needed receipts of PlayDay fees to families
- Prepares and co-signs cheques
- Monthly reconciliation of fees and bonus days and follow-up as required
- Prepares Annual Budget
- Assists with financial tracking of special events (i.e. silent auction, sibling fees, etc)

Secretary/Publications Assistant

- Records the minutes of all general and committee meetings
- Maintains records of the Executive and ensures effective management of Playday's records
- Assists Publications Coordinator as needed, including assisting with printing and distribution of newsletters and other advertising materials.
- Is responsible for having parents sign up for their volunteer positions on the General Committee form, follow up with and track tasks
- Performs other duties as the need arises and/or as required by the Executive

Communications Coordinator (Webmaster, Newsletter, Advertising)

- Writes, designs and updates website
- Organizes, writes and produces Newsletter (one per term)
- Coordinates, writes, designs and produces all advertising materials and advertising campaigns
- Writes, designs and distributes PlayDay Handbook and Registration form

Fundraising Coordinator

- Coordinates, recruits and organizes approved fundraising ideas
- Responsible for collecting money and submitting to the Treasurer
- Researches new fundraising ideas
- Organizes the Silent Auction
- Heads up the Fundraising Committee
- Works with Special Events Coordinator when applicable

Special Events Coordinator

- Researches and present ideas to Executive about possible special events
- Plans and organizes Christmas Party
- Plans and organizes Year End Party
- Works with Teachers to help plan any special event or field trip
- Ensures pictures are taken on all four days
- Ensures pictures are taken at Special Events
- Submits photos to the Newsletter Editor
- May create a picture poster to display at PlayDay
- Organize gifts and thank you cards
- Develops Yearbook

Make-up/Bonus Day Coordinator

- Communicates with Teachers on who will be attending or absent each day
- Responsible for finding Substitute Teacher is either teacher is ill
- Responsible for keeping track and filling available spots with Make-up and Bonus Days
- Keeps age ratios in mind when placing children with Make-Up or Bonus Days
- Communicates monthly with Treasurer and Claim Submitter on who had a Bonus day
- Communicates with President of any communicable diseases present at PlayDay

Subsidy Claim/Security Check Coordinator

- Submit online - Stay at Home Parent Subsidy Claim once a month
- Follows up with AB Government when necessary
- Communicate with Treasurer on claim payouts
- Submits security checks when needed
- Communicates with President on status of security checks
- Ensures upcoming Helper Parent has current security check on file

Head Teacher

- Plans and presents lesson plans to Executive
- Prepares craft and themed activity for the week
- Prepares classroom for the week and tear down
- Communicate any needed supplies to Supply Purchaser
- Delegate duties to Assistant Teacher and Helper Parent
- Communicates any special announcements to Vice President

Executive Committee Member Expectations

Executive Committee members help maintain, develop and facilitate the running of PlayDay. Committee members are expected to act as advisors to parents and answer questions about the program, policies or committee decisions. It is also their job to help solve problems or to relay concerns on behalf of the general PlayDay Members. Each Executive Committee Member has a specific area of responsibility. Committee members are expected to attend scheduled monthly meetings.

Playday Program Executive Board Contact List

President	president@playdayprogram.com
Vice President	info@playdayprogram.com
Communications	newsletter@playdayprogram.com
Treasurer	treasurer@playdayprogram.com
Secretary	secretary@playdayprogram.com
Fundraising	fundraising@playdayprogram.com
Subsidy & Security	subsidy@playdayprogram.com
Make Up Day	makeupday@playdayprogram.com

General Committee Volunteer Positions

Each PlayDay family is expected to fulfill one Volunteer Position. These positions demand very little time but are essential to the safe and smooth running of PlayDay. Most positions will only occupy a couple of hours of parent's time per term. Every family will be asked to provide 5 - \$50 Parent Commitment cheques. If a parent does not fulfill their Volunteer Position Commitment, one of the \$50 cheques will be cashed. Parents can sign up for their Volunteer Positions during the September and April General Meetings. If a family does not sign up for a position, one will be assigned to them.

Scholastic Book Coordinator

Reports to Head Teacher

- Gather all orders and payments for the Scholastic Book Program
- Orders books and educational materials in conjunction with teachers
- Distributes book orders when received
- Assists incoming volunteer in learning the position

End of Week Clean up

Volunteers will be placed in a rotating schedule based on number of people signed up (approx. once a month) to come on the last day of the school week and assist teachers in clean up. EX: sweeping and mopping floors.

Laundry and Mending

Reports to Teachers

- Pick up, launder and return used linens once per week during assigned term (Sep - Jan or Feb - June)
- Launder and mend dress-up clothes twice per term (at the end of Oct, over Christmas break, over Spring break and at the end of the year.

PlayDough Parent/Craft Assistant

Reports to Teachers

- Make playdough at home and bring it to school once per month or more often as needed
- Assist teachers by helping prepare crafts as needed

Special Events/Photography Committee

Reports to Special Events Coordinator

- Assist Special Events Coordinator in planning and execution of either the Christmas party or the Year End party, including set up and clean up. Please ensure you will be able to attend your event before committing to this position.
- Attend events and class parties and takes pictures with own camera
- Provides a copy of pictures to Communications Coordinator to be included in the newsletter and year book

Fundraising Committee/Scholastic Committee

Reports to Fundraising Coordinator

- Solicit donations for fundraising
- Assist with Christmas Silent Auction, including soliciting donations, setting up, running and tear down
- Select two fundraising campaign to act as dedicated assistant to the fundraising coordinator by:
 - creating and/or distributing advertising as needed
 - checking orders are correct when they come in
 - helping distribute orders

Seasonal Clean Up Committee

Reports to President

- Deep cleaning on as needed basis
- Christmas clean up, before spring and end of year clean up
- May be requested to move outdoor sign

Recycle/Composting Representative

Reports to President

- Collect non-deposit recycling weekly for one five month term
- Suggest ways PlayDay can become greener

Toy Clean Set Up

Reports to President

- Set up tables with basins of bleach water, rinse water, towels and toys to be washed during toy cleaning
- Bring out and put away toys as needed during cleaning
- Set out chairs and table for general meeting
- Make coffee in the large percolator and bring dessert
- Put away tables and chair
- Ensures floor is dry

Property Care Committee

Reports to Church Liaison

- Help keep equipment in good repair throughout the year
- Obtain repair services as needed
- Update sign outside
- May be asked to shovel snow or mow the grass in the playday back yard

If You Have A Concern

Any problem or concern that arises at PlayDay is handled with the utmost discretion and respect for all involved. To address any problem or concern:

1. Contact the PlayDay President
2. Call or talk to the PR person or any executive committee member.
(Please do so in an area separate from the children).
3. Come to an Executive Committee Meeting (dates are posted on Notice Board) and address your concern in person. Please give the President one week notice.

The Teachers LOVE to talk to families about their children's growth and development but will NOT become involved with the "politics" of the program or disputes.

The Lord of Life Church and its Involvement with PlayDay

PlayDay was formed in 1992 as an outreach program of Lord of Life Lutheran Church. The Women's Ministry and Lord of Life Church continue to direct and support the growth and improvement of PlayDay. Church members are a part of PlayDay's Executive Committee and report to Lord of Life Church Council on its running. The Lord of Life Church generously provides the classroom facilities, kitchen and utilities for PlayDay at no charge. This enables PlayDay to keep their fees reasonable and accessible to more families in the community.

PlayDay does incorporate Christian themes and elements into the classroom. Children say grace before eating, discuss the birth of Christ at Christmas and the death and resurrection of Christ at Easter as well as partake in an annual Christmas Concert. However, children of all faiths are welcome to attend PlayDay.

PlayDay members are welcome to attend the Lord of Life Church and are always encouraged to partake in the Church's special activities and events. Throughout the year the Lord of Life Lutheran Church participates in a variety of fundraising and charitable projects in which PlayDay members are invited to take part. These projects include: donations of food for the food bank; the purchase of grocery gift cards to help support the Mexico House Build Mission; the collection of toiletries, baby items, and school supplies for Canadian Lutheran World Relief; and winter clothing for the Bissell Centre.

In respect of Church beliefs, PlayDay does not fundraise by partaking in any form of gambling including raffles, casinos and/or bingos.