



Annual General Meeting Agenda September 20, 2023

Start Time: 7:03 pm
Location: MPP Room

Board Introductions

President	Jennifer Pavez
Vice President	Manny Virk
Treasurer	Sina Raho
Secretary	Rozee Pereverseff
Volunteer Coordinator	Alberto Wong
Privacy and Communications	Taylor Boucher
Special Events Coordinator	Najia Salem
Past Parent	--- vacant position ---

- Board members introduced themselves

Teachers Report from Ms. Jenn & Ms. Emily

- A Typical Day at Playschool
 - Miss Emily & Miss Jenn gave a description of a typical day in the classroom:
 - Doors Open - one teacher is at the door to greet families + one teacher at the carpet with an activity for the kids to do as they enter the classroom
 - Carpet Time, where they take attendance, review letter of the week, calendar and maybe sing/dance, practice listening/sitting skills
 - Bathroom break & line up to go downstairs

- Gym Time for about 30 minutes each day
- Snack Time, about 10:30-11:00 (AM class) and 2:00-2:30 (PM class), practice opening/close snack bags/containers
 - Pack it in - pack it out - take home trash from snacks
- Centre Time - based on monthly themes. Kids flow freely through classroom, allows the kids to practice their gross & fine motor skills. Crafts, dramatic play, puzzles, etc.
- Clean Up Time
- Carpet Time, go through any reminders, sing goodbye song as families gather to pick up kids, kids aren't released until a grown up is present in the hallway
- The teachers reminded us to practice opening/closing snack containers at home to facilitate independence at snack time, as well as encouraging children to independently dress and undress self for bathroom breaks.
- Skating time discussed - parent must be present for kids to be on the ice, kids must have winter sports helmet, siblings are welcome, skates are not mandatory. If you don't want to participate, that's ok, just meet 1 hr after the regular class start time
- Importance of Volunteers - Thank You!
 - Everyone aside from teachers and the bookkeeper are paid, volunteering keeps fees down and kids love it!
- Questions?
 - Question about outdoor gear - do kids need to know how to do zippers on their own?
 - No, teachers will help, but make sure that they can put shoes/boots on their own. Also teachers will let you know if there's an outdoor day, so outdoor gear doesn't need to be brought every time.

General Business

1. Required Paperwork

- President reminded us to obtain CRCA memberships BY **SEPTEMBER 30th**, as each child requires a membership to continue to utilize the facilities. Please submit these to the teachers or vice president ASAP or your child will not be able to attend classes.
- If you are signed up for in-class volunteering or on the board, you must complete your Criminal Record Check with Vulnerable Sector Check and submit to the volunteer coordinator and teachers **PRIOR** to volunteering.

Bring a copy of the signed letter and there is a \$10 fee.

2. Bylaw Updates - Article 6.1

6.1 If a family registers to volunteer at the playschool for the discounted tuition rate, a volunteer bond is a requirement. In lieu of the volunteer bond, one parent or an alternate per child must agree to volunteer time over the school year. If your child attends 2-3 classes a week, you must complete 10 hours of volunteer time over the school year. If your child attends 5 classes a week, you must complete 15 hours of volunteer time over the school year. If the total volunteer time is not fulfilled by the last day of the current school year, no partial refund of the volunteer bond will be given and the cheque will be cashed by the end of June of the current school year. Extenuating circumstances will be taken into consideration by the Board of Directors/Officers.

Motion passed - >15%

3. Communications

- By email, monthly newsletter, social media (Facebook/Instagram) and bulletin board. The phone number is for absences, please call and leave a message (no one answers this).

4. Financial Statement

- A copy was available for viewing at the meeting.

5. Fundraising – Mabels Labels, Skip the Depot, Cobs Dough for Dough

- Mabels Labels - search for Chestermere Playschool on the side
- Skip the Depot - will pick up your bottles, or can ask local bottle depot to donate your funds to school
- Cobs - mention Chestermere Playschool and they'll donate a certain amount to the school
- Scholastic book orders - books bought through the flyers help donate a certain amount to the school, link will be provided in the newsletter

New Business

1. Vote in New Board Members

2. Anything else?

- a. Question about signature on criminal record check - it does need a signature? Yes, the wrong one may have been sent out, so make sure yours has a signature.

Volunteer Positions

1. General Description & Requirements – 10 hrs for 3 AM, 4PM, 3/4 PM, & 15 hours

for 5PM

- President provided a description of volunteer positions. A random draw for order of selection completed to give fair chance to everyone selecting. Our volunteer coordinator & teachers will have the list and feel free to connect with them in order to ask any other questions or finalize details.

2. Available Volunteer Positions

- Board: Past Parent (1 person)
- Handyman (1 person)
- Playdough Makers (2 people)
- Craft prep (1 person)
- Classroom Laundry (2 people)
- Green Bin Recycling (2 person)
- Blue Bin Recycling (1 person)
- Carpet Cleaner (1 person)
- Emergency Classroom Volunteers (3 people)

Sign up - Volunteers

3. Questions?

- NA

End of Meeting: 7:33 pm