



Cooperative Duty Descriptions

Since RCCP is a cooperative preschool, every family is assigned a role/duty for each child/class enrolled. We attempt to match you with a cooperative duty that best suits your interests and time schedule. Each role varies in the time commitment required, but many can be completed outside of school hours.

The roles and a brief description of each are listed below. On the registration form, you are given an opportunity to tell us your preferred duties. As some roles are in higher demand than others, **selecting as many potential roles as possible on the registration form is in your best interest**, and will aid the Board of Directors in making good matches.

Please note: Every effort will be made to accommodate your job preferences, but every role needs to be filled, and therefore your preferences are NOT a guarantee of your assignment. The role you are assigned will be communicated to you at Registration Night in September.

*Numbers in brackets indicate the number of people typically assigned to each role

Equipment

Building and maintenance – Indoor (1) – Install, repair, maintain and create wish lists for furniture, toys, and equipment at the school. Make recommendations for purchases to the teachers or Board members as needed. (Helps to be 'fix-it' oriented.)

Building and maintenance – Outdoor (2) - Maintain playground equipment, including cutting and trimming grass (summer months also), and raking leaves in the fall. Make recommendations for purchases to the teachers or Board members as needed.

Centres

Library (1) - Care for children's library (inventory, repair, weeding and disposal where necessary) and supplement books as needed.

Science Centre (3) - Maintain science area, supplement activities, rotate activities & equipment as per curriculum; Make recommendations for purchases to teachers or Board members as needed.

Dramatic Play Area (1) - In charge of setting up and taking down the Halloween House and other dramatic play sets

Aquatic Centre (1) - Care for fish and aquarium (including summer months)

Classroom & Curriculum

Displays & Signs (1) - Make and post signs for each area of the classroom prior to school starting, label all classroom and block room items throughout the year, ensure adequate hand washing procedures are posted at all hand washing sinks (refer to Board/County Inspection report), etc.

Diversity Coordinator (1) - Set standards and ensure that the classroom decorations, toys, curriculum, bulletin boards etc. reflect the diversity of our community; including a variety of cultures, races, abilities, languages, genders, ages, and family structures; Make recommendations to teachers and Board members as needed. Assist with policy writing. Liaise with community organizations as needed throughout the school year.

Book Club (1) - Collect and process Scholastic book orders for each class monthly, distribute books as they come in.

Computer Maintenance (1) - Responsible for keeping the class computer in good working order

Special Events

Field Trips (1) - Work in conjunction with the teachers to help organize annual field trip(s).

Food Bank (1) - Deliver annual food drive donations to the food bank (a large vehicle is required)

Alumni Skating Event Coordinator (1-2) - Organize and run the annual alumni skating event (*note that this event occurs on Family Day in February)

Baking (1-2) - Provide baking for special events 2-3 times per year (e.g. skating party, bake sale at AGM, etc.)

School Events (4 – 1 per class) - Contact own class members about school cancellations or other unforeseen events, should the need arise. Assist the board and teachers in setting up and taking down for school event days and meetings throughout the year (e.g. Registration night, Family Night, Christmas Party, AGM, etc.)

Childcare for General Meetings (2-4) - Along with another parent, you will provide childcare during the Annual General Meetings (held two evenings each year, in November and April). Please note that a current valid Criminal Reference Check may be required.

Fundraising

Fundraisers (10+) - Under the direction of the Fundraising Chair(s), you will help raise money by organizing and/or assisting with fundraising events. (Fundraising events may include: Annual Carnival, Read-a-thon, Silent Auction, etc.)

Communications

Advertising/Recruitment (1-2) - Distribute advertisements and promote RCCP and its events through a variety of media under the direction of the Advertising Chair.

Parent Bulletin Board (1) - Maintain and supplement the parent bulletin board with materials and resources related to education, workshops, support services, child care, advertising, etc. available to parents in our community.

Yearbook Coordinator (1) - Create a timeline for completion of the class yearbooks; coordinate printing of the yearbooks; liaise with other yearbook members as needed.

Yearbook Committee (4 – 1 person per class) - Assist in the creation of your child's class yearbook (take photos of special class events, online photo editing and collating) in collaboration with the yearbook coordinator.

Health and Housekeeping

Health Assistant (1) - Attend Registration Night in September to collect and file medical certificates for all children and teachers; inform parents of communicable diseases within the school; maintain the first aid kit and school safety standards

Housekeeping Leader (3-4) - Organize and supervise monthly cleaning nights. Take note of toys and supplies that are in need of replacement or repair and report to the teachers or Board members.

Housekeeping Supplies Purchaser (1) - Purchase cleaning supplies for monthly housekeeping nights

Laundry and sewing (1) - Launder the classroom towels, rags, etc., and repair or replace as required.

Board of Directors

The Board of Directors is a group of volunteers who each take on a leadership role for the school, and meet together one evening a month to make decisions. This is a rewarding opportunity to be involved in the direction of our school, and an excellent addition to any resume. In lieu of this service to the school and attendance at board meetings, members of the Board of Directors are not required to sign up for housekeeping nights.

President

Vice-President

Treasurer

Bookkeeper

Secretary

Scheduling Chair

Membership Chair

Fundraising Chair

Health and Education Chair

Equipment Chair

Communications (Web and Email)

Advertising