



Annual General Meeting Agenda September 25, 2024

Start Time: 7:08 pm
Location: MPP Room

Board Introductions

President	Preeti Kalsi
Vice President	Melissa Little
Treasurer	Amanda Achal
Secretary	--- vacant position ---
Volunteer Coordinator	Savannah Reid
Privacy and Communications	Tonya Dreger
Special Events Coordinator	Lyndsey Norgaard
Past Parent	--- vacant position ---

Board members introduced themselves (interim President Jenn introduced herself, and interim Secretary Rozee introduced herself)

Teachers Report from Ms. Jenn & Ms. Emily

1. A Typical Day at Playschool
 - a. Introductions from teachers
 - b. Miss Jenn and Miss Emily discussed the order of things at the playschool
 1. 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
 2. Carpet Time, where they take attendance, review letter of the week, calendar and maybe sing/dance, practice listening/sitting skills

3. Bathroom break & line up to go downstairs
 4. Gym Time for about 30 minutes each day
 5. Snack Time, about 10:30-11:00 (AM class) and 2:00-2:30 (PM class), no sharing snacks. Just pack a small snack, not a full meal. Please practice opening/close snack bags/containers, and make sure snacks are nut free (No Honey Nut Cheerios/Nutella)
 - a. Pack it in - pack it out - take home trash from snacks
 6. 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.
 7. Clean Up Time
 8. 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
 - c. Discussed free skating - during the first hour of class once a month, kids must have winter sports helmet (no bike helmet), adults don't need to be on the ice but an adult has to stay. Not mandatory - class starts an hour after regular start time.
2. Importance of Volunteers - Thank You!
 - a. Teachers & bookkeeper are the only paid positions, so volunteers run the rest.
 3. Questions? **None**

General Business

1. Required Paperwork
 - a. Discussed CRCA membership - required for us to use the rooms, gym, skating - must be in by **September 30th, 2024**. Kids can't attend without the number after this date.
 - b. Volunteering - requires a police check to be on the board or in the classroom. They are free now (no longer \$10), takes about 5 business days.
2. Bylaw Updates - None
 - a. Bylaws are still relevant this year as we made multiple changes last year.
3. Communications

- a. Most communication through email, and teachers will communicate in hallway or via stickers on kids' shirts.
 - b. There is a phone number for the classroom, but teachers won't answer it, so email is the best way to contact. If your child is going to be absent or late, call and leave a message, don't email because we won't get it in time.
4. Financial Statement
 - a. It was present if anyone wanted to look at it.
5. Fundraising – Scholastic Book Club, Mabels Labels, Skip the Depot, Cobs Dough for Dough
 - a. Discussed Scholastic flyers - \$40 cumulative order = free shipping to classroom
 - b. Mabels Labels - purchase and the school gets a cheque
 - c. Skip the Depot picks up bottles from your doorstep
 - d. Cobs Dough - 5% off if you mention the school

New Business

1. Vote in New Board Members
 - a. Not voting because we don't have competition this year
 - b. If people didn't volunteer for the board then the school wouldn't run properly - please volunteer
2. Anything else?

Volunteer Positions

- General Description & Requirements
 - Discussed open board positions & out-of-class positions
 - In-class hours don't count towards volunteer bond anymore but you are welcome to volunteer in class
- Available Volunteer Positions
 - Board:
 - Secretary (1 person)
 - Past Parent (1 person - past board member)
 - 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 (2 people)
- Questions? **None**

Sign up - Volunteers People signed up! Not all jobs were picked so if you signed up for the volunteer rate please email volunteercoordinator@chestermereplayschool.com. The Secretary board position is still vacant - is it urgent that we fill this! Please email for more information.

End of Meeting: 7:39 pm