



## Handbook for Parents 2023/24

La Pre-Maternelle La Coccinelle Association

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Website: [www.la-coccinelle.ca](http://www.la-coccinelle.ca)



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## **Contact Information (2023/24)**

### Teacher

Mme Claudette Pelletier  
Email:teacher@la-coccinelle.ca  
Phone:403-815-4063

### Chair & Vice-Chair

Email: chair@la-coccinelle.ca

### Treasurer and Assistant Treasurer

Email: treasurer@la-coccinelle.ca

### Registrar and Assistant Registrar

Email: registrar@la-coccinelle.ca

### Secretary

Email: secretary@la-coccinelle.ca

### Communications Coordinator

Email: communications@la-coccinelle.ca

### Website Administrator

Email: website@la-coccinelle.ca



## **SECTION 1: ABOUT OUR PRESCHOOL**

### **A. Introduction**

We are happy that you have chosen to enrol your child at La Coccinelle. We hope that the experience will be positive for both you and your child. Although this handbook will provide the answers to many of your questions, our teachers and Board are always available to discuss your concerns.

La Coccinelle is a non-denominational French immersion preschool in Northwest Calgary, Alberta with programs for 3- to 5-year-olds. We first opened our doors in 1981 and have been serving Calgary families for over 40 years. Our preschool is run on a non-profit, co-operative basis by experienced teachers, a volunteer board and parent volunteers. We offer a carefully planned program of learning experiences for children in both structured and unstructured activities that contribute to their physical, social, intellectual, creative, and emotional development. Children are encouraged to learn at their own pace through free play, games, music, preschool activities, and crafts. In this fun environment the students are introduced to the French language through a daily routine with two responsive teachers.

La Coccinelle is a licensed preschool with Alberta Children and Youth Services. We are licensed for a maximum of 18 children in both the 3-year-old and 4-year-old classes. We are also a registered society and a charitable organization.

### **B. Our Philosophy**

La Coccinelle is a French immersion preschool with a program based on teaching, nurturing and balancing the “whole” child. We value and foster cognitive, emotional and social development, as well as fine and gross motor development.

At La Coccinelle we endeavour to empower children and offer positive learning experiences through a variety of “guided” play opportunities. Choice and free play are important as children have a natural impulse to explore and create. They are naturally curious and want to learn. Play helps children learn, make friends and discover the world around them. Play is good for the body and for the mind. When children play, they learn more about themselves, other people and their environment. They become more creative thinkers who can cope with challenge and change.



Research shows that children learn a great deal through play. This is why many educators and researchers refer to play as “the work of childhood.”

La Coccinelle will provide opportunities for children to develop:

- intellectually with opportunities to think, solve problems, communicate, experience independence, and discover concepts by critical, analytical, and creative thinking in both English and French
- socially with opportunities to cooperate, negotiate, initiate interactions with peers and participate in groups while developing respect and acceptance of individuals.
- physically with opportunities to cut, draw, lace, dress-up, shake, dance, move and stretch while encouraging fitness, good hygiene, and sportsmanship
- emotionally with opportunities for self-expression, to choose to take risks and to be successful; and
- creatively with opportunities to make choices, accomplish and create.

We strive to help children develop using the following approaches:

- The French component of La Coccinelle will immerse children into the language by gradual introduction using songs, simple instructions, and basic vocabulary (colours, numbers, shapes), using a monthly theme-based curriculum. For example, September’s theme may be “school and community safety”. This may include a visit to the fire hall, learning the colours of the traffic lights (in French!), and helping children choose healthy snacks and identify community members who help keep them safe and healthy. No expectations are placed on a child, as each child’s development is unique.
- The “circle time” is the stage for introducing new vocabulary and concepts. Each day the children are involved in a group activity, where they participate in creative learning and social interaction with their peers. It is a guided learning time, where we encourage each child to use his/her imagination.
- We follow a daily schedule from the child’s arrival at the school until the time he/she is picked up. Most children thrive on a consistent routine. The children quickly pick up and enjoy this routine, often keeping the teachers on track. This eases the separation from parents and caregivers and helps to prepare the child for the formal school setting. • La Coccinelle’s program incorporates the concept of choice and free play. There are several opportunities each day for children to choose their own activities. However, all learning experiences are carefully planned. Each play centre — housekeeping, dramatic play, music, art, blocks and floor play, puppet, puzzles and manipulative toys, library — contributes to the “whole” child’s development (physical, intellectual, social, creative and emotional). The centres are planned so children can be involved in different kinds of play: functional play (running, pouring, dumping and repetition of movement), constructive play (art, blocks, building and creating) and dramatic play (the house corner and role-playing).



We believe that when children make their own choices and are in control of their activities, play becomes meaningful, and experiences foster learning.

Here are some examples of what children learn from various play activities offered at La Coccinelle:

Activities	Learning
Dress-up, dramatic play	Social skills Creativity Imagination and self-expression
Circle time, listening, talking, reading, writing	Language and literacy skills
Art, music, literature, dance	Art appreciation Creative expression Physical coordination
Puzzles, blocks, manipulative toys	Science and math concepts Eye-hand coordination Spatial awareness Problem solving
Games and physical activity	Physical skills Analytical thinking and cooperation

## C. Our Program

### Our Classes

#### 1. Three-Year-Old Program

Children must turn three prior to the beginning of the school year to register in advance. Due to licensing requirements, children may not start the program until they have reached their third birthday (i.e. a child with a November 1<sup>st</sup> birthday would not enroll or attend until then). **Children who are not toilet trained will not be able to enter the program until they are trained.**

Program Days: Tuesday and Thursday (split entry and exit)

Program Hours: Morning: 8:30 a.m. to 11:00 a.m.

Afternoon: 12:30 p.m. to 3:00 p.m.

## 2. Four-Year-Old Program

Children must turn four years old by December 31<sup>st</sup> of the school year in which they wish to enrol.

Program Days: Monday, Wednesday and Friday (split entry and exit)

Program Hours: Morning: 8:30 a.m. to 11:00 a.m.

Afternoon: 12:30 p.m. to 3:00 p.m.

### Class Schedule

3 years old

<b>Morning Classes</b>	<b>Afternoon Classes</b>	<b>Activity</b>
8:30	12:30	Arriving
8:30 – 9:10	12:30 – 1:10	Free Play
9:10 - 9:35	1:10 - 1:35	Circle – calendar - story
9:35 - 9:50	1:35 - 1:50	Toilet - movement
9:50 - 10:10	1:50 - 2:10	Snack (Nut Free!)
10:15 - 10:35	2:15 - 2:35	Crafts or Gym
10:35 - 10:55	2:35 - 2:55	Sing songs
11:00	3:00	Leaving

4 years old

<b>Morning Classes</b>	<b>Afternoon Classes</b>	<b>Activity</b>
8:30	12:30	Split entry
8:30 – 9:00	12:30-1:00	Free Play
9:00-9:30	1:00 - 1:30	Circle – calendar - story
9:30-9:45	1:30 - 1:45	Handwriting without tears
9:45-10:10	1:45 – 2:10	Snack
10:15-10:45	2:15 – 2:45	Crafts or Gym
10:45-10:55	2:45 - 2:55	Sing songs
11:00	3:00	Split exit



## **Fees**

Details on the current cost of registration and monthly tuition fees are found on our website, <http://www.la-coccinelle.ca>

1. The registration fee of \$130 for each child is paid at the time of registration and is non-refundable.
2. Parents must submit payment and the completed registration package prior to the child's arrival at La Coccinelle preschool. In the event of non-payment of tuition during the year, the parent will have until the end of the current month to pay the next month's fees. The child will not be allowed to continue attending class until the full amount of the missing fees and the following month's fees are paid.
3. Full fees are due even if the child is temporarily absent (e.g. vacation, illness).
4. Additional fees may be charged if volunteer commitments for toy wash (\$100) or the casino night (\$500) are not met. See Section 2B: Volunteer Requirements for more details.
5. For Families needing financial assistance to cover the cost of tuition at La Coccinelle please apply for assistance directly at: <https://www.alberta.ca/child-care-subsidy.aspx>

The Board of Directors, at its sole discretion, has the authority to set the program tuition fees and make changes to fees for the upcoming school year.

## **Withdrawal Policy**

La Coccinelle is a non-profit school with a limited number of registrants each year. We adhere to a withdrawal policy, which ensures the smooth functioning of the school, and which provides the Board with the confidence to commit resources to fund an engaging program for the number of children registered. Our policy is similar to withdrawal policies of many other preschools. You will be asked to acknowledge this policy in writing upon registration.

### **Withdrawal Policy Details**

- A. The August 1<sup>st</sup> payment covers September and June fees. It is non-refundable after August 1<sup>st</sup>, unless the school does not accept the student.
- B. After October 1<sup>st</sup>, one calendar month written notice (via email to [registrar@lacoccinelle.ca](mailto:registrar@lacoccinelle.ca)) is required to withdraw from La Coccinelle. This means that notice must be given one month before the first of the month in which the child will be withdrawn.

Examples:





1. If a child is registered for September and the parent wishes to withdraw in September, September and June fees are non-refundable. October fees will not be charged.
2. If a parent wishes to withdraw a child on November 1st, the parent must give written notice by October 1st. The child may attend school during the one month notice period. They will be charged fees for October and June, November tuition is not due.
3. If a parent provides notice that they wish to withdraw their child effective immediately, they will be charged tuition fees for the current month, the following month and June.

The school reserves the right to ask a student to withdraw from the program at any time and in this case fees beginning the next calendar month are not due.

## **L'Ami(e) du jour**

Beginning in September the teacher will select "L'Ami(e) du jour" for each day. This is a very exciting and important day for your child to be the teacher's helper. All children will have their turn equally. L'Ami(e) du jour roles include special responsibilities such as being the leader for demonstrating games. Your child will look forward to his or her turn to be L'Ami(e) du jour.

## **Child Discipline Policy**

Staff will help children understand, where developmentally appropriate, the type of behaviours that are unacceptable at preschool. While our philosophy at La Coccinelle is to focus on prevention of inappropriate behaviour, children will be disciplined in the following circumstances:

- Hurting other students.
- Destroying classroom material or the work of other students; and/or
- Behaviour that is constantly disruptive to the classroom atmosphere and learning process.

Any child disciplinary action taken will be reasonable in the circumstances and will not:

- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.
- Deny or threaten to deny any necessity; or
- Use or permit the use of any form of physical restraint, confinement, or isolation.

The teacher and teacher's aide will intervene when unacceptable behaviour occurs and will:

- Remind the child that the behaviour is inappropriate and clarify appropriate behaviour.



- Use proximity and touch to assist children in regaining self-control. The adult may move close to the child and use physical touch in a manner that assists the child in regaining self-control but does not hurt, physically restrain, or confine the child; and
- Redirect the child to other more appropriate activities.

If a child is persistently disruptive in the classroom and becomes difficult for the teachers to manage or if a child hurts other children in a manner that causes concern for the teachers, the teachers will contact the Chair or Vice-Chair about the problem behaviour.

The staff and Board will discuss the problem behaviour and the parents will be notified about any concerns. The staff and Board will discuss whether further steps need to be taken with respect to the problem behaviour.

The following steps may be used in managing the behaviour:

- The Board and the teacher may develop a plan with a timeline in attempting to correct the problem behaviour; and
- Parents of the child may be contacted and asked to attend all the child's classes for a period to work with the teacher in correcting the problem behaviour.

If the behaviour cannot be managed or corrected in a reasonable period to be determined by the Board and the Board and teacher(s) are of the opinion that the child's behaviour continues to disrupt the classroom to an extent that is counterproductive to classroom learning, the Board may choose to advise the parents that the child must be removed from the school. Also, if a child injures another child in such a manner that causes concern for the safety of the other children, even if the behaviour occurs only once, the Board has the option and may choose to advise the parents that the child must be removed from the school.

Parents will be required to sign this policy prior to their child attending the school.

## **Pick-Up and Drop-Off**

Be on time, not too early and not too late and stay with your child until the classroom door opens to signify preschool beginning.

Saying good-bye is easy for some children; for others there is a natural fear of being left by their mother or father, even when it is just for a few hours. The teachers are experienced in handling separation anxiety of both the parents and the child and will be happy to discuss coping strategies.



Do not be late when picking your child up at the end of class. To be the only child left at school can be very traumatic. The pre-school hours of operation are part of La Coccinelle's license and teachers are not permitted nor are they able to provide before and after school care for children.

**Only the authorized parent(s) or others identified by the parents can pick up a child.** The registration materials on file for your child lists other authorized persons. Under no circumstances will a child be released to anyone not on the signed registration form. Please contact [registrar@lacoccinelle.ca](mailto:registrar@lacoccinelle.ca) in the event the changes or updates to pick up information are required for your child.

**Parents who are more than 15 minutes late to pick up their child at the end of class will be fined \$1 per minute of delay.**

## **Nutrition and Snacks**

Children are required to bring a nutritious snack each time they come to preschool. "Nutritious" means food consistent with *Canada's Food Guide*. Food items that are from at least two different food groups is suggested. A water bottle is mandatory every day.

Children must be always seated while eating and drinking. To help reduce the risk of choking, some foods are prohibited because they are hazardous and difficult to modify, or hazardous and a poor source of nutrients. Food that is prohibited includes:

- all nuts and peanut butter/nut butters
- hard candies
- caramels/toffee
- jellybeans
- chewing gum
- popcorn
- snacks made with toothpicks or skewers.

In the event a child has forgotten his or her snack, water and crackers/cookies will be made available to satisfy the child's appetite.

Please remember that **La Coccinelle is a NUT FREE school!**



## Children's Records

La Coccinelle will maintain an up-to-date record of your child, which must contain the following information:

- Your child's name, date of birth and home address.
- A completed registration forms.
- The parents' names, home address and telephone numbers.
- A list of individuals authorized to pick up your child
- The name, address, and telephone number of at least two people who can be contacted in case of an emergency.
- The particulars of any health care provided to your child, including your written consent for staff to administer first aid and arrange other treatment in the event of an emergency.
- If your child requires emergency medication (e.g., Epi-pen), your written consent for staff to administer the medication.
- Any other relevant health information about your child, including child immunizations and allergies, if any.

## Field Trips

From time to time, La Coccinelle offers special experiences such as field trips and in-class guests. You will receive a notice form well in advance of any out-of-class field trip. The field trip notice form will include date, start, and finish time, where and how the children are traveling to and from the activity, and who is joining the group. Parent volunteers are necessary on all field trips. You must consent in writing to a child's participation in all field trips.

## Toilet Training

Children **must be** toilet-trained to attend La Coccinelle. Should a child's clothing become wet or soiled while in attendance, parents will be contacted to come and change the child during class.



## **Spare Clothes and Classroom Shoes**

The classroom has limited space for storage. Please always keep a change of clothing in your child's backpack. Your child is required to wear indoor shoes (closed toe and covered heel recommended) in the classroom. Please label the shoes with your child's name and store them on the shelf provided.

## **Toys**

Children are asked to leave their toys, jewelry, and treasured items at home. From time to time, your child will be asked to bring something special to show in front of the class. This activity is called Montrer-Parler.

## **School Closures and Cancellations**

La Coccinelle will close, and school will be cancelled under the following conditions:

- The Board will endeavor to keep La Coccinelle open and in session on all regular school days throughout the school year. A decision to close the school and cancel class(es) for any cause that may endanger the health or safety of students or staff shall be made by the Lead Teacher in consultation with the Parent Board.
- In addition, if the adult to children ratio cannot be met due to the absence of the teacher, a substitute teacher or a parent-volunteer will be required to cover the absence of the teacher.
- If the school is closed, an automatic email and text will be sent to the primary guardian.

## **Communication with Parents**

If you have any concerns about your child, please talk to one of the teachers directly. Please feel free as well to contact any member of the Board. Their names and contact information are provided on the preschool's website at <http://www.la-coccinelle.ca>. The feedback Policy for the school is provided below.

Communication with parents on routine school business will also be conducted through email. Access to the website monthly to find songs, calendar, and teaching points from the current curriculum from the Lead Teacher.



## **La Coccinelle Feedback Policy**

La Coccinelle is committed to addressing feedback from parents and resolving complaints in a manner that is transparent and respects the privacy of all students and maintains the stability of the school.

All parents, including parents who are Board members, should follow this process to resolve issues.

Process:

Step 1:

Discuss the issue with the Lead Teacher. Most issues should be resolved at this level. Please contact the Lead Teacher to set up a meeting by phone or in person. Contact information is listed on the website. Drop off and pick up times are very busy for the teachers, and it may not be possible to have a real discussion.

Step 2:

If the issue cannot be resolved with the teacher, the next step is to email the Chair of the Board of Directors of La Coccinelle at [chair@la-coccinelle.ca](mailto:chair@la-coccinelle.ca). The Chair may contact the parent for additional information. The Chair may seek advice/involvement from select board members (often executive members). The complaint may be resolved at this level without involvement of all Board members. If the complaint needs to be reviewed by the full Board for the purposes of a vote, then all identifying information (student name, specific class, etc.) will be removed from the email before the complaint is circulated to the Board. Parents will be contacted after a vote has been taken.

Withdrawals:

Please refer to the withdrawal policy in the Handbook for Parents. No requests for refunds of the June fees or the one-month notice fees will be considered unless the steps in this feedback policy have been followed by the respective parent(s).

## **Registration**

Please visit the website for current registration procedures.



We can provide tours of the preschool to interested families by scheduling an appointment with the Lead Teacher, no tours during class time. We encourage all interested parents to attend our open house held each winter. Please visit the website for specific dates.



## SECTION 2: Parent Responsibilities and Information

### A. Membership

As parents of children registered at La Coccinelle, you become members of the organization upon your child's enrolment and cease to be members once you no longer have a child in the program.

### B. Volunteer Requirements

The success of our preschool depends largely on parent involvement. Our teachers are the only paid members of the preschool. We recognise that many of you have special skills, and you are invited to share these skills through our parent volunteer program.

Parents who want to volunteer required to show a police check with vulnerable sector to volunteer.

The volunteer can be a parent, a close relation, nanny or someone special to your child can also fulfill this role. You are not required to be bilingual so please do not feel uncomfortable when participating as the Volunteer.

For each child registered at the program, parent is mandated to **wash some laundry** once a year it could be rags, costumes, paint shirts etc. Sign up is online.

For each child registered at the program, parent is mandated to **toys wash** once a year. Each month a group of parents meets to wash the toys in the kitchen facility. Toys wash starts at 6:30 pm. Sign up online. If you do not complete a toy wash session by June 15<sup>th</sup>, 2024 your credit card will be charged the \$100 toy wash fee.

For each family registered at the program, an adult is required to participate in the **casino fundraiser**. The \$500 penalty mentioned under the Fees section is intended to motivate families to participate in fundraising activities, such as the Casino, which are essential to the operation of La Coccinelle. This fee will only be charged if a family does not participate in the fundraising activities.

Other volunteer positions include:

- Member of the Board of Directors;
- Special committee members;





- Field trip volunteer.

A description of the various volunteer positions, including the roles and responsibilities of the Board members, is attached as Appendix A. If you are interested in one of these positions, please contact [chair@la-coccinelle.ca](mailto:chair@la-coccinelle.ca).

### **C. Staff Positions**

La Coccinelle employs two paid teachers.

### **D. Criminal Records Check**

Our preschool license requires that each paid staff member and every volunteer must provide La Coccinelle with a criminal records check, including a vulnerable sector search.

### **E. Confidentiality**

Any information shared by the teachers to parent volunteers must be kept confidential and not discussed outside the classroom under any circumstances. Parent volunteers should avoid making any statements about a particular child, including his or her own, a teacher, or the program in front of the children or parents. Any questions or concerns can be discussed with the teachers or Board outside of classroom time.



## **SECTION 3: Health and Safety Policies**

### **A. Health information**

Details pertaining to your child's health are required on registration. This includes your child's Alberta health care number, important medical information, allergies, emergency medication requirements and emergency contact numbers. In addition, you will be required to provide written consent for the staff to arrange emergency medical care should the need arise, and administer emergency medication (e.g., Epi-pen) if prescribed. This information is kept in a prominent place in the classroom, as well as in a portable file for all off-site activities.

### **B. Health and Medical Emergency Care**

If a child develops sick symptoms while at school, the child should be isolated in a separate room and the parent should be notified to come and pick up the child immediately.

Do not bring sick children to school. If your child has any health problems, please inform a teacher. A child who cannot participate in preschool activities or who exhibits the following symptoms is considered too sick to attend school:

- Diarrhea or vomiting
- Fever of 38° C or more
- Sore throat or trouble swallowing
- Persistent cough, sneezing, runny nose
- Infected nasal discharge, e.g., thick, coloured nasal drainage
- Infected eyes
- Rashes that are unidentified or that have not been diagnosed by a physician
- A communicable disease, e.g., chicken pox, mumps, whooping cough. Please keep children at home for 24 hours after symptoms end.

A child who has been prescribed antibiotics may not return to the preschool until he/she has been taking the medication for at least 24 hours.

Whether or not a child should be in class is at the discretion of the teachers. Please respect their decision and take your child home and/or seek medical attention.



If an accident, serious illness or other medical emergency occurs at preschool, the staff will administer first aid and arrange medical care, as required. Parents will be contacted immediately. If the staff is unable to contact the parents, the emergency contacts will be notified.

If a child needs to be rushed to the hospital by ambulance, a staff member will accompany the child. Parents will be responsible for covering the cost associated with transporting their child by ambulance in an emergency situation where the staff deems ambulance transportation to be appropriate.

Our default medical center is:

The Alberta Children's Hospital  
2888 Shaganappi Trail NW  
Calgary, Alberta  
T3B 6A8  
Main Switchboard: 403-955-7211

### **C. Supervised Care for Sick Children**

If a child becomes sick while at preschool, but does not require emergency medical treatment, the child will be kept as far away as is practicable from the other children until a parent arrives. A special mat for resting shall be provided and a staff member will directly supervise the child.

### **D. Administration of Medication**

Routine medication will not be administered due to the short time children are present in our program. In the case of an emergency situation, emergency medication (for example, Ventolin and Epi-pen) will be administered according to the labeled directions with written consent of the parent.

### **E. Communicable/Contagious Diseases**

Please immediately report any contacts your child has had with a communicable/contagious disease to the staff so notice can be sent out to other parents. This can include but is not limited to conjunctivitis (pink eye), head lice, chicken pox/shingles, measles, mumps, whooping cough and meningitis. Sick children must be kept at home until such time that there is no longer a risk of infecting others and until they have been symptom free for at least 24 hours. Children may require a doctor's note to return to preschool.



Where a staff member knows or has reason to believe that a child may be suffering from a communicable/contagious disease, the child's parent will be notified immediately, and the child must be removed from the preschool premises immediately. Depending on the nature of the illness, the preschool may have a legal obligation to report the illness to the health authorities.

## **F. Emergency Evacuation**

The emergency evacuation route is posted in the classroom. In the case of an emergency, such as a fire alarm:

1. The assistant teacher will evacuate the children from the building through the fire exit located in the classroom or alternatively out the side basement door of the building;
2. If safe to do so, the Lead Teacher will remain behind and will check the hallways, restrooms and classroom to ensure no children have remained in the building;
3. The Teachers will gather equipment near the emergency exit. Equipment includes: daily attendance sheet, Portable Record, emergency medication and preschool cellular phone;
4. The Lead Teacher will close the door once she has evacuated the building;
5. Staff will take roll call outside, at the specified meeting place, on the northwest corner of the lawn;
6. A staff member will call for emergency help or leave the premises to seek assistance once all the children are safely evacuated and appropriately supervised;
7. Staff will phone parents as soon as it is safe to do so;
8. No one is to re-enter the preschool or the building until proper authorities have deemed it safe to do so.

La Coccinelle will have fire drills throughout the year, for each class. The Teachers will prepare the children for these and ensure the children understand the emergency evacuation procedures where developmentally appropriate.

## **G. Non-Smoking Policy**

La Coccinelle requires that no person smoke on our program premises. Further no staff member shall smoke at any time or place where childcare is being provided. For the purposes of this policy, our program premises include not only the classroom, but also the exterior areas including the outside entrance and sidewalk. At no time shall anyone smoke where children in the program may observe their smoking.



## **APPENDIX A**

### **Board of Directors and Volunteer Job Descriptions**

#### **1. Board of Directors' Positions**

##### **Chair**

The chair presides over monthly Board meetings and prepares and circulates an agenda prior to the meetings. Board members should advise the Chair of additional agenda items. Should time permit, new business not on the agenda will be discussed at the end of the evening. The Chair:

- is responsible for ensuring that other committee members are carrying out their duties and is available to help with difficulties as they arise;
- arranges and chairs the Annual General Meeting and Parent Orientation Session;
- is available to discuss parental or teacher concerns;
- is a designated signing authority for the Association;
- must immediately inform the Board of Directors of any changes to enrolment throughout the year;
- is responsible for obtaining substitute teachers in the event that the teacher is absent;
- is responsible for conducting a yearly performance review of all professional staff in accordance with their contracts; and
- shall maintain a binder of all monthly committee reports, Association correspondence, parental concerns, newsletters etc.

##### **Vice-Chair**

If the Chair is absent or unable to perform their duties the Vice-Chair assumes those responsibilities. The Vice-Chair:

- is a designated signing authority for the Association;
- together with the Chair is responsible for annual performance evaluations for professional staff; and
- together with the Treasurer files Revenue Canada forms relating to the Association's tax status

##### **Secretary**

The Secretary records the minutes of all meetings of the Association and distributes them to all Board Members and posts one copy in the class and one on file. The Secretary:



- is responsible for typing of all Association correspondence;
- notifies Corporate Registry of all amendments to the Association By-Laws.

### **Treasurer**

The Treasurer is responsible for maintaining the financial records of the Association, which may be examined by any member of the Board or by any other person the Board grants permission at a mutually agreed upon time. The Treasurer:

- pays all charges incurred by the school in accordance with approved spending policies;
- deposits all monies received by the Association and issues receipts for same;
- presents a statement of receipts and disbursements and budget projections on a monthly basis;
- presents a financial statement at the Annual General Meeting;
- is a designated signing authority of the Association;
- responsible for paying all professional salaries in accordance with signed contracts, ensuring applicable employment deductions are made and remitting them to Revenue Canada prior to the 15th day of the month following the deductions;
- responsible for issuing T4s, Employment Records and Registered Charity Information Return annually or as required, and issues registered charity receipts to donors; and
- maintains 7 years of annual financial records.

To facilitate continuity of this position, the Treasurer requires a commitment from September 1st to August 31st (this is the financial year).

### **Assistant to Treasurer**

The Assistant Treasurer assists the Treasurer in any capacity required. The Assistant Treasurer become the Treasurer for the next school year if it's possible.

### **Registrar**

The Registrar prepares and supervises the annual registration for all classes. Once registration dates have been established by the Board of Directors, the Registrar will review and update all forms and correspondence. The Registrar:

- arranges volunteers to be present during Open House days prior to registration to provide information;
- shall review all applications to ensure that the required information is complete and follow up with registrants to obtain any missing information;
- shall deliver all fees collected to the Treasurer;
- ensures that a copy of each child's registration is given to the Lead Teacher to be filed in the class and that exceptions are noted (i.e.: no immunizations);



- shall immediately notify the Board of Directors of any changes to enrolment;

### **Assistant to Registrar**

The Assistant Registrar assists the Registrar in any capacity required. The Assistant Registrar:

- become the Registrar for the next school year.

### **Communications Coordinator**

The Communications Coordinator prepares and submits advertising material to local newspapers or newsletters as directed by the Board;

- is responsible for the annual promotion campaign of La Coccinelle which begins prior to the Open House and continues at some level until the school year begins;
- is responsible for the preparation of whatever advertising is deemed needed and ensures it is distributed;
- implements an email or phone alert to inform parents of emergencies, class cancellations or other important information;
- receives email addresses from the Registrar and maintains the email list; forwards emails on behalf of the Board
- formats monthly newsletter from material received from the teachers; if possible, converts to PDF format to forward to families and to the Website Coordinator to post on the web, prints a few copies to be made available at the school;

### **Website Administrator**

The Website Administrator is responsible for maintaining and updating the website. The timely update to the website may include the following:

- posting the school calendar, songs and Newsletter on the website
- posting of any school photos;
- continually adding/creating new sections or additions to the website;

### **Fundraiser Administrator**

The Fundraiser Administrator is responsible for the fund-raising activities of the Association, and in cooperation with the Board of Directors, identifies and co-ordinates all fund raising.