

CLASS REPRESENTATIVE

(4 full year positions – September to May; 1 one per class)

Serving as a Class representative and an individual class party coordinator

- Should have access and working knowledge of a computer.
- Should be someone who is daily in attendance at the Playschool for drop-offs and pick-ups.
- Liaise between your class and the playschool executive whose main task is providing support as requested. (By the teachers and/or the playschool executive)

Class Representative Responsibilities include:

- Orienting new parents that join your class after the school year has begun.
- Contacting class parents when requested.
Ex: meeting info, cancelled events, needing volunteers
- Collecting items from class parents when requested.
Ex: missing information, forms, community league memberships, etc.
- Providing a party sign up sheet for your class and collecting volunteers.
Ex: to bring snacks as requested by teachers, help cleaning up
- Providing party volunteers with a reminder one week before the party of what they have signed up for. (This may be an email, written note or a phone call)

Other tasks as requested

Individual Class Party Coordinator

- Assist the teacher(s) with organizing the Halloween, Christmas, Valentine's, Easter, Graduation, Family Picnic, Sports Day and Year-End parties. If requested, assist with the Fundraising Social and other special events. Party committee members should liaise if necessary via e-mail or phone. Information should be found in the classroom or contact job coordinator for information.
 - Post sign-up sheets separately listing all parties using a rotational system listing parent's names to bring snacks and goody bags (if requested by the teacher) in the second week at the beginning of the school year. Please note: emphasis the playschool policy to parents on ONLY store bought items.
 - Ensure each parent has assigned themselves two items for the year. (For those who haven't correspond a reminder by e-mail, telephone or a note in the respective cubby box.
 - Post sign-up sheets if additional parent help is required in class on party day
 - Post sign-up sheets if additional parent help is required for clean-up on party day
 - Decorate room and take down decorations if the teacher requests help
 - Prepare goody bags if required
 - Assist with any extra items for parties (i.e. games set-up)
 - Send out a reminder note to all parents a week before the party. E-mail, telephone, or individual reminder are all acceptable.
- Ensure changes are amended. (E.g. In the event of families switching to a different class /new student(s) enrolling.
- It is your responsibility to check whether or not parents are bringing the food and supplies that they have been assigned to bring. (Please ensure snacks are signed in properly)
- Obtain special supplies. Check with teacher(s) for details of items required. Retain receipts and submit to treasurer for reimbursements.
- ***** **Please help with clean up on party days, either yourself (if it is your class) or have an individual sign-up to help on a sign-up sheet.**
- If you require entry into the playschool after hours, you must advise Shelly Stevens, the Riverbend Community League Executive Assistant (437-7108).
- As a member of the Riverbend Playschool Society, attend the Annual General Meeting held in May to vote on legal matters such as the election of executive members and any amendments to the Society's bylaws.

Position revised February 8, 2007

Position amended August 25, 2010