

MEMORY BOOK – JOB INFORMATION

(8 full year positions – 2 per class – Sept to May)

Every year we make a little Memory Book for each child in class. We usually end up with about 12 photos per child, and the books also include some of the children's artwork, their certificate, letters from the teaching staff, etc. It is your job to take each month's photo, and turn that into a page by using the supplies provided and your own creativity and imagination. We use both sides of the memory book paper. You will need about six pages per child. You will coordinate with class photographer and teachers to receive art and photos approximately once a month.

There are a number of craft supplies that are available for your use. You will be informed of the supply budget early in the year. If you require more money than this please speak with the job coordinator who will take the request to the Executive committee for approval. It is not expected that you do something elaborate or overly expensive. A sample book may be made available to you so you can see what other classes in past years have done.

There are two parents assigned to do the Memory book for each class. How you and the other individual choose to divide up the work is entirely up to you. Memory keepers should meet as a group at the beginning of term to discuss ideas and suggestion.

General Responsibilities included:

- Receive photos monthly from the Photographers. Maintain a photo and artwork scrapbook for each child. (Teacher will choose the monthly art piece that is to be added to the Memory Books.)
- Meet every 2 months or as needed with the other Coordinators to work on the Memory Books.
- If you require entry into the playschool after hours, you must advise Shelly Stevens, the Riverbend Community League Executive Assistant (437-7108).
- At the beginning of the school year Memory Book keepers should arrange to meet and discuss creative ideas and address any concerns.
- 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 amended February 8, 2007

Position amended August 25, 2010