

SHARING DAY (Duty Day) ROSTER ADMINISTRATOR

(4 full year positions – Need access to a computer – 1 per class, September to May)

- Prepare and maintain a clear copy of the sharing day roster for the class.
- Draw up a schedule showing one sharing helper (except for orientation periods as discussed below) per class.
***No busy or buddy bears are required for the fall and spring walk days
- Survey parents to discuss any special scheduling considerations. (E-mail, telephone, etc.)
- The sharing day roster must always include:
 - Your name and phone number
 - Special party days (birthdays and party events)
 - Statutory holidays and school breaks – check on www.epsb.ca for the calendar of holidays that the Riverbend Cooperative Playschool uses
 - Reminder to pick up children on time at school end
 - List of Emergency parents (parents who will be able to be called on the sharing day if sharing day parent unable to attend due to unforeseen circumstances).
- Obtain class birthday list from the Registrar. Note the birthday on the calendar and make sure the child's parent is assigned the sharing day for the class.
- Prepare sharing rosters at least two (2) weeks to one month in advance of the up-coming month.
- Distribute a copy of the sharing roster into every cubby and post a copy on the teacher/executive bulletin board inside the classroom door. When using e-mail to distribute please have parents acknowledge that they have in fact received the roster.
- Advise parents that they are responsible for making their own arrangements for switching days after the sharing roster has been distributed. The parent should make changes on the posted sharing roster inside the door.
- **Probationary/orientation periods and show and tells.**

When the parent has his or her sharing day it means that it is also the day that the particular parent's child exhibits something for show and tell to the class. This makes the day very special for the child: his or her parent gets to come to school AND he or she gets to bring something for show and tell. When this particular day occurs the child is called the Busy Bear.

In order for more children to have an opportunity to have show and tell throughout the year, a Buddy Bear is also assigned for each day. The Buddy Bear's parent is not required to come to school to help, however, the Buddy Bear child is expected to bring show and tell and shares some of the 'perk' with the Busy Bear (e.g., sitting in the Bear chairs at the front of the classroom with the teacher).

Hence, you will need to assign both a Busy Bear child and a Buddy Bear child for each day.

The first six weeks of the playschool year is a probationary/orientation period for all children.

For the 3-year-old classes the teacher's would like both the Busy Bear (Sharing Day Parent) AND the Buddy Bear parent's to attend the class. This means that for the first six weeks of classes the Tuesday/Thursday classes will have two parents helping out in the classroom.

For the 4-year-old classes only the Busy Bear (Sharing Day Parent) parent is required to stay for the class. Please ensure that everyone has had one Sharing Day in the first six weeks of classes.
- 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.
- Please insure members privacy is respected when communicating information to other members