



Family Involvement & Volunteering



How are families involved at LCDS?

We know community, parents and family play an essential role in childhood development. And we know parents love watching their children learn, grow and have fun- almost as much as kids love showing their parents their new skills. As a parent co-operative, LCDS parents and families are a big part of the kids' success. Parents and guardians have the opportunity to be hands-on in their little one's first education experience, supporting their learning, experiencing their excitement on a field trip, and watching them make friends with their peers.

We know parent support also helps to show children that the adults in their life are interested in what they are doing and that helping others is important. Plus, we can elevate the quality of education while keeping costs low because of additional help from volunteers. The kids win in a big way, thanks to you!

What are the annual requirements?

We are parents too and we know life can get busy. No problem! LCDS has many ways to help our families, from opting out of fundraising with a cash donation, swapping helper days, or hiring Bingo workers at low cost, we want to help you, so we can all help the kids.

Here is a snapshot of the annual requirement. Please see the last page for a list of the numerous options available if any of these pose a challenge for your family.

Fundraising - The LCDS board of Directors understands our members are busy and have replaced mandatory fundraising with a one time **Family Fundraising fee** per school year as opposed to running numerous fundraising events each year. The fee will be set by the membership at the Annual General Meeting. Members may still choose to fundraise.

Parent helper - Many parents love this most about their LCDS experience. Each child gets to have their adult come to approximately one class per month to help as needed and bring the snack. Many volunteers are also recruited for each field trip, and our list of helpers tends to fill up fast!

Cleaning - Volunteering one adult for two hours on the first Monday evening of the month once through the school year helps us keep the classroom clean and safe for our kids. Recruit any adult in your life willing to roll up their sleeves!

Bingos and Casinos -An easy way to raise much needed funds, all we do is provide volunteers. All you do is show up, get trained, and have fun. No experience required! Each family needs to complete two bingo shifts and one casino shift (in a casino year). Bingos are scheduled for Saturday and Sunday afternoons.

Who runs LCDS?

Who runs LCDS? Well, you do! Parents are automatically members of the society, and those who volunteer for the Board of Directors or sign-up for a committee position influence the experience for their kids. While we leave the structured education to the experts, volunteers provide important input into school policies, funding, social functions, and more. Please consider getting involved - you and your kids will love it.

Board of Directors

Meeting once per month, the Board is the legal authority for the Society and everything done by LCDS is done in the Board's name. While considerable authority is appropriately delegated to the Executive Director, Business Manager and Teaching Staff, the source of that authority remains with the Board. This group of parents determines direction for changes in policy, fees, fundraising requirements, and social activities. If you want to make a big impact, consider volunteering for one of the six positions, or feel free to bring your suggestions to any board member or attend the board meetings. Great to add to your personal resume.

Committee Positions

If the board isn't the right fit, consider volunteering for one or more committee positions. Assisting with everything from classroom parties to yearbooks to laundry and bottle collection, the volunteers on the committees are essential to giving our kids a fantastic preschool experience. Volunteering is easy and many families enjoy the small little extra they get to do for the kids.

Read on to learn more about the various board and committee positions available.

All families

Every family that has a child enrolled in LCDS is automatically a member of our exclusive non-profit society. This gives you voting rights for the operation of the program. Families are asked to please send a representative to each of the two required *General Membership Meetings* the *AGM* which take place in September, January and May. These meetings are your chance to be heard, be informed, and meet fellow parents.



Board of Directors Positions

President

The President calls each Board meeting to order and runs the agenda (the agenda is a combined effort between staff and Board). The President shall call and preside over all General and Board meetings, provide active and dynamic leadership, initiate policy, and keep him or herself fully informed of the operations of LCDS, reviews financial statements and assists in preparations of the budget and staff contracts, assists with hiring when needed. Assists the Executive Director, Business Manager and Teacher as needed; they will advise the President regularly to ensure operations run according to the yearly timelines and regulations. The President is an emergency contact for the program, is a key holder and an LCDS Signing officer. A criminal record check and vulnerable sector search is required as you will have access to student records.

Vice President

The Vice President assists the Executive Director with the registration of children in the program, assists with securing advertising for open house/registration events, assists with registration inquiries from mid-June until mid-August and throughout the year as needed, assists with preparing registration packages. In the absence of the President, the Vice President may chair the Board or General meetings. The Vice President assists the President and other Board members and staff as needed and is an LCDS Signing officer. A criminal record check and vulnerable sector search is required as you will have access to student records.

Treasurer

The Treasurer assists the Business Manager when needed for filing financial and Alberta Education documents. The Treasurer assists the Fundraising Chair with counting money and formulating deposits when needed from events such as the Silent Auction, Walk-a-thon, etc. The Treasurer prepares and deposits to the bank, the monthly deposits of cash or cheques submitted for fees, donations and fundraising. The Treasurer is a signing officer. A criminal record check and vulnerable sector search is required as you will have access to student records.

Secretary

The Secretary records the minutes from all meetings, distributes the minutes from all meetings and completes any general correspondence with membership and other organizations when needed. Also maintains the Motion log and attendance record for General Meetings. A criminal record check and vulnerable sector search is required as you will have access to student records.

Fundraising Director

The Fundraising Director initiates and organizes all fundraising activities, organizes volunteers when needed for fundraising events and initiatives, assists with tax receipts, prepares deposits from funds raised and tracks fundraising for each family as needed. A criminal record check and vulnerable sector search is required as you will have access to student records.

Liaison

The Liaison prepares the Board of Directors Newsletter Report each month by collaborating with the Executive Director and members of the Board, prepares special event and program feedback surveys for the membership and assists with document preparation for Open House and registration. May be asked to attend district meetings when needed on behalf of LCDS. A criminal record check and vulnerable sector search is required as you will have access to student records.

Newsletter Coordinator

Produces the monthly newsletter with the assistance of the Executive Director, sends reminders to Board, Committees and Staff members to submit their monthly reports, and sends draft to the Executive Director for final editing and membership distribution.

Social Committee

Plans and prepares for classroom and family parties in collaboration with the Teacher, Executive Director or the Board of Directors. Parties & events include Welcome Social, Halloween, Christmas, Valentine's Day, and Year End Social.

AM & PM Parent Helper Schedulers

Coordinates with the Executive Director each month to prepare the monthly Parent Helper schedule.

AM & PM Yearbook Committee (2 volunteers from each class)

Co-ordinates, compiles, and creates a digitally printed Yearbook for all children attending LCDS using school laptop and program.

Librarian

Advertises the Scholastic Book Club in the monthly newsletter, and distributes any paper flyers to members. Assists with entering new acquisitions to the school Library system and shelves library books as needed (once or twice a month).

Laundry

Collects the classroom laundry once or twice per week and returns it washed and folded; assist in putting it away in the classroom or janitorial room. One or a few volunteers are welcome.

Bottle recycling

Collects the classroom bottles and takes them to the bottle depot as needed and returns the deposit money with receipt to the office.

Garbage Disposal

Collects the daily garbage from the classroom and office and takes outside to the large garbage dumpster. One or a few volunteers are welcome.

Gym Equipment Transportation (3-4 volunteers needed)

Assists in transporting gym equipment to and from the location for Gym Day field trips. AM parents will pick up the equipment from the school and take to the Hall. PM parents will take the equipment back to the school and put away in the shed.

Maintenance & Storage Committee

Assists with minor repairs and enhancements in the classroom not requiring specialized equipment or training. Coordinates extra volunteers if needed for a particular job. Example: Fixing cabinet door handles, minor painting, etc. May also be involved in coordinating activities with contracted trades or professionals. Assist with moving large or heavy items from or to storage. Assists and coordinates snow removal if needed.

Requirements and Options for Commitments:

We know kids benefit from parent involvement. We also know life can get busy and the unexpected happens. Please see below a summary of the parent requirements and opt-out options.

Role	Requirement	Opt-out option
Parent Helper	Volunteering in-class approx. once/month	Paid helpers are available for \$30/ time. Parent is responsible for arranging the emergency parent. Parent still provides the snack.
Classroom Cleaning	Completing one classroom cleaning per family per year, scheduled for the first Monday of the each 2nd month 6:30-8:30 pm	Paid helpers are available for \$50/shift if enough notice is given to the Executive Director. No shows or day-of cancellation will be a cost of \$50 to the member.
Bingo	Volunteering for at least two Bingo shifts per year per family	Paid helpers are available for \$50/shift if enough notice is given to the Executive Director. No shows or day-of cancellation will cost \$100 per worker scheduled to the member.
Casino	Every second year, each family is required to work one casino shift	Paid helpers are available for \$100/shift if enough notice is given to the Executive Director. No shows or day-of cancellation will cost \$200 to the member.
Fundraising	Each family will pay the set Family Fundraising Fee or Fundraise to replace the fee. A participation deposit cheque would be submitted for the commitment. See below for the possible fundraisers.	A tax donation receipt is available for the donation amount. Employer Donations (i.e. by directing United Way funds to LCDS, or via an employer's charitable giving program) Corporate Donations or Sponsorship would also be considered for your Family Fundraising commitment to the Society.

Possible Fundraising Events for 2021 - 2022 in lieu of the Family Fundraising Fee.

The fundraising events may include a 50/50 ticket draw, a walk-a-thon, poinsettia or spring flower orders, chocolate sales or specialty food (kielbasa, pizza kits, pierogis, etc.) sales. In the past we have participated in Silent Auctions, Ladies Nights, Paint Nights and Garage Sales.

****Events will be decided upon at the Annual General Membership Meeting in May.**