

Glenbrook Community Preschool
Meeting: March 4 2009
Place: Glenbrook Elementary School

In Attendance:

Brenda Miller	Lynda Phillips	Lisa Thompson	Rebecca Hill
Sandra Graf	Shannon Taylor	Rachel Robinson	Shelley Hertz
Brenda Morton			

Meeting called to order: 7:01pm

Highlights/Corrections to past minutes: move to next meeting

Committee Reports:

Chair:

- Nothing new to report

Vice Chair:

- Lisa will fill out the license application

Secretary:

- Nothing new to report

Registrar:

- Pre-registration went great! 9 open spots for 2 yr. old program;22 spots for 3 yr old program and 18 for four year old program.
- Open House- 4 volunteers needed.
- Registration Night 7 volunteers needed and confirmed. Classroom will be open, with Brenda Miller present.
- Reminder of the new birthday cut off date.
- Mistake noted on BOLD advertising sign: said March 11th 7-9pm. Someone needs to be at school to cover. Rebecca and Sandra volunteered.
- Lynda will contact Ella about new community members and fees

Treasurer:

- Balance sheet presented.
- No NSF cheques lately.

Advertising:

- Budget for advertising \$1500
- Rachel new to position.
- Clarified where to advertise: Calgary Child; Community Newsletters for Glamorgan, Glenbrook, South Calgary, Signal Hill, Richmond and Sienna West.

Volunteer Coordinator:

- Shelley new to position, still needs binder from Nadine F.

Fundraising:

- Absent

Payroll:

- Absent

Community Liaison:

- Ella Wilson, new to position. Inform Glenbrook Community our minutes are on the website.

School Liaison: vacant**Newsletter Editor:**

- Absent

Web Manager:

- All information about Open House and registration is on there.
- Wants to update photos on website. \$300 for stock photos which can be re-used. Concern about cost. Lisa will talk to Nadia, see if we can get the pictures she took and check the quality of them. Move to further discuss at next executive meeting.

Social Coordinator:

- Absent

Snack Coordinator:

- Absent

Teachers:

- Calgary Public Library would like to introduce “children’s story time”, once a month. The children would be lent a book and it would be the parent’s responsibility to return it back to the library. Each child would be given their own library card.
- **Reminder for parents in the newsletter:** **1.** Parents need to use designated side doors. Can’t use front doors without signing in (school policy). **2.** Parents should not open doors from inside before teachers get all the children down for pick up. It is a safety issue, where children have just wandered off out the door.
- Brenda will put out separate notice to parents regarding these two safety issues.
- Need to check the Day Care Regulations about biting. Lynda will look into what the procedures are when a child bites another child. Will have to discuss further.

Meeting adjourned at 8:08pm