



# CANBY COMMUNITY PRESCHOOL

2018-2019

## FIELD TRIP INFORMATION & VERIFICATION OF VEHICLE INSURANCE

Field trips are scheduled periodically throughout the year. If you do not want your child to participate in any field trip, the child must stay home that day. No supervision will be provided in the classroom.

My child, \_\_\_\_\_ (student's full name) has permission to accompany the Canby Community Preschool representatives on supervised field trips. I understand that volunteer parents will drive their private vehicles to provide transportation. Seat belts or other safety restraints will be used in all cases. If my child is under the age of eight (8) or weighs less than 80 pounds, I understand that it is my responsibility to provide a car seat or booster seat for my child.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**If you are willing and available to drive children to and from field trip destinations, please complete the following:**

We understand that our personal automobile insurance is the primary liability coverage in effect while we are performing volunteer duties for Canby Community Preschool activities and board/committee positions. We confirm that we do carry automobile insurance policies for all vehicles that may be used for transporting children and/or school business. We agree to maintain continuous coverage throughout the school year. **School policies request a \$100,000/\$300,000 minimum liability coverage level.**

Insurance Carrier (company, not agent) \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Agent's Name \_\_\_\_\_ Agent's Phone \_\_\_\_\_

We understand the school may request documentation of current coverage in effect.  
If any of the above information changes, we will notify the school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Driver License #

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Driver License #

\_\_\_\_\_  
Date



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## PARENT HELPER BACKGROUND CHECK

*Office Use Only*

Number: \_\_\_\_\_/out of 2

Invoice #: \_\_\_\_\_

Check/Cash Paid \$ \_\_\_\_\_

In order to best serve and protect our students, a criminal background check will be conducted on all volunteers. Please provide the following information to assist us in our efforts. Your information will be secure and held private. CCP pays for 2 background checks per student. If additional volunteers wish to help at the school it will cost \$5 per background check.

This is an additional Background Check:

☐ Send me an invoice

☐ Payment enclosed

Full Legal Name \_\_\_\_\_

Other/Maiden Name \_\_\_\_\_

SSN \_\_\_\_\_ Driver License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Other states you have lived in within the past 10 years \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_



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Address \_\_\_\_\_ Phone \_\_\_\_\_

Other states you have lived in within the past 10 years \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_



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## PARENT JOB REQUEST FORM

Office Use Only  
Date Received: \_\_\_\_\_

**Forms turned in at Orientation will have first priority.  
We will do our best to select a Parent Job that is high on your list.**

Student Name: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Student's Class:      \_\_\_\_\_ Emily's 3s  
                                 \_\_\_\_\_ Andy's 3s  
                                 \_\_\_\_\_ Andy's 4s AM  
                                 \_\_\_\_\_ Andy's 4s PM

Please record your top **5 Parent Job Choices** in the order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please list previous Parent Jobs you have held:

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Please list any special skills that you may be able to offer the school:

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## PARENT JOB LIST

**Art Room Helper (1)** Maintain organization in the art room by keeping inventory each month, tidying up shelves, organizing supplies, cleaning and replacing supplies and helping rotate activities each month. Art Room clean up will occur on the first Thursday of every month at 12:00.

**Child Care (1)** Provide childcare for board meetings (usually the 2<sup>nd</sup> Monday of the month) & parent ed events.

**Classroom Baker (4)** Bake and bring baked goods to the following class "party days": Friendship feast (Nov), Holiday Celebration, Grand-friend Day (April, 4s classes), Promotion (May 22, 4s classes), and last day of school for 3s classes (May).

**Classroom Clean Up (2)** Assist in cleaning up the school for 30 minutes, including wiping down and sanitizing tables and chairs in each classroom, on the third Friday of each month.

**Classroom Scrapbooker (4)** Assist the teacher with creating a scrapbook cover, laminating and combining the scrapbooks and meet once a month with the teacher during class time to help supervise the children create pages in their scrapbook. This will take place on the 1<sup>st</sup> or 2nd Thursday/Friday of each month (class scrapbooker will need to parent help on these days). Parent help days scheduled out for the whole year.

**Cleaning Coordinator (1)** Help with school cleanings (1st Saturday of every month) and email families signed up one week prior as a reminder.

**Dramatic Playroom Helper (1)** Assist the teachers in transforming the room each month by packing up existing items and helping set up the new along with taking toys and clothes home to clean. Room transformations will occur on the first Thursday of every month at 12:00.

**Landscape/Playground Coordinators (3)** Keep playground clean, weeded and mowed. This job will continue into the summer of 2019.

**Library Keeper (1)** Put school books away once a month as requested by teachers.

**School Baker (4)** Bake and bring baked goods to the following special events: Auction Meeting (10/1), Pumpkin Carving Night (10/24), Auction Dessert Dash (4/27), Mother's Dessert (5/8 & 5/9) and End of Year Potluck (5/22).

**Special Events Clean Up (4)** Assist in cleaning up the Fellowship Hall after the Auction Meeting (10/1), Pumpkin Carving Night (10/24), Mother's Dessert (5/8 & 5/9) and End of the Year Potluck (5/22).

**Special Events Coordinator Assistant (1)** Assist the coordinator with all special events: Pumpkin Carving (10/24), Mother's Dessert (5/8 & 5/9) and End of the Year Potluck (5/22).

**Technical Music Coordinator (1)** Help teachers transfer music from their CDs or download music for them to use on teachers' tablets for classroom use.

**Wood Craftsman/Painter (2)** Has woodworking capabilities to work on projects that may include fixing bookshelves, shed maintenance, projects around the classrooms and other needs of the teachers and the school. We also will plan to paint the playhouse on the playground.

## CCP Emergency Kit

In case of an unexpected event during school hours, we ask that all students have an emergency kit at the school. Kits should be assembled and turned at Parent Training. Most of these items can be found at the grocery store and you can create a fun treasure hunt with your preschooler to assemble it! Please note all food and drinks should be non-perishable.

Check off the following items:

- ☐ Boxed drink
- ☐ Can of food with pull-top lid (pasta, chili, etc.)
- ☐ Can of dessert with pull-top lid (fruit cup, pudding, etc.)
- ☐ Disposable fork and spoon
- ☐ Wipes, travel size
- ☐ Facial tissue, travel size
- ☐ Rain poncho

Place all items in a zip-top bag with this form and turn in to the Health and Safety Coordinator.

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*Child's name*

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*Child's date of birth*

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*Parent's name*

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*Phone number*

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*Name of an out-of-state friend or relative*

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*Phone number*

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*Please list any allergies*