



CANBY COMMUNITY PRESCHOOL

2019-2020 FIELD TRIP & 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 _____

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 _____



**CANBY COMMUNITY PRESCHOOL
2019-2020 PARENT HELPER BACKGROUND CHECK**

Invoice #:
Check/Cash Paid \$

To best serve and protect our students, a background check will be conducted on all volunteers. Please provide the following information, it will be secure and held private. CCP pays for two (2) per student. There is a \$5 fee for every background check past the compensated two initial background checks.

Name of CCP Student you are affiliated with:

ADULT #1 Full Legal Name:

Alias/Maiden Name(s):

Date of Birth:

Driver License #:

Primary Phone (home / cell / work):

Current Address:

Other states ADULT 1 has lived in within the past 10 years:

Has ADULT 1 ever been convicted of a felony?

If yes, please explain:

ADULT #2 Full Legal Name:

Alias/Maiden Name(s):

Date of Birth:

Driver License #:

Primary Phone (home / cell / work):

Current Address:

Other states ADULT #2 has lived in within the past 10 years:

Has ADULT #2 ever been convicted of a felony?

If yes, please explain:

If this is an additional Background Check

Send me an invoice

Payment enclosed



**CANBY COMMUNITY PRESCHOOL
2019-2020 PARENT JOB REQUEST FORM**

Office Use Only
Date Received:

CCP Student Name: _____

Parent/Guardian Names: _____

Student's Class:

_____ Jen's 3s

_____ Andy's 3s

_____ Andy's 4s AM

_____ Andy's 4s PM

Please indicate your top Parent Job Choices, in the order of preference:

1.

2.

3.

4.

5.

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

Please list previous Parent Jobs you have held:

*Request forms turned in at Orientation will have priority.
You will be notified of your Parent Job by the first week of school*



Canby Community Preschool 2019-2020 Parent Job Positions

Each family is required to have a parent job to help our school throughout the year. This is the master list of parent jobs. Executive Board positions are voted upon by the school members in April, and the Parent Advisory Council positions are appointed by the Executive Board starting in May.

Please read through the options, and be prepared to request your top three choices at Parent Orientation. We will try to our best to grant one of the requested options, though decisions are made at the discretion of the Vice President and Teachers. Parents who return their selections at Orientation will get priority placement.

Executive Board (voted upon in April)

President: Jenna Locke and Lauren Teague
Vice President: Nicole Robinson
Treasurer: Jennifer Borgaes
Secretary: Danielle Newkirk
Registrar: Michelle Madeira
Auction Chairs: Jessica Picken and Annie Thomas

Parent Advisory Council

PCPO Representative: [\[open, see descriptions for details\]](#)
Special Events Coordinator: [\[open, see description for details\]](#)
Website & Social Media: [\[open, see description for details\]](#)
Non-Auction Fundraising: Amanda Hayes
Health and Safety Coordinator: Emily McCracken
Cleaning Crew Coordinators: Amy Spencer

Classroom Representatives (4)

Jen's 3's Rep: Michelle McKee
Andy's 3's Rep: Stephanie Jeffery
Andy's 4's AM Rep: Mary Gates
Andy's 4's PM Rep: Jamie Saindon



Canby Community Preschool 2019-2020 Parent Job Positions

PCPO Representative (1)

Liason to the Parent Child Preschool Organization (PCPO). Attend monthly meetings (alternates between SW and SW Portland), and bring back information to distribute to the families in our school.

Special Events Lead & Assistant (2)

Assist the teachers to plan, coordinate and implement the special events planned for the year. (pumpkin carving, city parades, mother's dessert, father's field day and end of the year potluck)

Website and Social Media (1)

Manages CCP website and social media accounts (Facebook, Instagram). Keep sites updated with new information, graphics, and links as directed by the Executive Board. Website and/or graphic design experience preferred.

Auction Procurement (4 = 3 Donations, 1 Advertising/Sponsorships)

This job would count as a parent job, as well as an auction job for the year

Secure Donations -- 1 of 3 Filled (Dooley)

Secure donations for the upcoming auction via multiple reach-out methods (email, online forms, phone & in-person), guided by a list of past donors. This role thrives best with someone who is very independent and proactive, not afraid to dive in, and willing to think big or outside the box to find new donors.

Advertising & Sponsorships

Work closely with the Auction Co-Chairs to reach out to past sponsors, as well as seek out new ones, selling advertising opportunities to event.

Class Scrapbooks (4)

Scrapbook job starts right away preparing the scrapbooks for the children to assemble throughout the year. You will assist the teacher with creating a 1) cover, 2) laminating and combining the scrapbooks, 3) meet once a month with the teacher during class time (during their regularly scheduled parent help day) to help supervise the children create pages in their scrapbook (work with Class rep. and teacher to schedule a regular day once per month). One per class needed.



Canby Community Preschool 2019-2020 Parent Job Positions

Landscape/Playground Coordinators (2)

Two families will help with mowing, weeding and maintaining the playground area throughout the school year, using the school's provided equipment.

Dramatic Playroom (2)

Two people help teachers with the changing of room themes, packing of the existing items and set out new theme. This job occurs the first Thursday of each month at 12 PM. It may include taking toys/clothes to your home for cleaning.

Art Center (1)

Keep the art room organized, clean shelves, organize supplies, clean and replace supplies, and help switch out activities each month. An inventory will be taken each month and monitored throughout the school year. This job will take place on the first Thursday of every month (12 PM).

Teacher Assistant (2)

Assist the teacher on projects or changing the room around each month. This would happen on the first Wednesday (Jen) or Friday (Andy) of every month to prepare for the general school cleaning. This parent also makes playdough monthly for the classes.

Wood Craftsman (1) -- *FILLED (Blair)*

Handles all woodworking and/or painting projects needed by the school. These projects may include fixing bookshelves, shed maintenance, projects around the classrooms, and other needs of the teachers/school.

Library Keeper (1)

Help teachers rotate books and put away in the school library. This job takes place on the first Friday of each month.

Child Care (2)

Provide childcare for monthly board meetings and some parent education nights.

Scholastic Book Coordinator (1)

Distribute Scholastic book forms, order and deliver books for CCP families who place orders.



Canby Community Preschool 2019-2020 Parent Job Positions

School Baker (4)

School bakers make and bring baked goods to the following special events: Auction Meeting 10/1/19, Pumpkin Carving Night 10/29/19, Mother's Dessert (5/5/20 or 5/7/20), and End of the Year Potluck.

Classroom Baker (4)

Each class has a dedicated baker who bakes goods for the children to enjoy during a class day. (Baked goods needed at the pumpkin patch, holiday celebration, outdoor school, grandparent's day, last day of school.)

Special Events Clean Up (4)

Help cleaning up the Fellowship Hall after CCP events, including auction meeting, pumpkin carving night, Mother's dessert and end of the year potluck.)

Classroom Cleaning (2)

This job is completed monthly, after school, on the 3rd Wednesday or Friday for about 30 minutes. Wipe down and sanitize tables and chairs in each classroom.

Laundry (1)

Collect school towels and other laundry at the end of each week (Thursday or Friday) to wash, dry, fold, and return on Monday.



Canby Community Preschool

2019-2020 Emergency Preparedness Kit

In case of an unexpected event during school hours, we ask that all students have an emergency kit held at the school. Kits should be assembled prior to school beginning and turned in at Parent Training. Most of these items can be found at the grocery store. You can create a fun treasure hunt with your preschooler to assemble!

Note: all food and drinks should be non-perishable.

Please 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 tissues, travel size
- Rain poncho

Place all items in a zip-top bag with this form and turn into the classroom during Parent Training.

Child's Name

Child's Date of Birth

Parent's Name

Parent's Phone Number

Name of an out-of-town friend or relative

Phone Number

Please list any allergies or emergency medical information