

Carstairs Playschool Society  
Annual General Meeting  
September 19, 2021

- 1) Call to order
- 2) Introductions
- 3) Review and Adopt Agenda
- 4) Review and Adopt Meeting Minutes September 2020
- 5) Manager's Report
- 6) Financial Report
- 7) Board Elections
- 8) Round Table
- 9) Adjourn

Carstairs Playschool Society  
Manager's Report

1. Enrollment

Year	Children	PUF Students
2014-2015	69	Unavailable
2015-2016	62	6
2016-2017	53	11
2017-2018	50	9
2018-2019	50	9
2019-2020	47	6
2020-2021	49	N/A
2021-2022	74	2*

2. Covid-19

a. 2020/2021

- i. No outbreaks during the 2020/21 school year
- ii. Enhanced cleaning between each class
- iii. Masking and sanitizing was required
- iv. Temperatures and Daily Covid-19 Assessments required
- v. Mandated reduced numbers per class (30 per day, including staff)
- vi. Reduced toys, soft surfaces, sand/water table, reading nook
- vii. Outdoor drop off and pick up
- viii. Virtual celebrations (Christmas concert, Graduation)
- ix. No outside visitors or field trips

b. 2021/2022

- i. Masking and sanitizing still required
- ii. Daily Covid-19 Assessments required for both staff and children
- iii. Temperatures will not be taken, unless staff has concern
- iv. Enhanced cleaning between each class
- v. No restrictions on class sizes
- vi. Reduced toys, soft surfaces, sand/water table, reading nook
- vii. Outdoor drop off and pick up
- viii. Virtual celebrations (Christmas concert, Graduation)\*
- ix. No outside visitors or field trips\*

### 3. PUF

#### a. 2020/2021

- i. Chinook's Edge School Division had two EA's at the playschool
- ii. Additional hours for children with PUF was at the Carstairs Elementary School

#### b. 2021/2022

- i. Chinook's Edge School Division has combined regional PUF programs to Ross Ford in Didsbury
- ii. Foothills Creative Beginnings will now utilize the Carstairs Playschool as a PUF facility.
- iii. Families are provided information options on PUF locations, Ross Ford and Carstairs Playschool
- iv. PUF enrollment is required before September 31
- v. Four year old children are required to have 400 hours of support; three year old 300 hours
- vi. Additional days will be moved to a Friday morning program.
- vii. Carstairs Playschool has hired a new employee to assist with PUF
- viii. Potentially, nine PUF students enrolled

### 4. Survey

#### a. 2020/2021

- i. Sent as Google form rather than paper
- ii. Only received 18 responses; typical mid twenties
- iii. Area of concern was staff interaction with parents and communication between school and home.
- iv. Reflected with staff and they agree with having outdoor pick up, additional cleaning in between they may seem less approachable.
- v. Meeting Gross Motor needs was lower than normal
- vi. Possibly due to limited space with no gym access.

#### b. 2021/2022

- i. Staff working hard to communicate to families to let them know of any concerns or questions.
- ii. Looking at adding additional gross motor activities.
- iii. New survey will be sent out in May of 2022

### 5. Scholastic

#### a. 2020/2021

- i. Extremely reduced number of orders
- ii. Online orders only

#### b. 2021/2022

- i. Paper format and online format

### 6. Early Learning and Child Care Act

#### a. 2020/2021

- i. Alberta Government revised regulation and act
- ii. All facilities must submit a Program Plan that is approved by licensing officer

- iii. First draft was due June 1st
- b. 2021/2022
  - i. Waiting on response from ELCC
  - ii. Revise as needed

Carstairs Playschool Society  
Annual General Meeting  
Financial Report  
For the Fiscal Year Ending July 31, 2021

1. Fiscal year ending Income vs. Expenses:
  - a. Program Income: \$58746.32
  - b. Fundraising Income: \$3987.85
  - c. Interest Earned: \$251.28
  - d. Operating Expenses: \$85222.01
  - e. Covid-19 Refunds/Grants: \$28653.84
  - f. Grant (FCSS) \$2332.24
  - g. Ending Income \$6349.52
  
2. Balances as of July 31, 2021
  - a. General Chequing: \$55950.84 (includes \$30000.00 Covid-19 Loan)
  - b. GIC rolled in to General Account (\$17414.86)
  - c. GIC (Old Credit Card Hold): \$1673.58
  
3. Child Care Subsidy
  - a. Employee top up program
  - b. Professional development portion
  
4. Unexpected Expenses 2020/2021
  - a. Surveillance system & door bell
  - b. Tablet
  - c. Laptop
  
5. Additional Expenses 2021/2022
  - a. New hire
  - b. Wage increase
  - c. Vacation pay increase
  - d. Friday program wages & expenses (\$55 monthly charge)
  
6. Three default A/R
  - a. \$175
  - b. \$125
  - c. \$180.56 - will reach out one last time
  - d. Will go to collections
  
7. T2 filing with CRA due October 31, 2021. A financial audit will be conducted by a third party bookkeeper. (Approx. cost of \$150)
  
8. Possible 2021/2022 expenditures
  - a. New cell phone
  
9. Financial Goal
  - a. Casino