

Carstairs Playschool Society
Annual General Meeting
September 19, 2022

- 1) Call to order
- 2) Introductions
- 3) Review and Adopt Agenda
- 4) Review and Adopt Meeting Minutes September 2021
- 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	69.5	5*
2022-2023	62	7*

2. Covid-19

a. 2021/2022

- i. No outbreaks or closures
- ii. Daily Covid-19 Assessments required
- iii. Enhanced cleaning
- iv. Reduced toys, soft surfaces, sand/water table, reading nook
- v. Outdoor drop off and pick up

b. 2022/2023

- i. No restrictions on toys or surfaces
- ii. Outdoor pick up and drop off will remain
- iii. Field trips and visitors permitted
- iv. Volunteers resume
- v. No Daily Covid-19 assessments

3. Operations

a. 2021/2022

- i. Difficult year for staff due to being short handed
- ii. Experiencing an increase in difficult behaviors in some students
- iii. Showed great growth in fine motor skills including scissor work
- iv. Positive outcomes using the Handwriting Without Tears program

- v. Added gym and obstacle courses during the later part of the year, with results in gross motor skills
 - b. 2022/2023
 - i. Continue to use programming such as Handwriting Without Tears
 - ii. Back to pre-Covid programming, more structured and includes more gym usage
 - iii. Focus on peer relationships, sharing, turn taking, listening and respect
 - iv. Focus on independent skills, such as putting on shoes and zippering own jacket
 - v. Professional Development for all staff (possibly mandatory)
 - vi. Continued strategy building
 - vii. Monthly staff meetings
 - viii. Fundraising Email - carstairs.playschool.fundraising@gmail.com
 - ix. Canceled Zoom platform (\$21)
- 4. PUF program
 - a. 2021/2022
 - i. First year collaborating with Foothills Creative Beginnings as a PUF facility.
 - ii. Great FCB involvements with programming and visits
 - b. 2022/2023
 - i. PUF enrollment is required before September 31
 - ii. Carstairs Playschool will not run a Friday PUF program
 - iii. Carstairs Playschool has hired two employee to assist with PUF
 - iv. Potentially, seven PUF students enrolled
- 5. Survey
 - a. 2021/2022
 - i. Sent as Google form rather than paper
 - ii. Only received 14 reponses; typical mid twenties, down from 18 last year
 - 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.
 - b. 2022/2023
 - i. Staff working hard to communicate to families to let them know of any concerns or questions.
 - ii. Organized a Parent Info Session (Sept 1) - Six families attended
 - iii. Purchased an A-Frame board to be used on the step for reminders
 - iv. New survey will be sent out in May of 2023
- 6. Scholastic
 - a. 2021/2022
 - i. Paper and Online format
 - ii. Used some funds to purchase water bibs/apron
 - b. 2022/2023
 - i. Continue to encourage Scholastic purchases

7. Early Learning and Child Care Act
 - a. 2021/2022
 - i. Submitted first draft of Program Plan
 - b. 2022/2023
 - i. Revised Program Plan required

Carstairs Playschool Society
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Financial Report
For the Fiscal Year Ending July 31, 2022

1. Fiscal year ending Income vs. Expenses:
 - a. Program Income: \$102411.51
 - b. Fundraising Income: \$3212.90
 - c. Interest Earned: \$62.62
 - d. Wage Top Up Income: \$7620.96
 - e. Operating Expenses: \$114.360.44
 - f. Covid-19 Refunds/Grants: \$22402.00
 - g. Ending Income \$26433.98
2. Balances as of July 31, 2022
 - a. General Chequing: \$73141.96
 - b. GIC (Old Credit Card Hold): \$1675.07
3. Subsidy
 - a. Child care subsidy
 - b. Affordability
4. Large Purchases for 2021/2022
 - a. Cell phone
 - b. Printer
5. Additional Expenses 2022/2023
 - a. New hires
 - b. Decrease due to no Friday program
 - c. Quickbooks price increase
6. Three default A/R
 - a. \$175
 - b. \$125
 - c. \$180.56
7. T2 filing with CRA due October 31, 2022. A financial audit will be conducted by a third party bookkeeper. (Approx. cost of \$150)
8. Possible 2022/2023 expenditures
 - a. Television (Smart)
 - b. Durable toys
 - c. Accommodation equipment
 - d. Grad Gowns
9. Financial Goal
 - a. Casino
 - b. Fundraising
 - c. Sponsorship
 - d. Grants

Carstairs Playschool Society
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September 19, 2022

Attendees: Darien Andrews, Gail Schwartz, Brendalee Mihalicz, Courtney Reid, Michelle Ball (resigned), Sheryl Tunnell, Pamela Thebault, Brooke Epp
Absent: Brandi Slade (resigned)

- 1) Call to order at 7:03pm
- 2) Introductions
- 3) Review and Adopt Agenda
 - a) Brenda moved to adopt
- 4) Review and Adopt Meeting Minutes September 2021
 - a) Brenda moved to adopt
- 5) Manager's Report
 - a) Gail presented as shown on report
 - i) Reminder for parents that pick-up and drop-off is outside the main school doors
 - b) Brenda moved to adopt
- 6) Financial Report
 - a) Gail presented as shown on report
 - b) Sheryl moved to adopt report as shown
- 7) Board Elections
 - a) Chair - Darien Arthur
 - b) Vice - Vacant
 - c) Secretary - Sheryl Tunnell
 - d) Fundraising - Courtney Reid
 - e) Class Rep - Brendalee Mihalicz
 - f) Scholastic - Brooke Epp
 - g) Member at large - Pamela Thebault
- 8) Round Table
 - a) N/A
- 9) Adjourn
 - a) @8:02pm
 - b) Next Playschool Board meeting October 18, 2022 @ 7:00pm