

Carstairs Playschool Society
Annual General Meeting
September 29, 2020

- 1) Call to order
- 2) Introductions
- 3) Review and Adopt Agenda
- 4) Review and Adopt Meeting Minutes September 2019
- 5) Chairperson Report
- 6) Manager's Report
- 7) Financial Report
- 8) Board Elections
- 9) Round Table
- 10) Adjourn

Carstairs Playschool Society
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Chairperson's Report
September 29, 2020

- 1) Bylaws
 - a) Bylaws were last updated in 2016.
 - b) Suggest Changes
 - i) Board Positions
 - ii) Signatures Changes
- 2) Fundraiser for 2020/2021
 - a) Davison Orchard Apples - Sept/Oct
 - b) Growing Smiles Flowers - May
- 3) Teacher Contracts have been signed
 - a) Changes made - If short term shut down due to Covid-19, staff will receive hourly wage. If long term closure is issued by Alberta Health Services, staff will be laid off.
- 4) The Alberta Child Care License application had to be in by October 2019. The application was approved and is valid until October 2022.
- 5) Increase of staff hours
 - a) Teacher Assistant hours have increased due to more cleaning and assistant jobs.
 - b) Admin/Bookkeeper hours increased due to maintaining Covid-19 requirements.

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Manager's Report
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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	38	N/A

2) PUF Program changes

- a) Children that qualify for the PUF program will no longer receive additional time at the playschool. Students, along with Chinook's Edge School Division EA, will join afternoon Kindergarten classes at Carstairs Elementary School.
- b) This is due to a change in PUF program funding and number of hours the children are required to attend.

3) Covid-19 Policy and Procedures

- a) The Playschool has had to make significant changes to the processes and program to remain within the new guidelines issued by Alberta Health Services. The new policies will continue to be updated as guidelines are issued by AHS.
- b) Significant changes - Sick policy, staff screening, student screening/temperature daily, reduced toys and sanitizing after every group and class, individual supply bags, no gym access, no field trips or visitors.
- c) Covid-19 flow chart

4) Survey

- a) For the past three years the Carstairs Playschool has sent out a yearly survey to all families registered. The information obtained from the survey helps us align our goals for the following year and to ensure we are meeting the expectations of parents and children.

- b) Due to the early closure last March, the yearly survey was not sent out to families. We do however intend on sending out the survey at the end of this school year. (May of 2021)
 - c) The survey will be transferred into a google form, rather than paper.
- 5) Scholastic
 - a) The playschool receives "Scholastic Cash" for books purchased from the book order. This credit is typically used for operating supplies or the addition of resources for the program.
 - b) The current balance is \$80.35
 - c) In October we will start sending out an electronic version of the flyer, along with access code. Paper copies will still be sent out as well.
- 6) Child Care Licensing Inspection scheduled for October 6th.

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Financial Report
For the Fiscal Year Ending July 31, 2020

1. Fiscal year ending Income vs. Expenses:
 - a. Program Income: \$44988.01
 - b. Fundraising Income: \$2457.49
 - c. Interest Earned: \$297.83
 - d. Operating Expenses: \$52781.80
 - e. Covid-19 Refunds/Grants: \$1365.42
 - f. Ending Loss of \$3673.05
2. Balances as of July 31, 2020
 - a. General Chequing: \$40382.72 (includes \$40000.00 Covid-19 Loan)
 - b. GIC: \$17414.86
 - c. GIC (Old Credit Card Hold): \$1612.45
3. PUF Impact

July 2017	\$8510.00
July 2018	\$7606.25
July 2019	\$4715.00
July 2020	\$4972.24

4. Covid-19 Funding
 - a. \$40000.00 (Loan)
 - b. \$1500.00 (Cleaning)
 - c. \$8500.00 (Oct 15th)
 - d. \$8500.00 (Nov 15th)
 - e. 75% Wage Subsidy **** to confirm on Sept 30th
5. T2 filing with CRA due October 31, 2020. A financial audit will be conducted by a third party bookkeeper. (Approx. cost of \$150)
6. Online banking
 - a. Bank with BMO Business online for email transfer purposes
 - b. Cheque signature authority change
7. One default A/R of \$180.56