

## **YELLOWKNIFE PLAYSCHOOL ASSOCIATION**

### **POLICY TITLE:**

### **HOUSEKEEPING POLICY**

#### **POLICY**

The Board recognizes that in the past, there have been some issues with members forgetting or refusing to sign up for their weekend cleaning duties or forgetting to perform those duties that they had signed up for.

In an effort to address this problem, the following steps shall be taken:

1. A weekend cleaning and toy wash form shall be included in the registration package. On that form, the top two choices are to be selected from the listed terms.
2. The Vice-Chairperson will use the completed forms to compile the weekend cleaning and toy wash schedules for the school year. Any members who did not sign up will be assigned to a date and will be notified of this assignment by the Vice-Chairperson.
3. If the member is unable to complete the cleaning or toy wash on the assigned date, they must arrange to trade with another member. If they do not arrange a replacement date/trade with another member the 50% of the cleaning deposit will be forfeit.
4. Members with more than one child enrolled at the Playschool must do one cleaning weekend and one toy wash per child enrolled.
5. Members are permitted to exchange cleaning weekends or to share two sessions with another member at their discretion.
6. Unless the member makes a prior written request to the Board for an alternate arrangement, and which request is approved by the Board, members shall also be required to provide one housekeeping deposit cheque, dated for 01/01/2013, for each enrolled child, in an amount to be determined by the Board prior to the start of the school year. The member's child shall not be permitted to start school until the housekeeping deposit cheque has been provided. Upon the fulfilment of the member's duties for a weekend cleaning and a toy wash, the deposit amount will be returned to the member. In the event that the member does not complete both the weekend cleaning duties and a toy wash, the deposit is cashed and the funds used for a professional cleaning service or for payment to another member who has volunteered to serve as an emergency back-up cleaner.

BOARD APPROVAL DATE: June 12, 2012

CHAIRPERSON'S SIGNATURE: