



**Association Prématornelle Les Bouts d'Choux  
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2  
Located in École Frère Antoine School  
2850 Mill Woods Road Edmonton, AB T6K 4A1

## **Cleaning Coordinator**

### Responsibilities:

- Attend all board meetings
- Coordinate monthly classroom cleaning
- Create monthly sign up sheet (for Sept parents meeting, allows parents to pick desired month, 4-6 people per month)
- Create schedule of monthly cleaning parents, communicate with teaching staff to pull cleaning cheques to be returned
- Teaching staff will detail what needs to be cleaned and with what cleaner
- Maintain parent "sign in" form (parents sign off that they received their cleaning cheque back)
- Washes classroom linens
- Reports needed cleaning supplies to purchaser
- Contact parents the week prior as a reminder via email, text or phone call (it is their responsibility to find someone to trade with if their unable to attend scheduled evening)
- Inform parents who Do Not attend, that their cleaning cheque will be cashed (parents arriving after 7:00 PM will have their cheques cashed, as that's 15 mins after the other parents have started)
- Attend all cleaning evenings, give instruction and direction to cleaning parents to ensure thorough and safe cleaning of all preschool toys and room
- Organize and bring carpet cleaner twice a year (December, June) all costs will be reimbursed by the preschool (keep receipt, turnover to Treasurer)
- Police Criminal Records Check is required (preschool will reimburse expense)

In-depth descriptions of duties have been included in this binder from the previous Cleaning Coordinator.

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

A preschool yearly timeline has been included outlining monthly action items.

Any digital files with templates and example copies will be given at June turnover meeting.