



**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

## **Registrar**

### Responsibilities:

- Attend all board meetings
- Manage/maintain all registration documents (printing, updating changes)
- Manage registration documents for current and incoming Bouts Choux students
- Collect tuition cheques at time of registration, ensuring cheques are complete and completed properly
- Communicates with current and incoming parents (via email/phone) regarding registration matters (registering, waiting list, missing info, general questions)
- Assist with organization of Preschool Open House, current parent, alumni and new registration events
- Attends registration events
- Ensures appropriate materials for registration events (pens, Bouts Choux stamp, paper clips, registration forms, handbooks, etc.)
- Coordinates with Web Coordinator to advertise Preschool Open House, registration events (advertising through Facebook buy and sells, websites, road side magnetic signs, kijiji)
- Coordinate with Web Coordinator and President for the Preschool Open House Event at Mill Woods Town Center
- Update brochure, display board, items to be given away (pencils, PlayDoh, erasers) at the Mill Woods Preschool Open House event
- Input registration forms information into excel spreadsheet (contact info, emails, phone numbers, address, etc.) to be given to teaching staff, relevant board members
- Police Criminal Records Check is required (preschool will reimburse expense)

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

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.

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