



Mt. View Co-Operative Preschool

Committee Position Assignments '09/'10

Art Cart and Supply Closet Maintenance - (*Blue 4's*) Maintain neatness of markers, stickers, paper, supplies etc. on the art cart located in the main classroom. Rotate supplies and/or themed items. Keep supplies in cabinet (main classroom) organized. Work with the teachers as needed.

Art Assistant - (*Apple 4's*) Make play dough monthly. Make school art cutouts and laminate as requested by Teacher.

2s Class Scrapbook Maker and Photographer - (*Hentschell*) Assist in collecting, laminating, and binding together a scrapbook for each child in the 2s class as directed by teacher. Take pictures at special events. Make scrapbook pages for poster board display at school, changing them as the next event is completed.

Class Photographer (3s, 4s & 5s Class) - (*Roberts 4's, Meston 5's*) Attend field trips and special events to take pictures. Make scrapbook pages for poster board display at school, changing them as the next event or field trip is completed. Compile pages into a class book that is kept in the classroom as the year progresses.

Class Pictures and Melmac Art - (*Lewis 3's*) In January, responsible for publicizing and making plate materials available for families; collects money, places orders and distributes completed plates. In November, arrange for photographer, collect money and distribute pictures (pictures typically scheduled for March).

Classroom Computers and Web Site Maintenance- (*Duck, 2s*) Maintain and troubleshoot school's computers. Maintain school's web site, consulting with Teachers and President for content; maintain link with newsletter each month.

Classroom Library and Parent ED Library Maintenance - (*Frandsen 5's*) Monthly; obtain books from local library for children and teacher. Maintain and inventory parent library books.

Cleaning Team- (*Irwin 2's, Davis 4's,*) Responsible for basic cleaning, sweeping, and mopping floors in the classrooms and bathroom on assigned Friday. Other cleaning as requested by Teachers.

Class Field Trip Planner 3s, 4s & 5s Class - (*Saathoff 3's, Yanak 4's, Manolovitz 5's*) Arrange field trips coordinating with Teacher's curriculum. Post sign-up sheets in class to enlist enough parents to drive and accompany group. Make reminder necklaces prior to field trips. Follow-up with thank you notes.

FUNdraising Team - (*Williams 2's, Lewis 5's*) Work closely with Ways and Means Chair(s) to plan and organize school fundraisers (possibly including auction typically held in March).

Housekeeping - (*/*) Maintain items in housekeeping (dramatic play) area. Rotate prop boxes at the beginning of each month (e.g. post office, grocery store, etc). Coordinate with teacher as to the theme and curriculum of the month.

Kitchen Maintenance - (*Shula 5's*) Clean and organize Mt. View Co-op's kitchen cabinets and mop kitchen floor weekly.

Laundry Team - (*Moore 4's P/U Mondays, Pine 3's P/U Wednesdays, Wahlgren 5's P/U Thursdays*) Weekly; launder parent aprons, napkins, paint aprons, and sponges.

Music - (*Palizzi 3's*) Provide music lessons for each class and organize a school Christmas program.

Paper Supplies Purchaser - (*King 5's*) Purchase and deliver paper towels, Kleenex, toilet tissue, cups, etc for school. Keep within budget. Submit receipts to Treasurer for reimbursement.

Parent Education Assistant - () Keep record of Parent Ed credits and work party credits for all families. Remind parents of the eight Parent Ed requirements and 1 work party attendance. Provide sign-in sheet and nametags for parent education meetings. Coordinate mid-year clean-up and end of year work parties; post sign-up sheets. Prepare yearly schedule and reminders for persons responsible for setup, cleanup, snacks, and greeters for each parent education daytime and evening meeting. Purchase coffee, tea or cup supplies as needed.

Pet Care and Science Table Maintenance - (*Green 3's*) Responsible for maintaining/ cleaning/ purchasing supplies for pet area. Arrange for pet care during winter and spring break. Maintain science table. Rotate new science items for science table each month. Coordinate with teachers as to the theme and curriculum of the month.

Play Yard Maintenance - () Maintain weeds and grass in play yard and flower bed under circle room window. Rake and dispose of leaves in the fall. Maintain sandbox. Rake gravel back underneath climber and fill sandbox with new sand if needed. Maintain organization of sheds. Arrange for repair of outdoor equipment.

Scholastic Book Orders - (*Potter 3's*) Monthly, distribute forms for book orders in family files for all classes. Collect orders and payments, order from Scholastic, send in payments and distribute books when they arrive.

Snack Planners & Purchaser - (*Schlotter 4's, Kehn-Goins 5's*) Prepare monthly snack schedule (including cooking projects) for all classes. Purchase and deliver groceries for snack to school. Keep accurate records and receipts, working with a petty cash fund and keeping within budget. (Will rotate)

Substitute Teacher - (*Green 2's, Norman 5's*) ***See Mrs. Eakin***

Sunshine & Picnic Coordinator - (*Green 2's*) Keep "Sunshine Box" supplied with greeting/thank you cards. In December, organize holiday food and gift basket for a family in need. In May, coordinate year-end school picnic: secure site, post sign-up sheet for attendees, food, set-up and clean-up.

Teacher's Assistant - (*Safely 5's*) Make Special Day hat for children in all classes. On holidays, coordinate napkins, plates, cup, stickers, and goodie bag for all classes.

***Depending on enrollment, committees may be adjusted
as decided by the President and Membership Chair.**