



Handbook

Table of Contents

History and Philosophy of Troy Co-op Preschool.....	3
How to Be a Good Co-operator	5
ABC's of Preparing Your Child for Preschool	8
What Will I See at Preschool?	9
To and From Preschool	12
The “Be Attitudes” for a Working Parent	13
A “Beary” Enjoyable Day at TCP	14
Parties and Special Days.....	15
Policies in Place to Protect Your Child.....	16
Summary of all Preschool Jobs.....	18



Troy Co-op Preschool

Located inside the First United Methodist Church of Troy
6363 Livernois Rd.
Troy, MI 48098
248-879-7601

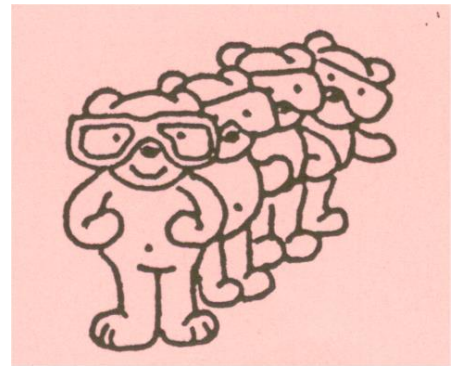
History of Troy Co-op Preschool

The Troy Cooperative Preschool (TCP) had its beginning through efforts of the Troy Junior Women's Club. Information on organizing a nursery was gathered by committee members Jan Corry, Barbara DeGroot and Judy Scott. In March 1970, interested mothers met with members of the Greater Detroit Cooperative Nursery Council. By May, the First United Methodist Church of Troy had very graciously agreed to lease space to us. Mrs. Joan Wittry was hired as our teacher, officers elected, and the preschool became a reality!

TCP Philosophy

The members of Troy Co-op Preschool want our children to

- experience creative learning situations.
- obtain personal pride in their achievements.
- enjoy group play.
- function away from home.
- think for themselves.
- respect others and their property.
- develop a healthy self-concept.
- relate to other people.
- develop self-discipline.
- be perceptive, imaginative, creative human beings.
- realize that it is FUN to learn.



Parents are learning too! Besides being a valuable assistant for the teacher, co-op parents also

- observe their children's interactions with classmates, other parents and the teachers.
- gain insight into childhood behavior and age-appropriate activities.
- develop a relationship with the teacher who can become a valued resource both personally and professionally.
- obtain resources and ideas to use at home that allow the parent to reinforce and build upon what the child learns at preschool.
- develop friendships by associating with people who have similar values and interests.

A Commitment from the Board to the Membership

The Board of Directors of TCP (Board) is made up of parents of current preschool students. The Board's obligations are

- to effectively administer a non-profit, non-sectarian cooperative preschool.
- to assist our highly qualified teachers who determine the appropriate curriculum.
- to provide a reliable flow of information.
- to provide a safe and interesting environment in which to conduct classes.
- to encourage members to participate at all levels.
- to clearly identify each parent's duties within the co-op.
- to appreciate each individual contribution.

"You can do anything with children if you only play with them." -- Prince Otto von Bismarck (1815-1898)



How to be a good (even great) co-operator

1. Understand your Responsibilities and Fulfill them

Meetings – Co-ops are one of the “meetingest groups around.” Each meeting DOES serve a purpose.

Orientation Meeting—at the end of August

- ❖ Become acquainted with your “job,” your responsibilities, your Board of Directors, your teacher, and your preschool routine.
- ❖ Form carpools and babysitting partnerships.
- ❖ Sign volunteer lists.
- ❖ Meet new friends.

General Meetings (2 per school year) – usually in November and March

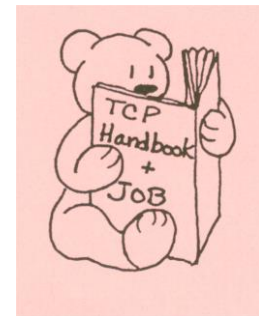
- ❖ Discuss preschool business – this is where you have a say in how the preschool is run.
- ❖ Hear parent education programs – speakers on child development, parenting, and education topics.
- ❖ Socialize with other parents.

Home Meetings (2 per school year) – usually in October and February

- ❖ Discuss preschool business particular to your class with your teachers and other parents in your class.

Your commitment includes attending three out of the five of these meetings.

Your Job – Parents contribute in two significant ways; first by knowing and effectively performing his/her job. You will receive a “job folder” to guide you. You can call on your Board advisor for advice and help when needed. Jobs range from those requiring minimal time to others that require a more active role in the running of the preschool.



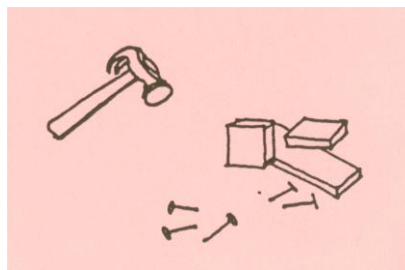
Working Days – The best part of co-oping!

The second significant contribution from parents is working in the classroom. For each class, there will be up to three working parents assisting the teacher plus a hired assistant teacher. Your Class Representative will create a schedule with parents’ input each semester.

- Each parent is solely responsible for the days on which they are scheduled to participate. If the parent is unable to take their assigned turn, they must find a substitute by trading with another parent. *Post any changes to the schedule on the bulletin board in the classroom so the teachers will know who is working each day. ***PLEASE DO NOT CALL THE TEACHERS REGARDING A CHANGE IN THE SCHEDULE****

- There will be a volunteer Emergency Parent list available for each class. If an Emergency Parent agrees to substitute rather than trade a working day, they shall be paid \$10.00 by the asking parent.
- Working parents are asked to arrive 15 minutes prior to their class start time to help prepare the room and review the day's lesson with the teacher.
- At the beginning of the class, add your name to the sign-up sheet to indicate which areas you will be responsible for.
- Your workday responsibilities may include some general cleaning.
- During class clean-up time, help the children return all toys to the proper toy bins, hang up dress-up clothes, replace kitchen items and stack blocks in the correct cubbies.
- Check for broken equipment and notify the teacher of any needing repair.

Fundraising – You will have several opportunities to participate in voluntary fundraising programs throughout the school year. In addition, an auction is held each year as part of our spring general meeting, usually on a Sunday evening. Proceeds from this one event make up the majority of our fundraising money earned for the year. The money raised is used to buy new equipment and to contribute to the preschool's operating budget.



Reimbursement Procedures – Your job may involve buying supplies for the preschool. Please be cost conscious with the preschool's money (discount stores, buy in bulk, shop sales). The following steps will ensure a quick reimbursement:

- Use our Tax Exempt Number -- #38-1918406. The preschool does not have to pay sales tax.
- Completely fill out a reimbursement voucher. Extra vouchers are in a pouch in the hallway.
- Try to submit one voucher for several purchases, if possible.

2. Support your Teacher

We have an unparalleled set of teachers. They teach in our preschool because they cherish the parent/child/family aspect of co-oping. They have a challenging job planning the children's program and curriculum and helping parents gain new insights into their children and the group as a whole.



3. Promptly Express any Dissatisfaction

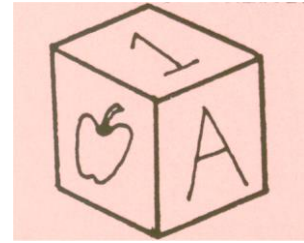
An unhappy parent who complains just to a small group of friends can demoralize the whole group. This is your preschool and, if you have any concerns to voice, do so to the proper person. There are several options:

- First, research your concern. Is it covered in the handbook? Was it covered at a meeting?
- If you are concerned about your child, their adjustment to preschool or behavior while in preschool, go to the teacher. They can offer insight. Please consider that drop off and pick up are very busy times. Ask the teacher when they would be available to discuss your concerns.
- If you have a concern about the program, policies, or the organization of the co-op, contact a Board member. The Board will address all suggestions submitted in writing.
- Contact your Class Representative.
- You are welcome to attend any Board meetings. The Board meets one evening each month in the preschool rooms.
- Address your concern in the written evaluation distributed mid-year. The Board takes them very seriously.

The ABC's of Preparing Your Child for Preschool

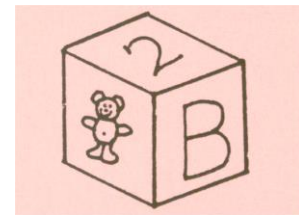
A is for Advance Understanding

- ❑ Discuss what to expect at preschool.
- ❑ Mention the other children in the class, how many there are, whom they know.
- ❑ Discuss toys and equipment they may play with.
- ❑ Learn the teachers' names. Discuss how the teacher will help them at preschool.
- ❑ Mention that other parents will be at preschool and some days it will be your turn to be a "helping parent."



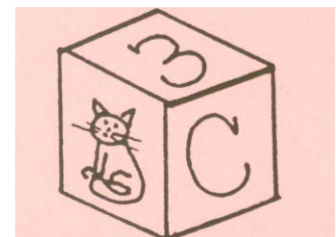
B is for Beginning Strategies

- ❑ The beginning weeks of preschool may be exhausting for your child.
- ❑ Your child may behave badly when you are the working parent. Most do, so please do not be embarrassed.
- ❑ In the beginning, your child may want you to stay. If so, and if you can, plan to stay. Encourage them to accept help from the teacher, so they learn that she will help him at preschool. Your child will make the decision themselves that they no longer need you with them. This is an important experience for some children.
- ❑ Your child may say they don't want to come to preschool. It's best to not leave the choice up to them.



C is for Comfortable Clothing

- ❑ Children should wear washable play clothes. They will be playing with sand, paint, water, clay, and other messy materials. Parents should dress likewise.
- ❑ Dress warmly. We will be going outside almost every day.
- ❑ Label all outerwear with child's name in permanent marker.
- ❑ Tote bags are provided, but need to be replaced at the parents' expense if lost. Send the tote bag with your child every day.



What Will I See At Preschool?

Noise

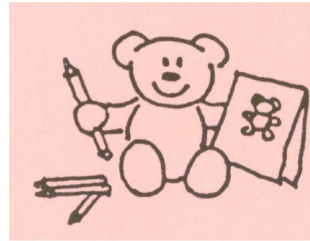
There is no objection to good-natured noise; this is normal at this age. If shouting or running are keeping the other children from enjoying their day, we remind the children to use “indoor” voices and “walking feet,” saving “outdoor” voices and running for later.

Active Play and Rhythmic Activity

Although you may not notice any formal, classroom-type instruction, goals are in mind for all aspects of our program.

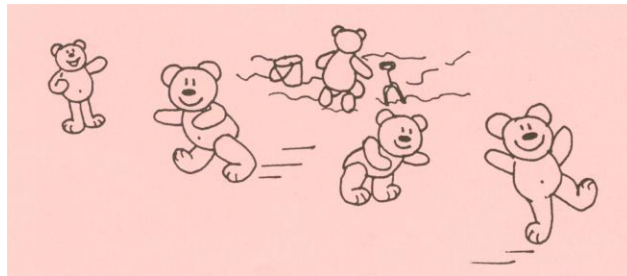
Fine Motor Coordination

- Painting
- Crayons
- Scissors
- Gluing
- Tracing
- Puzzles
- Small toys
- Workbench and tools
- Cooking
- Computer



Gross Motor Coordination

- Running
- Jumping
- Skipping
- Climbing
- Throwing
- Swinging
- Moving with music
- Outdoor play



Intellectual Development

- Magnifying glasses and butterfly gardens introduce science.
- Play dough and drawing encourage art appreciation.
- Textures, smells, colors, and tastes use the senses.
- Puzzles and games reinforce spatial relationships and perceptual concepts.
- Blocks help develop large muscles and aid in eye muscle coordination.
- Dramatic play allows imagination and experimentation with different roles.
- Water table explores spatial relationships, as well as sensory experiences.
- Daily routines require memory and recognition.



Snack

Snacks are provided for a time of refreshment, relaxation and social learning. A typical snack is water and crackers. During the year, we might also do cooking projects to eat such as vegetable soup and applesauce, at the teacher's discretion. A food allergy list is posted on the bulletin board. Be sure your child's allergy is listed. Parents may bring in additional snacks for the entire class; notify the teacher in advance for a day you wish to bring food. All leftovers of non-perishable food should be dated and will be kept in the cupboard. The children are encouraged to pour their own drinks and pass the crackers.



Story Time

Preschool is a wonderful time to introduce children not only to books, but also to *literature*. At story time, the teacher shares and models a love for good quality books while offering language and concept experiences. Parents are urged to sit with the children and help provide a comfortable, reassuring environment and to help focus the children's attention on the story and/or pictures.

Craft Area

Crafts and art introduce children to various media. They learn to control the material and express their emotions. There is no right or wrong to art; they can express and experiment until they are satisfied.



Assistant Teachers

The assistant teachers are wonderful assets to our classroom. They are a second "regular" the children can count on. And they have the uncanny knack of knowing just what the teacher needs – before she does!

Individual Attention

If the teacher spends a great deal of time with one particular child it is because she knows that this child needs extra help or may need to be diverted from interfering with the play of other children. The teacher tries to give each child the attention they need when they need it.

Individual Accomplishment

The children may at times struggle to put on coats or work zippers by themselves. We encourage each child to help themselves to the limit of their capabilities.

Undesirable Words

The teacher generally ignores undesirable words, knowing that as a rule children will not continue this behavior if their words do not have the "shock value" they counted on. If the language continues, the teacher will work on teaching more appropriate words.

Daily Routines

Cooperation in routines is expected of the children; however, the teacher may not insist that a child join the others. Some children will not be ready yet to join a group activity

and we can help them most by encouraging without pushing them. They will become ready more quickly if we permit them to develop at their own speed.

Arguing

We try to let children solve their own differences, stepping in only when there is obvious distress or when there is danger of harm. We will model verbal behavior for the children when necessary (e.g. if two boys are fighting over a truck, encourage them to talk to each other about what they want or how they feel, and model language for them when needed, such as “Were you done with that toy?” and “Instead of grabbing the toy, ask if you can have a turn next.”

Dangerous Situations

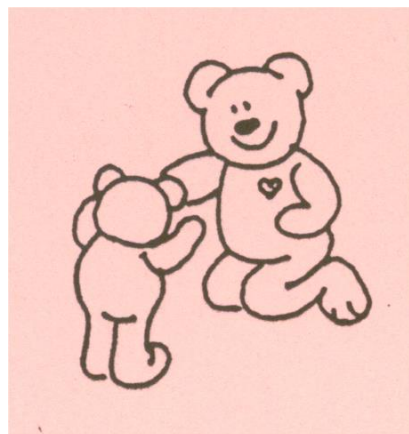
The children are not allowed to hurt themselves, other people, or property. Adults should intervene in all situations when safety is at stake.

Talking About a Child

NEVER talk about a child in front of them or other children. The teacher will discuss any behaviors or situations involving the child with the parents privately. Confidentiality is important.

Discipline in the Classroom

At Troy Co-op, we teach our preschoolers to follow three simple rules: We don't hurt ourselves, we don't hurt each other, and we don't hurt our stuff. We teach the children to use their words when they are frustrated or angry. In the event that a child is misbehaving in the classroom, our teachers will discuss the behavior with the child and model the correct behavior that we should see in our school. She might say, “Instead of hitting, can you use your words to tell your friend that you don't like what they are doing?” We prefer to use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation; we do not use time-outs or corporal punishment in any form at our preschool.



To and From Preschool

Arrival

The church requests that we use the parking lot and not block the main entrance by leaving our cars by the curb.

Enter through the main entrance of the church. When walking through the church, remember we are *guests* of the church. This is a time for indoor voices and slow walking feet.

Encourage your child to take off his coat and hang up his tote bag. They will recognize their hook by the picture above the hook that matches the picture on their tote bag and eventually will recognize their printed name.

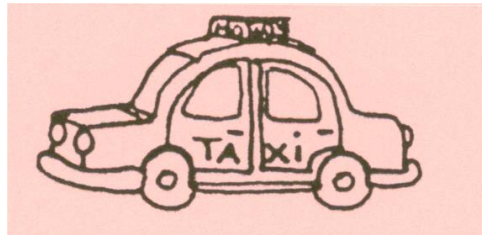
Departure

In our 3-year-old classes, parents picking up the children enter through the main entrance of the church, come downstairs, collect tote bags, gather mail from mail pouches and meet their child outside on the playground.

In our 4-year-old classes, parents picking up children will park their cars in a line at the east end of the church and wait for the teacher to bring the children up from the playground with their tote bags.

Carpool parents need to keep their group together. Holding hands is best while walking to the parking lot. Parent must initial the “check-out” sheet when they pick up their child and any carpool children.

During bad weather, the teachers will bring all the children upstairs to the main entrance of the church. A taxi sign is hung in the front window to let parents know they can stay in their cars and their child will be delivered to them.



Class Times

Tots Program (2-year-olds and parents)

Monday AM	9:45 – 11:15 AM
Tuesday AM	9:45 – 11:15 AM

3 AM – Tues and Thurs

Working parents arrive	9:15 AM
Children arrive	9:30 AM
Children leave	11:45 AM

3 PM – Tues and Thurs

Working parents arrive	12:15 PM
Children arrive	12:30 PM
Children leave	2:45 PM

4's Classes– Mon, Wed and Fri

AM Working parents arrive	9:15 AM
AM Children arrive	9:30 AM
AM regular class ends	12:00 PM

Optional Enrichment Program runs from 12-1:30PM

PM regular class begins	1:30 PM
PM Children leave	4:00 PM

The “Be Attitudes” for Working Parents

BE YOURSELF -- Relax and enjoy the session. The children will learn that different parents have different ways of telling and helping and they will accept these differences, learning that there are many good ways of doing things.

BE RESPONSIBLE – All children must be supervised at all times. If you must leave your assigned area of responsibility, ask another adult to supervise for you.

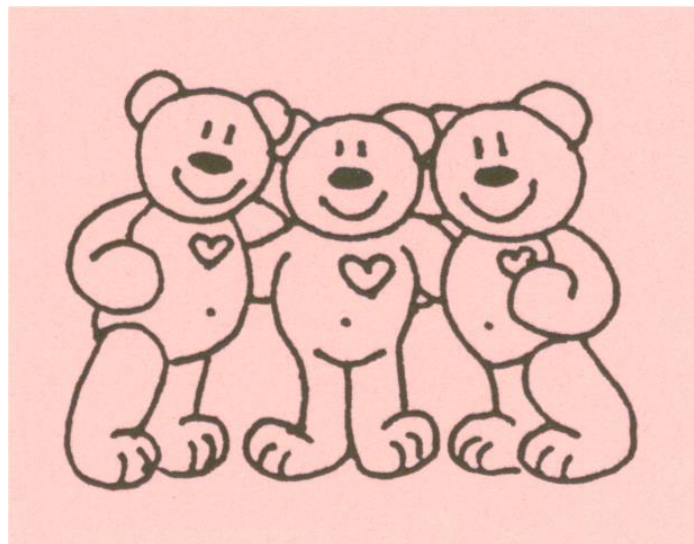
BE EXPRESSIVE – Talk with the children more than the other adults in the preschool. Ask them about what they are doing and feeling. This helps build their language and conceptualizing. And always *praise, praise, praise*.

BE SYMPATHETIC – Comfort the hurt or upset child first, then help them verbalize their feelings, because they are real.

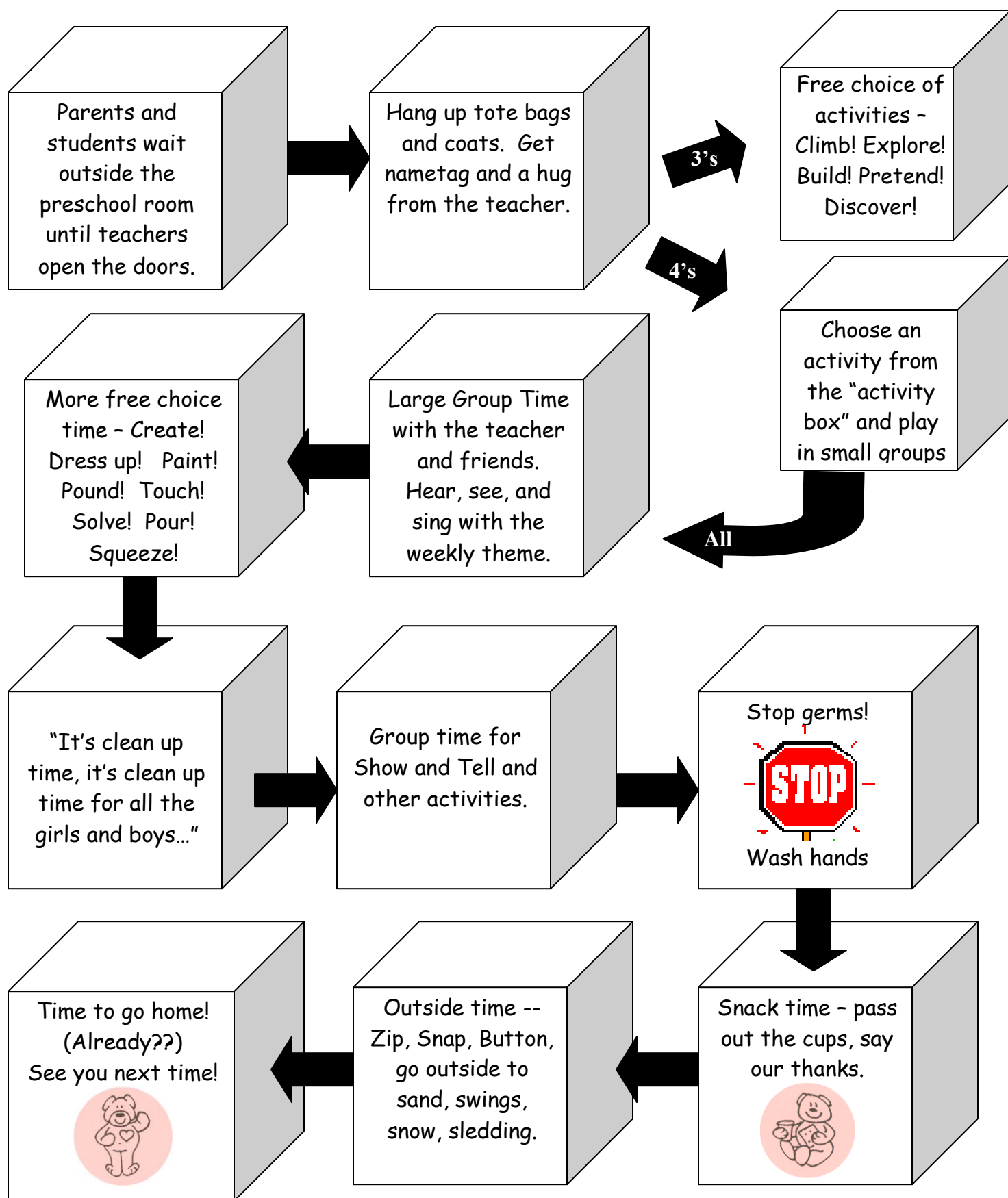
BE READY – Are you dressed to be crawling under the climber or standing in the snow?

BE THANKFUL – This is a great opportunity to grow *with* your child.

**“Children have more need of models than critics.” --
Joseph Joubert**



A "Beary" Enjoyable Day at TCP



Parties and Special Days

Birthday Parties

Parents will be assigned to work on their child's school birthday. Summer birthdays are celebrated at the end of the school year, or as a "half" birthday during the school year. The parent can bring birthday plates and napkins for the class that day—we do not allow birthday treats to be brought from home. Many parents also choose to donate a present to the preschool on the child's birthday. THIS IS OPTIONAL.

Holiday Parties

Parents are encouraged to come for the last hour of preschool on holiday party days to join in special activities with their children. Siblings are allowed to attend the party, as well. The Party Parent will coordinate a sign-up for food items to be brought to the parties. Holiday parties are usually held in October, December, February, and April.

Special Person's Day

On this special day, usually a Saturday morning, the child may bring a Special Person to preschool with him (parent, grandparent, adult friend) to share in special preschool activities.

School Picture Day

A photographer will come to the preschool, usually in January or February, and take each child's picture. You may purchase picture packages if you wish.

Fieldtrips

The frequency of fieldtrips increases as the year progresses due to the maturing of the children and their adjustment to group situations. Children need to be accompanied on all fieldtrips by an adult. A parent may accompany the child, or may designate another parent to take his child. Each parent going on the fieldtrip should have no more than 2 children in their charge. Parents and children will meet at the fieldtrip site. Siblings may not attend.

Teddy Bear Picnic

At year-end, a picnic is planned for all preschool classes combined. It is usually held outside at the preschool. Parents, children, and siblings enjoy this extra fun farewell.

Snow Days

TCP will close when the Troy School District closes school due to inclement weather. If the preschool must close for other reasons, we will contact you by email. Snow days will not be made up.



Policies in Place to Protect Your Child

As a licensed child-care facility, we have several measures in place designed to keep your children safe while they are in our care.

- The State of Michigan and our own Board completes thorough criminal history checks using the Michigan department of state police internet criminal history access tool (ICHAT) on both our teachers and support staff.
- Parents and/or other volunteers working in the classroom must provide information so that the preschool can perform a Michigan State Police criminal history check using ICHAT. In addition, each volunteer must submit a Central Registry Clearance Request through the Department of Human Services indicating that they have not been involved in cases of child abuse or neglect. No one can volunteer in the classroom without the results of these two checks.
- We will not hire or retain any staff, nor will we allow any volunteers in the preschool, if they have been convicted of child abuse or neglect or if they have been convicted of a felony involving harm or threatened harm.
- Volunteers and parents in the classroom may not be left alone, unsupervised, with preschool children; a staff member will always be present with the children.

Admission and Withdrawal Policies

Any child may be admitted to the program if they meet the age requirements in place for each class. In addition, all children entering the preschool must have up-to-date immunizations (or a waiver signed by the parent) and a medical examination form signed by a physician. Also, children must be toilet trained. Exceptions to any of these conditions must be approved by both the Board and the Director.

If the child or parent/guardian does not adjust to the preschool situation, every effort will be made to work out the difficulty. If the Board and teacher determine that the child should be removed from the preschool, tuition will be refunded on a pro-rated basis.

Child Illness Policy

Fever—please exclude your child when his/her temperature is 100 degrees or higher. Your child can return to school once they have been fever-free without medication for 24 hours.

Upper Respiratory Infection—please use common sense when your child has a cold. If he/she shows signs of an upper respiratory infection, like a harsh cough or a green, runny nose, please keep him/her home until the symptoms subside. Note that we encourage children to cough and sneeze into their sleeve to decrease the chance of germs spreading on their hands.

Vomiting/Diarrhea—please exclude your child until he/she has not vomited or had diarrhea for 24 hours and can eat normally.

Chicken Pox—your child should stay at home if he/she has the chicken pox until all sores are crusted over. Ask your physician to help you determine when your child is considered non-contagious.

Lice, Scabies and Ringworm—if your child or anyone in your family has contracted lice, scabies or ringworm, please exclude them until proper treatment has begun and your doctor states that your child is no longer contagious. You must contact your doctor or public health service for treatment.

Impetigo—Impetigo is a common bacterial skin infection in children and is quite contagious under conditions of close contact. The #1 signs are small fluid filled blisters that become covered with a brownish crust. In order not to be contagious, the skin has to be healed. If you think your child has impetigo, contact your doctor immediately and only return to school when they think your child is no longer contagious.

Pink Eye—if your child has signs or symptoms of pink eye, like red draining eyes, crusty upon waking, please keep your child home. Contact your doctor and return only after he/she feels the condition is no longer contagious.

Medications—please be aware that licensing regulations prohibit us from dispensing ANY medication without prior written permission from a parent. Medication must be in its original container and labeled for the child. Prescription medications must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication.

All staff and volunteers should follow these same exclusion policies in the event of their own illness.

The Health Educator will send weekly reports of communicable diseases to the county, so be sure to report such diseases when they occur to the appropriate person.

In the Event of Accidents, Injuries, Incidents and Illnesses

Troy Co-op Preschool does have a specific plan in place in case your child experiences an accident, injury, incident, or illness while at preschool. In every case, your child's teacher will immediately contact you by phone to inform you of exactly what has happened in the classroom. In addition, written documentation of what occurred will be kept on file at the preschool for our records. Also, if your child is too ill to remain in the group, they will be placed in a separate area and will be cared for and supervised until a parent arrives. Items and facilities that were used by an ill child will not be used by another person until they are washed, rinsed and sanitized. If Troy Co-op becomes aware that a staff member, volunteer, or child has contracted a communicable disease, then we will notify all parents of the name and symptoms of the disease.

Licensing Notebook Notice

The Troy Cooperative Preschool maintains a licensing notebook in the classroom. It contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. This notebook is available to parents during school hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Summary of all Preschool Jobs

Descriptions for each co-op job in the preschool follow. The President and Vice President's job descriptions are listed first, followed by an alphabetic listing of all other jobs.

PRESIDENT (Board)

Conduct board meetings. You do not have a vote on the board, but you break ties and act as a facilitator for board discussions. Coordinate state licensing requirements every two years. Participate in site contract discussions. This job comes with a perk of free tuition (up to \$700/year) for a 2-day/or 3-day preschool class.

VICE PRESIDENT (Board)

Oversee registration throughout the summer. Arrange for all members to have a job and distribute job folders in the summer. Have all board members contact the members they oversee at the beginning of the year to see how their jobs are going. Report on this in a Line of Communication report to the board. In the spring, ask returning members for job preferences for the following year. When registration begins for the next year, assign new members a job. Along with the Board, nominate a new president and board. Prepare an evaluation form, distribute to all members, collect and compile responses and prepare a report for the board. Organize school t-shirt order and distribution.

WEBMASTER

Maintain preschool website and make necessary updates to the website as needed.

LAUNDRY

Take home the dirty towels etc. from the preschool to wash. Bring them back the next class or week. It is best if the laundry person is from a MWF class.

SCHOLASTIC BOOKS

Distribute book order forms. Collect orders and place order. Books are also ordered on-line. Distribute books when they arrive.

CRAFTS (3AM, 3PM, 4AM, 4PM)

Cut out patterns throughout the year that the teacher gives you for the children to use in craft projects.

FRIDAY SNACK AND CRAFT (4AM, 4PM)

Supply food and/or craft supplies for appropriate Friday class.

EASEL ARTS (BOTH CLASSES)

Cut out patterns throughout the year that the teacher gives you for the children to paint on the easels.

CALENDAR & BULLETIN BOARD

Make and distribute a calendar for each month showing the daily activities of the preschool. Keep the bulletin boards neat and up-to-date.

TREASURER (Board)

Prepare an annual budget for review by the Board and vote by Membership at fall orientation. Disburse all preschool funds by check or with Co-op debit card. Maintain a complete set of records and prepare a financial report including budget to actuals for each Board meeting. Reconcile the checking and saving accounts on a monthly basis and provide a copy of reconciliation to the President. Maintain QuickBooks files for these reports. Assume responsibility for all insurance coverage needed. (Third party paid bookkeeper calculates payroll taxes due and files tax forms)

2's MEMBERSHIP CHAIRPERSON (Board)

Register students for the Tots classes. Collect registration money. Prepare Orientation folders for all Tots parents. As new people add during the year, inform them about the school. Best if this is a parent of Tots student.

3's MEMBERSHIP CHAIRPERSON (Board)

Register students for the 3's classes. Collect registration money and enrollment forms. Prepare Orientation folders for all 3's parents. As new people add during the year, inform them about the school. Best if this is a parent of 3's student.

4's MEMBERSHIP CHAIRPERSON (Board)

Register students for the 4's classes. Collect registration money and enrollment forms. Prepare Orientation folders for all 4's parents. As new people add during the year, inform them about the school. Best if this is a parent of 4's student.

CLASS REPRESENTATIVE COORDINATOR (Board)

Coordinate class representatives. You are also the Class Rep. for your class.

CLASS REPRESENTATIVE (3AM, 3PM, 4AM, 4PM)

Make the working schedule for the parents in your class. Update your class members as to the date and location of the home meetings. Take notes at the home meetings and distribute them to those who were not at the meeting. Pass out sign-up sheets at home meetings for snacks to be brought to future home meetings and to General meetings. Organize Teacher Appreciation Week.

FUNDRAISING CHAIRPERSON (Board)

Be directly responsible for all fundraisers, in addition to helping to prepare for the Annual Fundraising Auction in the spring. You are also the Fundraising Representative from your class.

FUNDRAISING ASSISTANT (filled based on enrollment)

Assist the fundraising chairperson as needed. Assist with the distribution of fundraising items (pizza kits, cookie dough, etc.). Serve on the Auction Committee by soliciting donations for the Annual Fundraising Auction. Assist during Auction set-up and help with Auction thank-you letters.

AUCTION CHAIR (BOARD)

The Auction Co-Chair is responsible for planning the late winter-early spring auction. This includes soliciting donations from local businesses, which is accomplished with the help of the fundraising team, consisting of the Fundraising Chair, Fundraising Assistant, and the Fundraising Class Reps. In addition, the auction co-chair is responsible for securing the auction location and working with the location management to plan the event, organizing the donations that are received, creating invitations, programs, and signage for the event, analyzing the results of the auction, and sending thank-you notes to businesses who donated items for the auction.

AUCTION REPRESENTATIVES (3AM, 3PM, 4AM, 4PM)

Auction representatives will help prepare for the auction by soliciting donations from local businesses. During the auction, representatives should be in attendance to help with set-up and take-down. Following the auction, representatives will help with thank-you letters.

EQUIPMENT CHAIRPERSON (Board)

Oversee those working on nametags and tote bags in the summer so they are ready when school begins. Shop for supplies and new equipment. Organize the plastic plate ordering. Help with school set up in August, deep cleaning day on Martin Luther King holiday in January, and year-end inventory/breakdown in May. Oversee all necessary equipment repairs.

PLAYDOUGH /GROUNDS/WORKBENCH

On the first of each month, bring in new playdough for the preschool and TOTS classes. Assist the equipment chairperson with outdoor fall clean up prior to the beginning of school. Throughout the year, keep the workbench stocked and in working order.

TOY SPARKLE AND SHINE (AREA 1, AREA 2, AREA 3 and AREA 4)

Keep one designated area of the school clean all year. Periodically clean toys and equipment in that area. Also, help with fall set up in August, Martin Luther King cleaning day in January and year-end inventory/breakdown in May.

SITE LIAISON/SECRETARY (Board)

Record minutes of all General and Board meetings and take attendance. Serve as intermediary between the Church, parents, teachers and board. Negotiate and sign the Church contract, with approval of the Board. Make necessary arrangements with the Church regarding dates on the approved calendar.

PUBLICITY (Board)

Make necessary arrangements for advertising and public relations. Organize school open house (if needed) and help represent the school at the Troy Library/Community Center open house. Organize philanthropic activities.

HEALTH EDUCATION

Report certain illnesses in the preschool to the county. Fill out a form once a week and send it to the county. Distribute letter in the fall to the membership listing the illnesses that must be reported.

RECYCLER

Recycle contents of the blue recycle bin once or twice a week. It is best if the recycler does not have a younger child.

CLEANING SUPPLIES

Keep the preschool and TOTS classrooms stocked with cleaning and other supplies.

MONDAY MORNING SET UP

Help set up the Monday morning classroom prior to the start of the school day.

EVENTS/SOCIAL COORDINATOR (Board)

Obtain and prepare for speaker for the General Meeting. Make arrangements for the holiday concert entertainer and any other entertainers the school needs. Make arrangements for school-wide picture portraits. Organize set up and breakdown of fall orientation. Organize food for orientation, open house (if needed) and general meetings. Maintain all coffee supplies for the school. Organize food for the fall school set-up in August, the fall general meeting and the

year-end inventory/breakdown in May. Help with food at the holiday event if there is any. Assist the teachers with organizing the year-end Teddy Bear Picnic.

FIELD TRIP COORDINATOR

Contact places where field trips are desired. Set up the field trips for all classes. Arrange for payment if necessary. Make fliers with maps for all applicable classes and place in the mail pouches. It is best if this is a parent from the 4's class.

PAPER PRODUCTS & CLEANING SUPPLIES

Purchase paper products and cleaning supplies for the preschool and Tots classes. It is helpful if this person already has a Costco membership

FRESH SNACKS & CRACKER SNACK (3'S CLASS, 4'S CLASS)

Purchase fresh produce such as fruit or vegetables weekly for classroom snack. Supply food for school cooking projects. Arrange for any necessary appliances. Purchase a variety of crackers, e.g. graham, Ritz-type, pretzels, club, and cheese for classroom snack

PARTY PARENT (3AM, 3PM, 4AM, 4PM)

Assist the teacher on party days that require additional adult participation or supervision (Halloween, Christmas, Valentine's Day, and Easter/spring parties but NOT birthday parties) or during a session with a complicated project. Be present for the whole class period (in addition to your regularly scheduled working days.)

TEACHER LIAISON (Board)

Serve as intermediary between the teachers, teacher assistants, parents and the board. Negotiate teacher and teacher assistant contracts, with the approval of the board. Be responsible for coordinating Sub Aids to substitute for teachers and teacher assistants as needed. Coordinate hiring activities when a new teacher or teacher assistant is needed. Organize and purchase gifts for teachers, teacher assistants.

SUB AIDE (3AM, 3PM, 4AM, 4PM)

Work for the teacher or teacher's aide when they cannot be there due to illness or other absence. These workdays are *in addition* to your regularly scheduled working days. It is best if this person does not have a younger child.

All board jobs (**in bold**) come with a perk of early registration for the following year. Jobs are filled in importance to the school and not all of the above jobs may be filled depending on enrollment.