

CLASS PHOTOGRAPHERS

Crew: 1-Toddler; 1-2Day; 1-3Day; 1-MA; 1-PreK

Thank you for taking on this job – it’s a fun one! You’ll be responsible for capturing the children of your preschool class in moments of joy, learning and growth while at the same time providing our preschool families with precious memories of their time at Crystal Springs!

RESPONSIBILITIES:

- Throughout the year, take photos during class time and at significant events (i.e. excursions, school events, themed activities, etc.). Try to gather people for a few group shots throughout the year. Please be sure to get photos of each individual child in your class. ***If you cannot attend an excursion or event, ask another parent to take the photos for you!***
- Throughout the year, please create photo posters/displays for show at the school. There are boards for each class in the Rainbow room ready for your photos! Materials for posters are available at the school.
- At the beginning of the year, the Director(s) and/or Board Chair can provide link to the Class Photographer OneDrive folder.
- Share photos with your class parents throughout the school year, either via email or by posting them on a site that allows parents to add to or download.
- You will be responsible for creating a special End-of-Year slideshow/display for your specific class using the photos taken during the year. How you do this is totally up to you. Work with your Class Coordinators, as well as with your class, to come up with something special to bring your year at Crystal Springs to a close.
- Pre-K and MA photographers: Be available to help with requests for photos for the graduates’ memory/yearbook, if there is one.
- There may be some families in your class that have “opted out” of having photographs or video taken of their child/children. This question is asked within our registration packet. Please check with the Vice Chair to find out if anyone in your class has decided not to have their child’s photo taken.
- Each photographer will have an annual budget of \$50 to help with the cost associated with these projects.
- In order to be reimbursed for purchases, you will need to fill out a reimbursement form. Be sure to follow the reimbursement guidelines. All reimbursements must be submitted within 30 days from the date of purchase.
- Please provide a labeled thumb drive of all the pictures *and* the slideshow of each class to



the preschool for archiving purposes.

*****Please contact the Vice Chair with any questions or concerns at
vicechaircsp@gmail.com*****



CURRICULUM TEAM

Crew: 1-Team Lead (at discretion of Directors/Instructors); 1-3Day/MA or PreK Parent; 1-Toddler or 2Day Parent

Plus: 8 Parents from any class

The Curriculum Team is responsible for planning and supplying weekly art project ideas that complement components of the preschool’s curriculum themes. Materials and supplies are available at school. Not only are the art projects fun for the kids, but they teach hand/eye coordination, creative thinking, and concentration among many other things. Have fun and let your imagination go wild!

RESPONSIBILITIES:

- Attend a committee meeting with the Director(s)/Instructor(s) to discuss curriculum themes, do a quick inventory of supplies, brainstorm appropriate art projects and talk about how the schedule works for each month.
- This team consists of up to 10 members, including a team lead who will be selected. This Lead will be responsible for setting the schedule for the team as well as communicating with the Director(s) about any issues and or concerns throughout the year. They shall arrange a time at the beginning of the year to view items in the off-site storage and make arrangements with the Director(s) to schedule access to remove and replace items throughout the year.
- The focus of the curriculum team will be both art projects as well as science projects. Responsibilities for each of these are outlined below.
- Maintain curriculum plan and running list of scheduled art and science projects.

ART Projects

- Bring art projects to school, as planned, on a weekly basis, keeping them organized in the Art (Teddy Bear) room and in appropriate bins. Art projects must be age appropriate – with a possible easier option for our Toddler and 2-day class.
- Team member will be assigned and responsible for planning & supplying art projects.

SCIENCE Projects

- Science area spaces and contents of the sensory tables are changed at the beginning of each curriculum theme change, or as determined by the Team Lead.
- The team is also responsible for putting away prior themes materials. All materials should be repaired and cleaned as needed prior to storage. Please have the person(s) that put the materials out be the person who puts each item back (in the appropriate storage bin, cabinet or closet) to ensure minimal overflow in the closets and hallways.
- When planning sensory table fillings, please consider safety for our Toddlers and Two-Day class. Have at least one table for our younger groups.



- Maintain and update curriculum used in OneDrive folder. Document in writing the themes and art/science projects tried during the year.
- Coordinate at least one science experiment/experience relating to the curriculum themes. This might be a class experiment (like planting seeds) or an experience (like bringing in a sunflower for the kids to look at and touch). There are several books available at school to reference, and a wealth of information that is available at the library or online.
- Print and post experiment instructions for the parent(s) who supervises the Science Area so that they know exactly what the intended purpose is for the materials you've provided. Please include directions for set up and clean up. Be sure to keep it simple!
- Familiarize yourself with the materials that the preschool already owns, and use them whenever possible. Many science and sensory table supplies are onsite at the school, but many more are in storage. You are able to make purchases to augment the preschool supplies.
- Check on the Science area and sensory tables during your days at school and keep them tidy. Our midweek cleaners will also help with this task, if needed. If there is liquid in the sensory tables, it will need to be drained each day. Ask for the Instructor(s) assistance with this.
- In order to be reimbursed for **approved purchases**, team members will need to fill out a reimbursement form **to be reviewed by the Team Lead**. If approved, the Lead will turn it in to the Director(s). Be sure to follow the reimbursement guidelines. Please check with the Director(s) regarding any purchases over \$15. All reimbursements must be submitted within 30 days from date of purchase.

*****Any questions or concerns, contact the Vice Chair at vicechaircsp@gmail.com*****



Some Sensory Table Ideas:

This list is just the beginning! Have fun with it, but keep in mind that the worker will need something that is a quick clean up. Dirt and flour tend to be tough to clean up!

PLEASE double check sensory table items with all school allergy lists. For example, if there is a corn allergy, avoid corn products in the sensory table

Bath Time

Early in the year, you can put baby soap and water with some wash cloths and baby dolls to wash.

Rice: White rice with scoops and toys. Colored rice with sandbox toys. Painting Rice: Let the kids drop food coloring into the rice.

Digging for Treasure: Spray paint beans (gold). Then put them in with white sand.

Snow

White salt has been used before. Another option: 4 cups of snowflake detergent mixed with 2 cups hot water. Beat with a hand mixer (this would probably need to be done 4 times to fill the table). (Talk to the Instructors before trying this one)

Animal Curriculum

-seed corn on the cob

-sand with plastic toy animals that would make animal tracks. 1 week do jungle animals, another week do farm animals, and another week do forest animals.

Harvest & Family gathering: Corn meal or mixed beans

Ice: Blocks of ice with food coloring and eye droppers. Use salt to simulate snow.

Nature, Rainbows and the environment

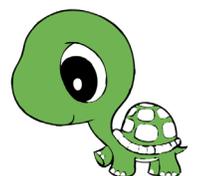
This theme is normally used in February. The Instructors would like nut-free bird seed, just before Valentine's day. The kids get to fill a baggie and take it home for the birds.

Water life and Spring

-Clean Mud: 6 rolls of Charmin toilet paper, add 2 bars of ivory soap and a half pitcher of water to the table. After several days of mushing, it resembles mashed potatoes and can be molded. This is quite messy, check with the Instructors first.

-Goop: Cornstarch and water, add Jello or Kool-aid for color and smell

Five Senses Curriculum: Anything that has texture and smells!



EXCURSIONS COORDINATOR

1 Position-Any Class

Our excursions position is an important one – these activities enhance our curriculum and give the children a chance to participate with the group in activities they might not otherwise have an opportunity to experience. You will work with the Instructor(s)/Director(s) to determine the schedule and events. The preschool children are the main focus of our excursions; we do our best to accommodate siblings, but it's not always possible. You will find that some excursions appeal more to some people than to others, and that's ok. Our goal is to organize a variety of activities that will engage as many of the children and parents as possible.

RESPONSIBILITIES:

- Meet with the Instructor(s)/Director(s) to discuss responsibilities and generate ideas for the year. You will work with them to plan excursions for all classes that compliment the curriculum. Please consult with the Instructor(s)/Director(s) regarding the appropriateness of the excursion before you book it.
- Please keep budget in mind. Be cost conscious – look for events with low to no cost, if possible.
- Send the **field trip** notification ASAP to the Parent Education Program Coordinator at Shoreline Community College liaison (Frances Coppa). It is now electronically submitted through Formstack @ https://shoreline.formstack.com/forms/parent_coop_field_trip. You will find a paper sample of this form in our Risk Management Manual. Please ask the Director(s) if you have any questions about the difference in required forms (field trip vs special event form). The Program Coordinator will approve the request or send concerns to the Directors(s). Her contact information is as follows:

Frances Coppa
Shoreline Community College
16101 Greenwood Ave. N.
Seattle, WA 98133
Fcoppa@shoreline.edu

- Plan excursions well in advance of the proposed date and have the Class Coordinators notified by the 15th of the previous month in time to add them to the class calendars.
- Provide parents with accurate maps to all excursions as well as a flyer of relevant information (proper clothing, where to meet, restrictions, etc.). This needs to be done by the first day of the month that the excursion is being held in. Coordinate with Board Chair and Marketing Chair to communicate events via the all-school calendar, as well as Facebook events and communication assistance (Marketing team can create the flyer).



- State clearly whether or not siblings are welcome. Collect money for siblings in advance to avoid confusion at the excursion site. Be sure to inform parents of any related restrictions (e.g., are strollers allowed?).
- Call the establishment to confirm each excursion a day or so in advance.
- Write a thank-you note after the event, especially if there was no fee or if there was especially good service or attention. When possible, work with the Instructor(s) to make a thank-you note created by the kids.
- Maintain and preserve the Excursions Binder with all excursion information, including an evaluation of each excursion for future reference. Be sure to include any special hints or tips that you discover.
- **Make financial arrangements for any excursions the school is charged for. A reimbursement form needs to be filled out either prior to or after the excursion, as is appropriate. Please be sure to follow the reimbursement guidelines. All reimbursements must be submitted within 30 days from date of purchase.**
- Confirm with the Teachers/Directors who will be attending to ensure the required first aid kit and enrollment documentation is on hand.

*****Any questions or concerns, contact the Vice Chair at vicechaircsp@gmail.com*****



FUNDRAISING SUPPORT TEAM

Crew: 1-Board Member: Lisa Murray; 1-Lead (at Discretion of Directors/Teachers); 2-Toddler Parents; 1-2Day Parent; 1-3Day Parent; 1-MA Parent; 1-PreK Parent
Plus: 3 parents from any class

Thank you for helping out the fundraising effort at Crystal Springs! Your **yearlong** participation on this committee will benefit our children and promote community spirit at our school, making possible all the fun learning opportunities they enjoy now, as well as some new ones!

Please note that the Fundraising Chair will already have the fundraising projects and events scheduled for the year. There are some traditional events, new fundraisers, as well as some out-and-about's. Creativity and suggestions are at the discretion of the Chair. Each member is required to run at least two Primary fundraisers during the course of the year. Your support and delivery of events will be expected throughout the entire year.

The job of the Team will be to assist when and where needed. Our fundraising events are staggered throughout the year and the Fundraising Chair and Lead will be looking to you to help her/him with the organization and running of these events. It will be the Team's responsibility, under the leadership of the Fundraising Chair (an Executive Board member), to make the effort required to fulfill our fundraising goals. *This includes attending ALL meetings.*

The Fundraising Chair will contact you at the beginning of the year where he/she will define and delegate duties. (There will be a checklist for each fundraiser to help facilitate communication.

REMINDER: It will be your responsibility to reply to all emails and to volunteer to help organize and run at least two primary fundraisers throughout the year.

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GARAGE SALE TEAM

Crew: 1-Lead (at Discretion of Directors/Instructors)-not Toddler; 3-parents from any class

We have had excellent results raising extra funds in the past by having a school wide garage sale. It will be this teams' responsibility to plan, organize and run a garage sale (or two if you'd like!). We are looking for some expert garage-salers looking to use their expertise to benefit the school.

RESPONSIBILITIES:

- **The Annual Garage Sale is scheduled for a Saturday in April, usually near Earth Day.** When you sign up for this position, you agree to be available on this day, as well as the days/hours needed leading up to this event and any associated clean-up.
- The Garage Sale Team consists of up to 4 members, including a team Lead, who will may be selected. The lead will organize all team members and delegate responsibilities. They will also act as the main point of contact with the Director(s) and Executive Board on any and all issues and garage sale specifics.
- Lead to coordinate with Directors/Treasurer to get the cash box, keys for the preschool for set up and day of event and be prepared to bring approx. \$100 in change (to get back immediately following the event).
 - Advertise the garage sale to our membership asking them to donate gently used baby, child and maternity items. Be specific on the items allowed and discourage heavily stained or broken items. Be sure to emphasize that there are certain products that cannot be resold (i.e. cribs, car seats, etc.).
 - Advertise the Pre-Sale details to the general public via social media. (Facebook Business Page, other misc. Facebook groups, Craigslist/Offer-Up, etc.) The team will designate a member to be the marketing/communication liaison to work with a Marketing team to get the word out.
 - The team is responsible for creating, displaying and removing all of the 'Day-Of Advertising' such as signage to direct traffic in the neighborhood.
 - The team will work together to also organize and oversee a volunteer force from within the school to help set up, work during and clean up after the sale.
 - The Garage Sale Team is responsible for communication and coordination of the sale



details at least 2-3 weeks prior to the event. The Team works together to ensure the advertising, organizing and pricing of items, and the communication of details happens in a timely manner. On the Day-Of, all the team members work the sale and are responsible for the removal of **all** unsold merchandise **immediately** after the sale.

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THE GREEN TEAM

Crew: 1 Lead (at Discretion of Directors/Teachers); 1 Toddler Parent; 1-2Day Parent; 1-3Day Parent; 1-MA Parent; 1-PreK Parent

The **GREEN TEAM** typically has 8 members (including a Lead) and is responsible for the care and beautification of our outdoor play area, namely, the playground plus the flower beds on the south and west sides of the building. Your attention to our sand, grass, wood chips, gravel paths and flower beds will help to make outdoor play that much more enjoyable for the children and our families!

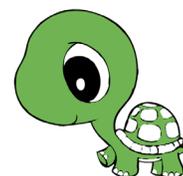
A Team Lead will assist with communication with the Director(s) and the Board. Individual tasks and special projects that the Director(s) request will be discussed/assigned at the first team meeting or as needed throughout the year. Below is a general list of the various responsibilities.

RESPONSIBILITIES:

- This team will assist the Team Lead, Director(s) and Board to help organize, prep for and participate in two annual 'Green Events' at CSPS. (Typically, one event at the start of the year to help get the grounds 'Back to School' ready and one event at the end of the year, near Earth Day).
- The Green Team will work with the Director(s) and Board to discover new ways to encourage sustainable practices within the CSPS community. (For example, promoting recycling, composting and native plantings.)
- EARTH DAY EVENT: The preschool may host an "Earth Day" event **in April**.

The purpose of this event is to gather as many CSPS families together for a day of playground beautification (grounds cleaning, weeding, planting, outdoor improvement projects) and celebrating the Earth too. It will be the Green Team's job to coordinate the planning and running of this event with the Director(s) and Board. Collaborate with team members to encourage kid-friendly activities and Earth Day celebrations. (Ex: Plan a scavenger hunt, plant and take home a seed, request a recycling truck, face painting, etc.) CSPS School members should be notified via flyer of the event details at least a month before the event. Team Lead with coordinate with Director(s), the Board and the Marketing Team to monitor budget and communication details.

- At least once a week each team member shall do what needs to be done:
 - Control weeds with regular weeding.
 - Keep wood chips under the play equipment raked and tidy, as well as rake them back into the chip areas.
 - Sweep the bike track.
 - Rake leaves and remove other debris.
 - Make periodic checks for rocks, stones, sharp sticks, mole holes, etc., which may be a hazard to the safety of the children.
 - Evaluate the playground equipment for safety, as well as the sand and wood chip levels.



- Sweep back door exit and maintain the rocks in the walking path.
- Maintain rocks in the front walking path and keep the fence post hole clear of rocks to ensure the ability to secure the playground gate.
- Wipe down chalk walls.
- The main responsibilities of the team include raking wood chips, picking up stray sticks that fall into the playground, cleaning chalk walls and sweeping-all done on a weekly basis, either before/after work day or on a non-work day when the children are not on the playground. If you're there and you see it, you do it! **NOTE:** The church is responsible for mowing the lawn and edging along the playground's perimeter.
- **In order to be reimbursed for purchases, you will need to fill out a reimbursement form. Please be sure to follow the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.**

The Green Team is also responsible for taking the trash, recycle and yard waste containers to the curb for pick up each week. **THESE SPECIFIC RESPONSIBILITIES WILL BE ASSIGNED BY THE DIRECTOR(S) AT THE BEGINNING OF THE YEAR.** Assignments are given based on the days that your class meets during the week and when these tasks need to be completed. These tasks must be completed after class and outside of your scheduled work day.

TUESDAY– PM: TRASH/RECYCLE & COMPOST OUT

- Move trash can, yard waste and recycling bins (and any oversized material) from their position in the “garbage stall” near the door of the preschool to the street where the trash is collected (the street running directly south of the school parking lot). Please latch the stall gate behind you.
- This should be done on Tuesdays by the MA class. Trash collection comes on Wednesday mornings.
- ***Secure a substitute to complete this task when you cannot be at school on Tuesday.***
- The church is responsible for trash during school holidays.

WEDNESDAY– AM: TRASH/RECYCLE & COMPOST IN

- Move trash can, yard waste and recycling bins from their pick-up position on the street (running directly south of the school parking lot) to their position in the “garbage stall” near the door of the preschool. Please latch the stall gate behind you.
- Trash collection comes on Wednesday mornings. Bring in the bins as close as possible at the end of 3Day class day on Wednesdays (check to ensure bins are empty and inform a teacher if a bin needs to be left out at curb for late collection).
- ***Secure a substitute to complete this task when you cannot be at school on Tuesday.***
- The church is responsible for trash during school holidays.

TUESDAY & FRIDAY – PM: KITCHEN YARD WASTE AND RECYCLE OUT

- Empty the green yard waste bin and the blue recycle bin in kitchen into the outside cans (rinse if necessary). This should be done on Tues and Fri by the MA team member.
- ***Secure a substitute to complete this task when you cannot be at school.***



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HANDY PERSON

1 Position: Any Class

The Handyperson contributes to the enhancement of our facilities and the safety of our children. Thank you for taking on this important role!

RESPONSIBILITIES:

- Maintain indoor and outdoor equipment items as requested by the Director(s) and/or the Executive Board.
- Check in with the Director(s) once a month for a list of items that need attention
- Actively look for items needing repair. When something is discovered, discuss it with the Director(s) before repairing.
- Assemble new items, as needed.
- Make small improvements, as needed or requested (i.e., shelving, organizers).
- **In order to be reimbursed for purchases, you will need to fill out a reimbursement form. Please be sure to follow the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.**

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HEALTH & SAFETY OFFICER

1 Position: Any Class (except Toddler)

The health and safety of each participant in the cooperative preschool is of upmost importance. We need someone that is excited about helping keep any health and/or safety issues at the forefront, while coming up with solutions to a problem as they arise. You will work closely with the directors and teachers and have access to some private information of students. Because of this, you are considered a Board Support position and will be asked to sign a contract emphasizing the importance of privacy and discretion. You will have a small budget for supplies, so prior to purchasing anything, check with Director(s).

RESPONSIBILITIES:

- Manage the Health & Safety table at Orientation night(s)
- Collect, track and store the 72hr Comfort Care Kits at the beginning of the year
- Attend an annual Risk Management training at Shoreline Community College, usually in early October
- Meet with the Directors to go over each class and any medical conditions or allergies that need to be considered
- Present the basic Risk Management highlights at the October Parent Ed night
- Restock all first aid kits as needed
- Purchase first aid supplies and maintain the online expiration dates. Replace items as needed
- Perform 4 quarterly safety inspections, one prior to school start
- Check inventory of 72hour supplies in the shed. Discard/Replace as necessary



- Be well versed with the Risk Management Manual and be able to field questions from membership as they arise
- Change water filters in the kitchen water pitchers every 2-3months
- Check “emergency snack” supplies every 2-3months. Purchase/replace items (after Director approval), keeping the allergies of current members in mind
- Come up with new ideas and suggestions on how we can improve the health & safety, and awareness for our community
- Submit all reimbursements within 30 days of purchase

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LIBRARIAN

Crew: (Sept-Dec) 1 Parent-Any Class;
(Jan-May) 1 Parent-Any Class

You have an important job: supporting the literacy and learning of our children and parents! Your job will be to maintain, organize and enhance the library. This collection is housed on the bookshelves in the Rainbow Room. The books are organized by theme and a “cheat sheet” can be found on the clipboard on the side of the library shelves.

This position is a half-year commitment, with 2 people splitting each half of the year.

RESPONSIBILITIES:

- Post the “Library Sign-Out Sheet” on the side of the library shelves in the Rainbow room.
- Oversee the return of all the library materials. Signed-out library materials will be returned to the black plastic return bin in the Rainbow Room. The member should fill in the return date on the “Sign-Out Sheet”. **Be sure to cross off/initial each entry on the “Sign-Out Sheet” upon returning the materials to the shelf.**
- Return all “daily use” books to the library shelves once a week (daily use = books read with a child before class begins or during open play). “Daily Use” books will be in the red basket.
- There is a one-month time limit on materials that are signed out. Check the “Sign-Out Sheet” for materials that have not been returned before the one-month time limit. Place an overdue notice in the corresponding child cubby located in the school hallway. If the materials have not been returned two months from date of sign-out, please place a follow-up phone call or email to the parent in question. Follow-up as necessary. *Please clearly mark where you left off for the next Librarian.
- On your preschool workday, please organize and tidy up the library space (check bins for books placed in the wrong ones).
- Repair books as needed.
- Replace or repair library organization labels as needed. Additional labels can be found on the shelf. If a label needs replacing, please place it on the bottom back cover of the book.

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MARKETING TEAM

Crew: 1-Board Lead; 2 Parents-Any Class

It is the job of this team to support the Marketing Chair and to publicize our preschool through advertising and marketing, as well as at special events. These activities are extremely important since they directly affect our ability to attract new members and increase enrollment.

The Marketing Team will assist the Marketing Chair with various communication duties and staff support at school events. Marketing events occur throughout the year and may range from social media postings to attending outreach events in person to selling SWAG or helping with the newsletter.

The Marketing Chair will contact the team members in the early summer to meet and discuss Marketing events and planning. **It is the responsibility of the team members to support the following marketing goals with adjustments for each school year.**

RESPONSIBILITIES:

Internal Marketing/Communication Responsibilities:

- Attend and set-up displays for preschool Open Houses as scheduled.
- Keep the school brochure updated. If needed, create a new brochure (Check with the Director(s) about specifics such as tuition changes, etc.)
 - Keep 30-50 brochures at the school at all times. Order yearly brochure copies. Check with Director(s) about printing options, as Shoreline Community College typically prints this.
- Work with Directors(s) and enrollment coordinator to order the T-shirts for the children, as well as additional adult T-shirts, sweatshirts, and sweatpants for sale. Coordinate timing and allow for sufficient lead time for orders to be placed and arrive when needed for events or distribution dates. Attend most preschool events to staff and sell SWAG.
- Work with Board to develop a newsletter. Determine if time frame for distribution should be quarterly, bi-annually, or otherwise. Get Board input on content.
- Be the 'Communications Hub' of CSPS, to circulate news throughout the school and community. At least 2 of the 4 team members will be a point of contact and liaison for other committees, as well as the Director(s), Instructor(s) and Board to share information with you to communicate to the whole school.



External Marketing/Communication Responsibilities:

1. Perform publicity duties during the summer prior to the school year, upon request by the Director(s). Tasks may include:
 - looking for publicity opportunities at local events
 - craigslist/newspaper ads, posting flyers
 - updating brochures
 - coordinating advertising
 - social media postings
 - staffing event booths
2. Make and place posters and flyers in local businesses (e.g., bulletin boards at grocery stores, churches, libraries, swimming pools, laundromats, etc.) as needed for enrollment and other events.
3. Have made/maintain media tools (e.g. pens, banner, yard signs, sidewalk sign, car window stickers).
4. Submit ads to approved media (e.g. Bothell-Kenmore Reporter).
5. Look for publicity opportunities; search for ideas.
6. Attend School Board meetings, as needed.
7. Work closely with Fundraising on each event.



MID-WEEK CLEANING TEAM

Crew: (Sept-Dec) 1-Toddler; 1-MA; 2-3Day; 2-PreK
(Jan-May) 1-Toddler; 1-MA; 2-3Day; 2-PreK

A clean, sanitary facility is key to a positive preschool environment. Thank you for helping to keep our school neat and organized! Several people have been assigned to the task of mid-week cleaning. Please, don't hesitate to ask for help from your other team members!

Typically, we have **two mid-week cleaning teams of 6 people each**. Each team will be responsible for one half of the school year. **Team 2019:** First Day of School – Last Day of December

Team 2020: First day of January – Last Day of School

YOUR SPECIFIC RESPONSIBILITIES WILL BE ASSIGNED BY THE DIRECTOR(S) AT THE BEGINNING OF YOUR TERM OF SERVICE. Assignments are given based on the days that your class meets during the week and when these tasks need to be completed. These tasks must be completed after class and outside of your regularly scheduled work day. Below is a general list of the various mid-week cleaning responsibilities.

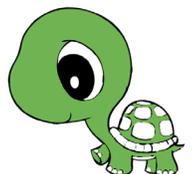
1. Bathrooms: Take trash out weekly to outdoor bins in the "garbage stall."
Replenish the following: soap dispensers, paper towel dispensers and toilet paper and replenish as needed. The soap is in the janitor's closet; the paper towels are in the closet near the choir room entry. The church is responsible for replenishing paper towel stock and should be reminded when supplies are low.
2. Vacuum/Sweep: Once a week. Please perform a quick vacuum in the hall where our children enter the school, under tables, plus the long hall between the Rainbow and Teddy Bear Room. Sweep the kitchen floor, all bathrooms and around/under the sensory table weekly too.
3. Disinfecting: Disinfect general surfaces with approved spray. Spray adequately with disinfectant. Do not wipe -- allow to air dry. Focus on surfaces touched by hands during the course of the school day. These are:
 - Faucet handles
 - Drinking fountain handles
 - Doorknobs
 - Table tops
 - Toilet handles
 - Kitchen counters
4. Laundry: Take the towels and rags home and launder them weekly. Check what you are laundering to make sure it won't clog your washer (e.g., faux snow from the sensory table)!
5. Art Supplies: Wash art supplies or other items sitting in the sink in the cleaning supply closet. Put items away in their appropriate places.
6. Mouthed Toys: Wash and disinfect toys placed in the 'Mouthed Toys' bin. Put toys away in their appropriate places.



7. Take large kitchen garbage outside to "garbage stall" and replace the liner (under sink).
8. Assist the Instructor(s) and Director(s) in any other general clean-up tasks needed.

*****YOU MUST FIND A SUB TO DO YOUR JOB IN YOUR ABSENCE*****

*****Any questions or concerns, contact the Vice Chair at vicechaircsp@gmail.com*****



PARENT HOSTS

Crew: 3 Parents-Any Class

Our preschool holds several Parent Education Nights for our families (typically the third Thursday of the month) throughout the year. It is the role of the parent hosts to assist with general set up and clean up duties for these activities.

RESPONSIBILITIES:

- Help to set-up for and clean-up after monthly Parent Education Nights. (Typically for the months of October, November, January, February, and April).
- Arrive a minimum of 30 minutes prior to every event, and plan to stay after the event for 30 minutes for clean-up. Typically, Parent Education Night begin at 7pm and end at 9pm.
- Check with Director(s) each year to discuss the possible purchase of **nut free** items prior to event, and reimbursement procedure for this (Ex: Cookies).
- As a Host, you will help coordinate set up including but not limited to: brewing coffee, setting up tables, helping to put out snack offerings, setting up folding chairs, etc. The Director(s) will assist with instructions for the evening.
- At the end of the evening, the Host will assist in washing the dishes, putting away chairs, vacuuming and general clean-up of the areas utilized during the evening.
- Please submit all reimbursements within 30 days of purchase.

*****YOU MUST FIND A SUB TO DO YOUR JOB IN YOUR ABSENCE*****

*****Any questions or concerns, contact the Vice Chair at vicechaircsps@gmail.com*****



PARTY PLANNING COMMITTEE

Crew: 1 Lead-not Toddler; plus 5 parents-Any Class

It's this committee's job to help plan and coordinate any special preschool celebrations we have throughout the year. As always, these parties have a focus on food, fun, and family. Remember, the more fun you have planning the events, the more the children will enjoy them!

RESPONSIBILITIES:

- Attend team meetings arranged by the Team Lead. Be sure to inform the Director(s) about the details of the planning, so that they can report to the Board and inform the Church as needed.
- Director(s), other school committees or the Executive Board may contact your team in order to help out with other special school events during the year. For example, you may purchase and set up a light lunch for an Earth Day event and work with the Summer Events Coordinator.
- Plan, as a team, a spring party (usually March). The party is for preschool members and their families. The party may be held at an off-site location. The Team and the Director(s) decide the date of the mid-year party.
- Discuss with Director(s) the year's budget for this and any special requests they may have for the annual event. The themes and activities are at the discretion of the committee, with possible input or feedback from the Board. Please try to be culturally sensitive.
- Coordinate and/or provide decorations, refreshments, entertainment, and crafts.
- It is up to the Director(s) on how to handle food for the event. There may be no food required. If there is, usually it is requested that the membership bring main dishes, salads and appetizers while the preschool provides dessert options. If this is the case, please encourage entrees! Typically, the first letter of the family's last name delegates what type of food they bring. Be sure to remind everyone about our allergy policies!
- Participate in the party set up and clean up, as well as activities during the event.
- Work within the budget as set by the Board. To be reimbursed for approved purchases, team members will need to fill out a reimbursement form to be reviewed by the Team Lead. If approved, the Lead will turn it in to the Director(s). Be sure to follow our reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.
- The Team Lead should consult, update, and preserve the committee binder with pertinent information and research for these events.

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PLAY DOUGH AND EASEL PAINT CHANGEOVER

Crew: (Sept-Dec) 1-3Day *Play dough*; 1-MA *Paint Cups*
(Jan-May) 1-3Day *Play dough*; 1-MA *Paint Cups*

Play dough isn't just play dough at preschool; it's muffins and mountains! And we don't play with just any old play dough; we use dough that might be scented or that sparkles. And what kid doesn't love to slop some paint around? You might possibly have one of the most important jobs in the preschool!

PLAY DOUGH RESPONSIBILITIES:

- Prepare the play dough **every week** from any of the following recipes found at the end of this document, or your own tried and true method. For additional recipes, you can refer to Pinterest, or a book called *Mud Works*, located in our parent library.
- Think about color, scent and texture. Consider using Kool-aid, food coloring, essential oil, sand, spices, etc., to give the kids more opportunities to explore their senses.
- Sort and clean the play dough toys every other month.
- Consult with Instructor(s) about the preschool curriculum and provide relevant materials/play dough toys whenever possible.
- NOTE: The preschool will provide the supplies needed. If you want to use something from home, that is up to you. There is no reimbursement for playdough supplies.

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EASEL PAINT CHANGEOVER RESPONSIBILITIES:

The following activities are required at least once a week:

- Remove all paint cups from the four easels in the Teddy Bear (Art) Room and clean thoroughly. Be sure to also clean the white holding tray. Use the deep sink in the cleaning supply closet for dumping paint and cleaning and rinsing the paint cups.
- If enough paint cups are available (there should be extras), leave cleaned cups to dry on a towel on the sink counter across from the TB room or ask the teacher if they can be placed on a towel in the TB room. Do not leave cleaned cups in the sink (the church also uses this sink when we're not there).
- Wipe down easels on Friday, if at school.
- Add easel paper if needed (10-12 pieces on each easel).
- Fill new (or freshly cleaned) paint cups with paint colors. This is your chance to be creative! Consider the season and remember that it doesn't have to be just paint all the time. Consider changing it up a little – maybe some chalk, maybe some markers...Have fun!

*****YOU MUST FIND A SUB TO DO YOUR JOB IN YOUR ABSENCE*****



PLAY DOUGH RECIPES

The Imagination Tree No-Cook Playdough:

2 cups all-purpose flour
2 Tablespoons oil (vegetable or baby)
1/2 cup salt
2 Tablespoons cream of tartar
1 to 1.5 cups boiling water (start with 1c, add in small increments until texture is right)
gel food coloring
few drops vegetable glycerin (optional, but great for stretch/shine!)

1. Whisk the flour, salt, cream of tartar, and oil in a large mixing bowl.
2. Boil the water in the microwave (about 2.5min).
3. Add food coloring to the boiling water.
4. Add water/color to the dry ingredients and stir with a mixing spoon until it is sticky and no flour pockets remain.
5. Allow it to cool down, then turn out onto a table to knead it vigorously for a couple of minutes until all the stickiness has gone. *This is the most important part of the process, so keep at it until it's the perfect consistency! *
Add the glycerin at this point (optional).

Kristi Jewell's Play Dough

2 c. flour	2 Tbs. oil
1c. salt	2 c. water
small 1.5oz jar of cream of tartar	food coloring

Cook over medium heat until consistency of mashed potatoes. Knead in food coloring. This recipe has a super texture and has a great shelf life in a tightly closed container.

***If using spices for scent - cinnamon, cloves, cumin, etc. - add to dry ingredients before cooking. If using fragrance oils, add after cooking during the kneading process. If using essential oils, please research that the oil is safe for children before kneading in after cooking.**

Gluten-Free Play Dough Recipe I

1 1/4 cups rice flour (NOT rice flour blend)
1/2 cup salt
2 tsp. cream of tartar
1 cup water
1 Tbsp. oil
Food coloring (optional)

1. Mix flour, salt, and cream of tartar in a bowl.
2. Mix water, oil, and coloring together in a saucepan. Add flour mixture. Mix well with a wire Wisk.
3. Cook on med-high heat, stirring constantly with a large spoon, until dough pulls away from sides of the pan.
4. Roll onto countertop. Let cool slightly, then kneed until smooth.

Store in an airtight container.

Gluten-Free Play Dough Recipe II

2 cups white rice flour
4 teaspoons GFCE cream of tartar
2 teaspoons xanthan gum
¼ cup oil
Natural organic food coloring

Place all ingredients into a food processor. Slowly add ½ cup boiling water and stir until mixture forms a ball. If the dough is crumbly, add more water, 1-tablespoon at a time, until dough is soft and firm. Let cool. Knead on a floured board for 10 minutes. Separate into 4 small balls of dough and add 8 drops of food coloring to each. Store in sealed containers.

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PURCHASING

2 Positions: (Sept-Dec)- 1 Toddler
(Jan-May)- 1 Toddler

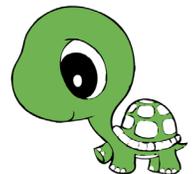
Your primary duty is to purchase supplies for the preschool. An organized, proactive purchaser can make all the difference when it comes to saving our school money as well as helping our events – or even snack times – run smoothly!

This position is a half-year commitment, with 2 people splitting each half of the year.

RESPONSIBILITIES:

- Coordinate the purchase of supplies for the preschool. This will include ongoing as well as special purchases.
- It is important to research best price and best quality for all items. Most supplies should be purchased from a store where the preschool can obtain the lowest price and buy in large quantities. The Director(s) will be able to answer questions about the supplies list located on the refrigerator in the preschool kitchen.
-Currently, most purchases are done through Amazon and Costco. In a pinch, Target carries our hand soap refills.
- Check the supplies list on the refrigerator in the kitchen on a weekly basis and purchase any items that are running low. You might also receive communications from the Director(s)/Instructor(s) regarding low supplies.
- When applicable, pay attention to any Consumer Product Safety Guidelines printed on items and make sure they are appropriate for our school and used correctly.
- Purchase “emergency” snack. The Director(s) will provide you with the details.
-Nut-free items that are great options are Pirate Booty, Ritz Crackers, Honey Maid Graham crackers, Raisins and Craisins
- Maintain a list of what was purchased, quantities, and location of purchase for the future budgeting purposes and the hand-off to the next purchaser.
- **In order to be reimbursed for purchases, you will need to fill out a reimbursement form. Please be sure to follow the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.**

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SCHOLASTIC BOOK ORDERS

Crew: 1 Lead (at Discretion of Directors/Instructors)-Any Class (except Toddler); 1-Toddler Parent

Through Scholastic Books, our preschool has the opportunity to offer our parents high quality books at more affordable prices. Likewise, their purchases help us build our own library – the more they purchase, the more free books and materials our school can order! Thank you for helping us to organize this important part of our literacy program.

RESPONSIBILITIES:

- Maintain and update the Scholastic binder with pertinent information on logging in to website, processing orders and the like.
- Update Scholastic contact information. Please remember, the main account should remain in the Teacher's name.
- Make book club flyers available about once a month. Use Scholastic's "Parent Letters, Labels and Emails" web page to customize introduction/instruction sheets. You may distribute these to all classes at least two weeks prior to the book order due date via hard copy or email (utilizing Class Coordinators). Lots of parents enjoy seeing the catalogs! Encourage online ordering! Remember that the clearer your instructions are, the easier your job will be.
- Send out email reminders to all families (utilize Class Coordinators) at least one week before the ordering deadline.
- Complete orders via Scholastic website.
- Sort and distribute all book orders to individual families when they arrive.
- Work with Instructors to use points for end-of-year books

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SUMMER EVENTS COORDINATOR

1 Position-Any Class (except Toddler)

Our summer events serve several purposes, from providing opportunities for current members to gather, to welcoming new and prospective members into our fold, to advertising our school to the general public. **Organization and publicity for and at events is key!**

RESPONSIBILITIES:

- Attend ALL preschool park dates for the 2019 summer. If you are unable to attend, please be sure to find coverage. A representative should be present to meet and greet potential enrollees and new families.
- Wear preschool swag and bring school sandwich board. Have school marketing tools on hand at all events.
- Plan park play dates for the following June, July, and August every Thursday, from 10-12pm. Use Cedar Grove Park for Summer Kick-Off and the remainder of June gatherings. Please choose 1 park location for July and a second for August.
- In May, create an email/flier for next summer's park dates (which occur weekly, on Thursday, after the end-of-year/summer kick-off party) and distribute to preschool parents. Coordinate and communicate dates/details with the Marketing Team and the Enrollment Coordinator.
- Plan and execute the End-of-Year/Summer Kick-Off for current and incoming preschool members and their families. Work closely with the Director(s) and Executive Board regarding planning.
- Organize food. If it is a potluck, discourage dessert items and specify that food must adhere to our allergy policy.
- Organize bubbles, face paint, play equipment, etc. Coordinate with Directors for access to possible school supplies.
- Organize and lead set up and clean up. Feel free to ask for volunteers from all classes. Also, be sure to call upon the Party Planning Committee for extra help.
- **All events are planned with a budget determined by the Board. Be well aware of this budget and stick closely to it! Please follow the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.**
- In June, coordinate with the Marketing lead to decide CSPA involvement in Bothell's annual 4th of July Parade (either the Main Parade or Children's Parade). If it is decided that we will participate, coordinate with the Marketing Team to advertise. Informational e-mails should be sent to parents one month in advance and a reminder e-mail one week in advance. (Send e-mail to class coordinators to distribute so they can include any new registrants in the announcement.) You may also work within the budget allowed to provide drinks and/or snacks. See committee folder for details (where to meet, banner, etc.).



- Over the summer, feel free to coordinate a CSPA special outing in August; in addition to our weekly park dates. Carkeek Park, Spray Parks, Edmonds, Everett Forest Park, and Jetty Island have been destinations in the past. (Note: Jetty Island requires reservations far in advance. See details in committee folder.) Send out an informational e-mail (ideally) one month in advance and reminder e-mail one week in advance. (Send e-mail to class coordinators to distribute so they can include any new registrants in the announcement).
- Assist Marketing Chair & Team in manning any summer festival and fair booths.
- Maintain, update, and preserve the Summer Events binder with pertinent information and research for these events. Keep a list of what works and doesn't work. For example, Miner's Corner Park has limited parking.



SUNSHINE COMMITTEE

Crew: 1-Any Class; 1-Toddler Parent

The Sunshine Committee helps spread a little “sunshine” not only to our own members, but to members of the community as well. Helping others is something we can teach our children to value. This committee creates opportunities to show the kids how to do just that and for their parents to do it with them.

RESPONSIBILITIES:

- Maintain, update and preserve the Sunshine Committee binder for future committee use.
- Work together as a team to organize and advertise various philanthropic projects throughout the school year. October/November and March are usually good times for collection events. Please schedule and run a minimum of 2 community events per year.
- Work closely with the Marketing Chair for the above events
- Recognize births, deaths, and other significant events, excluding birthdays.
 - Contact Class Coordinators on a monthly basis to ask about past or upcoming events to recognize in their class. Send appropriate card to member, signed “Crystal Springs Cooperative Preschool”.
 - Maintain a greeting card supply for births, deaths, and other significant events, excluding birthdays.
- Check with Directors when timing your events.
- Create ways to include the children in what we are doing, so they get a better sense of community spirit.
- Monitor the budget as the year progresses. Make every effort to get the best prices possible.
- In order to be reimbursed for purchases, you will need to fill out a reimbursement form. Please be sure to follow the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.

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