



**Crystal Springs Cooperative  
Preschool**

**2016/2017  
Committee Job  
Descriptions**

5-23-2016

## CLASS PHOTOGRAPHERS

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. For the 2014-2015 school year, each photographer will have a budget of \_\_\_\_\_ to help with the cost associated with these projects.
- Share photos with your class parents throughout the school year, either via email or by posting them on a site that allows parents to purchase 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/year book, 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.
- 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 date of purchase.

### Class Photographers:

Toddler:

Two-Day:

Three-Day:

Multi-Age:

Pre-K:



## CURRICULUM TEAM

Your team is responsible for planning and supplying weekly art project ideas that complement components of the preschools 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) to discuss curriculum themes, do a quick inventory of supplies, brainstorm appropriate art projects and talk about how the schedule works for each month.
- ◆ A Team Lead will be selected from the group. 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.
- ◆ The focus of the curriculum team will be both art projects as well as science projects. Responsibilities for each of these are outlined below.

#### ART Projects

- ◆ Set out art projects, 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.
- 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 the Sensory Table Record. Document in writing the contents tried during the year and any pros/cons and comments or observations you have.
- 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.
- ◆ **The Curriculum Team Budget:** \$

**Team Members (8-9 people, incl. lead):**

- ◆ 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 \$25. All reimbursements must be submitted within 30 days from date of purchase.



## 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

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 fieldtrip notification form ASAP to the Parent Education Program Coordinator at Shoreline Community College liaison (Pollie McCloskey). You will find this form in our Risk Management Manual. Please ask the Director(s) for a copy of it. The Program Coordinator will approve the request or send concerns to the Directors(s). You may use email or snail mail. Contact information is as follows:

TBD  
3312 E. Republican  
Seattle, WA 98112

TBD  
TBD

Shoreline Community College  
16101 Greenwood Ave. N.  
Seattle, WA 98133

- ◆ Plan excursions well in advance of the proposed date and have the Class Coordinators notified by the 15<sup>th</sup> 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.
- ◆ 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.
- ◆ **The Total Excursions Budget (includes ALL classes) for the school year is: \$**



## FUNDRAISING SUPPORT TEAM

Thank you for helping out the fundraising effort at Crystal Springs! Your 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 may already have the fundraising projects and events scheduled out for the 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 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.

The Fundraising Chair will contact you at the beginning of the year where he/she will define and delegate duties.

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

Team Members (3-4 people):



## GARAGE SALE TEAM

This is a new team for this year! We have had excellent fundraising results in the past 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:

- A Team Lead will 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.
- Decide on a date, time and place to hold the garage sale. Our garage sales have been held at the school in the Big Muscle Room in the past. But, having it at an offsite location is also a possibility.
- 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 sale to the general public Pre-Sale (Craigslist advertisement) as well as Day-Of (signs posted in the area)
- Organize and oversee a volunteer force from within the school to help set up, work during and clean up after the sale.
- Coordinate removal of all unsold merchandise and donate or discard as appropriate.

### Committee Members (3-4 people, incl. lead):



## GROUNDS KEEPING TEAM

The Grounds Keeping Team 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, and flower beds will help to make outdoor play that much more enjoyable for the children and our families!

### RESPONSIBILITIES:

- At least once a month:
  - Control weeds with regular weeding.
  - Keep wood chips under the play equipment raked and tidy.
  - 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.
- NOTE: The main responsibilities of the team (as listed above) are tasks that can be done on your workday at school and are done at your discretion. Things such as raking wood chips or picking up stray sticks that fall into the playground are done on an “as needed” basis. If you’re there and you see it, you do it!
- NOTE: The church is responsible for mowing the lawn and edging along the playgrounds perimeter.
- The Grounds Keeping Team is responsible for taking the trash, recycle and yard waste containers to the curb for pick up each week. These tasks will be assigned to specific members of the team.
- A Team Lead will be selected to assist with communication with the Director(s), as well as to assign any specific tasks that the Director(s) request to be completed. The Team Lead will also be responsible for leading the organization of our annual Earth Day event (see below).
- ANNUAL EVENT: The preschool hosts an annual “Earth Day” event in April. The purpose of this event is to gather as many CSPS families together for a day of grounds cleaning, weeding, planting, outdoor improvement projects, etc. It will be your job to coordinate the planning and running of this event with the Director(s) and Executive Board. School members should be notified via flyer of the event details at least TWO WEEKS before the event. Please check with Director(s) as to the events budget.
- 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.

### TRASH BINS OUT (MONDAY):



- Move trashcan 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 Mondays. Trash collection comes on Tuesday mornings.
- On Wednesdays, empty large garbage can in kitchen into the outside can and replace the bag. If it is not done mid-week, it gets too heavy and the bag often breaks when the weekend cleaners are emptying it.
- Secure a substitute to complete this task when you cannot be at school on Monday or Wednesday.
- The church is responsible for trash during school holidays.

**TRASH BINS IN (TUESDAY AFTERNOON):**

- Move trashcan 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.
- Bring in the bins as close as possible to the end of class day on Tuesdays. Trash collection comes on Tuesday 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.

**Team Members (5-6 people, incl. lead):**



## HANDY PERSON

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.
- 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.



## LIBRARIAN

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.

### 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 (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 with the parent in question. Follow-up as necessary.
- On your preschool workday, please organize and tidy up the library space.
- 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.

Library Team (2 people total - 1 person responsible for one half of the school year):



## MARKETING SUPPORT TEAM

Thank you for joining the marketing team! 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.

Please note the Marketing Chair may have already communicated with the School Board to determine marketing goals for the year.

The job of the marketing team will be to assist the Marketing Chair. Marketing events occur throughout the year and may range from social media postings to attending outreach events in person. The Marketing Chair will be looking to the team members to assist with marketing efforts.

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:

1. Attend and set-up displays for preschool Open Houses as scheduled.
2. Keep the school brochure updated. If needed, create a new brochure (Check with the Director(s) about specifics).
3. Keep 30-50 brochures at the school at all times. Check with Director(s) about printing options (may be able to use Shoreline Community College for printing).
4. 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.
5. 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.

#### External Marketing/Communication Responsibilities:



6. 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, and
  - staffing event booths, etc.
7. 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.
8. Have made/maintain media tools (e.g. pens, banner, yard signs, sidewalk sign, car window stickers).
9. Submit ads to approved media (e.g. Bothell-Kenmore Reporter).
10. Look for publicity opportunities; search for ideas.
11. Attend School Board meetings, as needed.

**Team Members (3-5 people including Chair):**

**Marketing budget: \$**



## MID-WEEK CLEANING TEAM

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!

This year, we will have **two mid-week cleaning teams of 6 people each**. Each will be responsible for one half of the school year. The teams are designated as attached.

Below is a general list of the various mid-week cleaning responsibilities. **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.

1. Check the following: soap dispensers, paper towel dispensers and light bulbs. Please perform on a weekly basis or the schedule determined by the Director(s). 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.
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
4. Laundry: Take the towels and rags home and launder them once a week. Check what you are laundering to make sure it won't clog your washer (e.g., faux snow from the sensory table)!
5. Sort and Tidy: On a schedule to be determined by the Director(s), please take care of the following:
  - a. Wash art supplies or other items sitting in the sink in the cleaning supply closet. Put away in their appropriate places.
  - b. Disinfect kitchen & Toddler/2day toys.
  - c. Put toys and items away in their appropriate places.
  - d. Sweep around the sensory table. Drain the table if it has water or any other wet ingredient.
6. Assist the Instructor(s) and Director(s) in any other general clean-up tasks needed.



## PARENT HOSTS

Our preschool holds several Parent Education Nights for our families 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 for the months of October, November, January, February, and either March or April (depending on PAC Parents Connect event date).
- The evening of each 7 p.m. Parent Education Night, please arrive at the preschool by 6:30 pm to help coordinate set up including by 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, assist in washing the dishes, putting away chairs, and general clean up of the areas utilized during the evening.

### Parent Hosts Team (3-4 people):



## PARTY PLANNING COMMITTEE

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.
- 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, the Summer Events Coordinator could contact you for assistance at the End-of-Year/Summer kick-Off party.
- Plan, as a team, a mid-year party. 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.
  - **Party Planning Budget:** \$
  - Coordinate and/or provide decorations, refreshments, entertainment, and crafts.
  - It is up to your committee on how to handle food for the event. 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 Executive Board. 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 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.
- 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.

Team Members (6-8 people, incl. lead):



## PLAY DOUGH AND EASEL PAINT CHANGEOVER

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 a book called *Mud Works*, located in our parent library.
- Think about color, scent and texture. Consider using Kool-aid, food coloring, sand, spices, etc., to give the kids more opportunities to explore their senses.
- Sort and clean the play dough toys every other month.
- Consult the preschool curriculum list and provide relevant materials/play dough toys whenever possible.
- For reimbursement for the items you need, complete a reimbursement form. Please refer to the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.
- **The School Year budget for play dough is \$**

### 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 in a bucket on the floor in the cleaning supply closet. 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!

### **TEAM MEMBERS:**

This year, we will have **two teams of two people** of Play dough/Paint Change masters! Each will be responsible for one half of the school year. The teams are designated as follows:

### **PLAY DOUGH RECIPES**

#### **Sandra Webber's Play Dough**

1 c. flour	2 tsp. cream of tarter
1/2 c. salt	1 c. water
1 Tbs. oil	A few drops of food coloring

Combine ingredients in a pot. Stir over low heat until thick. Form into a ball and store in a covered container in refrigerator.

#### **Gretchen Brooks's No Fail Play Dough**

1c. flour	1/2 c. or more boiling water
1/2 c. salt	food coloring
1 tsp. cream of tartar	A few drops of oil

Mix dry ingredients. Add boiling water and food coloring. Knead. Work in a few drops of oil.

#### **Kristi Jewell's Play Dough**

2 c. flour	2 Tbs. oil
1c. salt	2 c. water
1 can 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.

### **Gluten-Free Play Dough Recipe I**

#### **Play Dough**

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 GF CF 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.



## PURCHASING

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!

### 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.
- 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.
- 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.

Team Members (2 people, splitting each half of the year):



## SCHOLASTIC BOOK ORDERS

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.

### Class Coordinators Contact Info.



## SUMMER EVENTS COORDINATOR

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:

1. 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 some allergy-friendly treats/dessert to eat. For example – baked goods from a nut-free bakery, popsicles or calling on allergy aware preschool parents to contribute desserts.
  - 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. They are at your disposal!!!
  - All events are planned with a budget determined by the Executive 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.
2. In May, create an email/flier for summer park dates (which occur weekly after the end-of-year/summer kick-off party) and distribute to preschool parents.
3. Attend the preschool park dates. If you are unable to attend, please be sure to find coverage. A representative should be present to meet and greet potential enrollees.
4. Make (if necessary) and post preschool signs for all events. Have school brochures on hand at all events.
5. In June, coordinate with Publicity person to decide CSPA involvement in Bothell's annual 4<sup>th</sup> of July Parade (either the Main Parade or Children's Parade). If it is decided that we will participate, send out an informational e-mail to parents 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.) You may also work within the budget allowed to provide drinks and/or snacks. See committee folder for details (where to meet, banner, etc.).



6. Over the summer, feel free to coordinate a CSPA special outing in August; Carkeek Park, 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 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.)
7. Assist Publicity person in manning summer festival and fair booths.
8. Maintain, update, and preserve the Summer Events binder with pertinent information and research for these events.

**Total Summer Events Budget:**



## SUNSHINE COMMITTEE

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:

- Team Lead: Delegate assignments to the Sunshine Committee. Maintain, update and preserve the Sunshine Committee binder for future committee use. Attend Executive Board meetings, as needed, to report on new and ongoing projects.
- 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.
- Work together as a team to organize and advertise various philanthropic projects throughout the school year.
- Create ways to include the children in what we are doing, so they get a better sense of community spirit.
- 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.

### **Sunshine Committee Budget:**

- Committee Expenses - \$
- Gifts - \$

### Committee Members (3-4 people, incl. lead):

### Class Coordinator Contact Info.:

