

## CLASS PHOTOGRAPHERS

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

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!

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

### RESPONSIBILITIES:

- Throughout the year, take photos during class time and at significant events (i.e. excursions, school events, themed activities, etc.). 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.
- Share photos with your class parents throughout the school year, either via email or by posting them on a secured website that allows parents to purchase or download safely.
- 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 your Class Coordinator to find out if anyone in your class has decided not to have their child's photo taken.
- Please provide a labeled thumb drive of all the pictures and slideshow of each class to the preschool for archiving purposes.

Revised 5/3/23

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- Please provide families with a copy of the slideshow, either via email or by posting it on a secured website that allows parents to download safely.
- In the event that our school is on virtual or hybrid learning; you will be responsible for reminding parents to take photos of their child participating in lessons at home or pods. You will be collecting photos from your families to be used for the End-of-Year slideshow/display.
- You may be asked to assist other committee teams throughout the school year.

**\*\*\*Please contact the Vice Chair with any questions or concerns at  
vicechair@crystalspringspreschool.org\*\*\***

Revised 5/3/23

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## CURRICULUM TEAM

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

**Plus:** 10 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!

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

### RESPONSIBILITIES:

- Attend a committee meeting with the Director 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 13 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 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 to schedule access to remove and replace items throughout the year.
- The Curriculum Team oversees indoor curriculum and outdoor curriculum.
- In the event that our school is on virtual or hybrid, the Curriculum Team will be responsible for creating monthly Brain Bags for families to take home.
- Maintain curriculum plan and running list of scheduled art and science projects. Communication and team coordination will be done primarily on the Curriculum BAND. A link/invite to the Curriculum Team BAND will be sent out after the team has been assembled.
- The focus of the curriculum team will be both art projects as well as science projects. Responsibilities for each of these are outlined below.

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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 members 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.
- 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.

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- 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. Be sure to follow the reimbursement guidelines. Please check with the Director regarding any purchases over \$15. 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 washcloths 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.

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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!

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## EXCURSIONS COORDINATOR

**1 Position - Currently Unavailable**

Our Excursions Coordinator 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 Director 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.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

### RESPONSIBILITIES:

- Meet with the Director to discuss responsibilities and generate ideas for the year. You will work with the Director to plan excursions for all classes that compliment the curriculum. Please consult with the Director 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. Many places offer financial scholarships for non-profits, please apply for these programs. Ask the Director or Board Chair for assistance filling out the forms, if needed.
- For virtual excursion: when the details of a potential virtual excursion become available, contact the Director and Board Chair. Once approved, contact teachers to schedule a Zoom meeting for that event. Then contact Marketing Chair with details to create a flyer.
- For in-person excursion: send the **field trip** notification ASAP to the Parent Education Program Coordinator at Shoreline Community College liaison. It is now electronically submitted through Formstack @ [https://shoreline.formstack.com/forms/parent\\_coop\\_field\\_trip](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 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 Director.
- 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.

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- 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 Instructor(s)/Director who will be attending to ensure the required first aid kit and enrollment documentation is on hand.
- You may be asked to assist other committee teams throughout the school year.

**\*\*\*Please contact the Vice Chair with any questions or concerns at  
vicechair@crystalspringpreschool.org\*\*\***

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## FUNDRAISING TEAM

**Crew:** 1-Board Member; 1-Toddler Parent; 1-2Day Parent; 1-3Day Parent; 1-MA Parent;  
1-PreK Parent

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 out 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. 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 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.*

You may be asked to assist other committee teams throughout the school year.

**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 fundraisers throughout the year.**

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## THE GREEN TEAM

**Crew:** 1 Lead (at discretion of Director/Instructor(s) ; 1 Toddler Parent; 1-2Day Parent; 1-3Day Parent; 1-MA Parent; 1-PreK Parent

The **GREEN TEAM** typically has 6 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 and the Board. **Individual tasks and special projects that the Director request will be discussed/assigned at the first team meeting or as needed throughout the year.** You may be asked to assist other committee teams throughout the school year. Below is a general list of the various responsibilities. **These responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.**

### **RESPONSIBILITIES:**

- This team will assist the Team Lead, Director and Board to help organize, prep for and participate in two annual 'Green Events' at CSPA. (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 and Board to discover new ways to encourage sustainable practices within the CSPA 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 CSPA 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 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.) CSPA School members should be notified via flyer of the event details at least a month before the event. Team Lead with coordinate with Director, the Board and the Marketing Team to monitor budget and communication details.

Revised 5/3/23

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- **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 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.

Revised 5/3/23

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General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

**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 an Instructor(s) 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 Wednesday.***
- 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!

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

### **RESPONSIBILITIES:**

- Maintain indoor and outdoor equipment items as requested by the Director and/or the Executive Board.
- Actively look for items needing repair. When something is discovered, discuss it with the Director before repairing.
- Assemble new items, as needed.
- Make small improvements, as needed or requested (i.e., shelving, organizers).
- You may be asked to assist other committee teams throughout the school year.
- **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 utmost importance. We prefer someone with experience in the medical field and is CPR Certified. Along with being 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 Director and Instructor(s) 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 the Director.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

You will meet with the Director at the beginning of the school year to discuss responsibilities.

### **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 Director 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 72 hour supplies in the shed. Discard/Replace as necessary.

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- Be well versed with the Risk Management Manual and be able to field questions from membership as they arise.
- Come up with new ideas and suggestions on how we can improve the health & safety, and awareness for our community.
- You may be asked to assist other committee teams throughout the school year.
- **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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## LIBRARIAN

**Crew:** (Sept- Mid January) 1 Parent-Any Class;  
(Mid 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.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

### 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. Meet with the Director or instructors, at the beginning of your term to discuss safety protocol for book returns.
- 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).

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- 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.
- You may be asked to assist other committee teams throughout the school year.

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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.** Team members may be asked to assist other committee teams throughout the school year.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

### 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 about specifics such as tuition changes, etc.)
  - Keep 30-50 brochures at the school at all times. Order yearly brochure copies. Check with Director about printing options, as Shoreline Community College typically prints this.
- Work with Director 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.

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- Be the 'Communications Hub' of CSPS, to circulate news throughout the school and community. Team members will be a point of contact and liaison for other committees, as well as the Director, 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. 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.

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## MID-WEEK CLEANING TEAM

**Crew:** (Sept-Mid Jan) 1-Toddler Parent; 1-MA Parent; 2-3Day Parent; 2-PreK Parent  
and 2-Any Class

(Mid Jan-May) 1-Toddler Parent; 1-MA Parent; 2-3Day Parent; 2-PreK Parent  
and 2-Any Class

The health and safety of our students relies on a clean and sanitary facility. This is a very important job for our school and requires you to be vigilant and responsible. We appreciate all that you do to keep our school neat and organized! Please, don't hesitate to ask for help from your other team members!

Typically, we have **two mid-week cleaning teams of 8 people each**. Each team will be responsible for one half of the school year. **Team 2021:** First Day of School – Mid-January **Team 2022:** Mid-January – Last Day of School

**YOUR SPECIFIC RESPONSIBILITIES WILL BE ASSIGNED BY THE DIRECTOR AT THE BEGINNING OF YOUR TERM OF SERVICE. EXTRA CLEANING MAY BE ASSIGNED DURING THE YEAR BASED ON NEW RISK MANAGEMENT RULES.** 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. These responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

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.

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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 in any other general clean-up tasks needed.

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

**\*\*\*Please contact the Vice Chair with any questions or concerns at  
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## PLAY DOUGH AND EASEL PAINT CHANGEOVER

**Crew:** (Sept- Mid Jan) *Play dough (currently unavailable); 1-MA Paint Cups*  
(Mid Jan- May) *Play dough (currently unavailable); 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!

Below is a general list of the various responsibilities you may have; however, your specific responsibilities will be discussed and assigned by the Director at the beginning of your term. Extra cleaning may be assigned during the year based on New Risk Management Rules.

You may be asked to assist other committee teams throughout the school year.

### PLAY DOUGH RESPONSIBILITIES:

- Prepare a batch of play dough for each class **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 week.
- Consult with Instructor(s) about the preschool curriculum 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 2021-2022 budget for play dough is \$40.

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**EASEL PAINT CHANGEOVER RESPONSIBILITIES:**

The following activities are required *at least* twice 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.
- 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!

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**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**

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.

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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 GFCF 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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## SCHOLASTIC BOOK ORDERS

**Crew:** (Sept. – Mid January) 1 Toddler Parent  
(Mid January – May) 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.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines. The Director will assign specific responsibilities at the beginning of your term.

You may be asked to assist other committee teams throughout the school year.

### RESPONSIBILITIES:

- Maintain and update the Scholastic binder with pertinent information on logging in to the 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.
- Contact Scholastic at the beginning of the school year to get details about organizing a virtual Book Fair. With the approval of the Director, schedule a virtual Book Fair right before the holiday shopping season.
- Send out email reminders to all families (utilize Class Coordinators) at least one week before the ordering deadline.

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- 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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## SUNSHINE COMMITTEE

**Crew:** 1 Toddler Parent and 1 Parent (any class)

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.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

You may be asked to assist other committee teams throughout the school year.

### 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 4 community events per year.
- Work closely with the Marketing Chair for the above events.
- Familiarize yourself with our “Community Connection” page on our school website. This will provide you with some ideas of what events we have participated in.
- After the event has occurred, email the Vice Chair with a short description of the event and a picture to be posted on our school website under our “Community Connection” page.
- 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 Director when timing your events.

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- 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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