

Committee Jobs

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CLASS PHOTOGRAPHERS

Crew: 1 parent from each class

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!***
- Share photos with your class parents throughout the school year. At the end of the school year download photos from BAND and upload to class google photos page.
- 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 your Class Coordinator to find out if anyone in your class has decided not to have their child's photo taken.
- Upload a minimum of 3 pictures every month of children whose families have consented to pictures being used for marketing purposes to the Marketing Photos BAND page.
- Please provide a labeled thumb drive of all the pictures and slideshow of each class to the preschool for archiving purposes.
- 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@cyrstalspringspreschool.org*****



CURRICULUM TEAM

Crew: 1- 3Day 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!

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.
- Maintain curriculum plan and running list of scheduled art 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.

Projects

- Bring art projects to school, as planned, on a monthly 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.
- 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 the date of purchase.
- You are required to respond to all emails and BAND posts.

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



FUNDRAISING TEAM

Crew: 1 Parent from each 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 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.

You are required to respond to all emails and BAND posts.

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 Parent from each class

Plus: 2 Parents from any class

The **GREEN TEAM** typically has 6 members 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 requests 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 Director 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 and Board to discover new ways to encourage sustainable practices within the CSPS community. (For example, promoting recycling, composting and native plantings.)
- **SPRING EVENT:** The preschool may host a Spring event **in April**.
 - The purpose of this event is to gather as many CSPS families together for a fun day outside while helping fundraise money for the school. It will be the Green Team's job to help run this event with the Director and Board (Ex: Help with event set up and clean up, manage booth, create games, facilitate parking, etc.) The team will coordinate with the Director and Fundraising Chair to monitor budget and communication details.
- At least **once a week** each team member shall do what needs to be done (assignments will be made at the beginning of the school year):
 - 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.

Revised 5/9/25

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- 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.
- Take out trash, recycle, and yard waste containers to the curb. Trash collection comes on Wednesday mornings.
 - **Tuesday – PM : Trash/Recycle/Compost Out**
 - Move trash, 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.
 - **Secure a substitute to complete this task when you cannot be at school on Tuesday.**
 - **Wednesday – AM : Trash/Recycle/Compost In**
 - Move trash, 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.
 - 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.**
 - **Tuesday & Friday – PM : Kitchen Yard Waste and Recycle Out**
 - Empty the green yard waste bin and the blue recycle bin in the kitchen into the outside cans (rinse if necessary).
 - **Secure a substitute to complete this task when you cannot be at school.**
- **NOTE:** The church is responsible for mowing the lawn and edging along the playground’s perimeter. The church is responsible for trash during school holidays.
- **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.**
- You are required to respond to all emails and BAND posts.



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vicechair@cyrstalspringspreschool.org*****

CRYSTAL SPRINGS CO-OP PRESCHOOL

Revised 5/9/25

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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:

- 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.
- 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.
- 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.
- You are required to respond to all emails and BAND posts.

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- 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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MID-WEEK CLEANING TEAM

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

(Mid Jan-May) 1 Toddler and 2 Day Parent; 2 3Day and PreK Parent
and 3-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**. Each team will be responsible for one half of the school year. **Team 2024:** First Day of School – Mid-January **Team 2025:** 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.

RESPONSIBILITIES:

- Laundry and Art Supply Clean Up (*2 half year positions; Wednesday, Thursday, or Friday*)
 - 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)!
 - Art Supplies: Wash art supplies or other items sitting in the sink in the cleaning supply closet. Put items away in their appropriate places.
- Vacuuming and Garbage/Recycle (*4 half year positions; 2x per week; Wed and Friday*)
 - Vacuum the hall where our children enter the school, under tables, plus the long hall between the Rainbow and Teddy Bear Room.
 - Take large kitchen garbage outside to "garbage stall" and replace the liner (under sink)
- Bathroom (*8 half year positions; Thursday or Friday*)
 - Clean toilets and sinks in 2 front bathrooms and 2 hallway bathrooms
 - Take trash out weekly to outdoor bins in the "garbage stall."
- Sweeping, Mopping, and Disinfecting Rooms (*4 half year positions; 2x per week; Tuesday and Thursday*)

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- Sweep and mop the kitchen floor, all bathrooms and around/under the sensory table weekly too.
- Mounted Toys: wash and disinfect toys placed in the 'Mouthed Toys' bin. Put toys away in appropriate places
- 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
- You are required to respond to all emails and BAND posts.

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

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PLAY DOUGH

Crew: (Sept- Mid Jan) 1 Parent (Any class?)
(Mid Jan- May) 1 Parent (Any class?)

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, **twice a 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 2025-2026 budget for play dough is \$40.
- You are required to respond to all emails and BAND posts.

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

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PLAY DOUGH RECIPES**Sandra Webber's Play Dough**

1 c. flour	2 tsp. cream of tartar
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
1 c. 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
 1 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 whisk.
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.

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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.



SUNSHINE COMMITTEE

Crew: 1 Toddler Parent and 2 Parents (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:

- 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.
- Check with Director when timing your events.
- Create ways to include the children in what we are doing, so they get a better sense of community spirit.
- You are required to respond to all emails and BAND posts.
- **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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