



# Committee Roles

## 2026 - 2027

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## **CLASS PHOTOGRAPHER**

**Crew:** (1) member from each class

### **Purpose:**

Capture and share memorable moments from the year at Crystal Springs Co-op Preschool, creating lasting memories for families and supporting school communications.

### **Key Responsibilities:**

- Ensure every child in your class has their first-day photo taken using the school-provided sign and all children are included in photos throughout the year (unless opted out)
- Take photos during class time and at events (excursions, celebrations, events, etc.)
- Coordinate coverage if you cannot attend an event by asking on your class BAND
- Share photos with class families throughout the year on your class BAND album
- Upload and organize photos to the class Google Photos page at year-end through a secure link that will be provided
- Create a special End-of-Year slideshow or display for your class to celebrate your year at Crystal Springs Co-op Preschool
- Provide slideshow access to families (via email or secure link) with a disclaimer that it's for internal school use only and should not be shared or posted on social media or any external platforms due to privacy considerations for all families
- Upload at least 3 approved photos per month to the Marketing Photos BAND page
- Assist with Pre-K graduation photo needs, if applicable
- Collect and include photos from families during virtual/hybrid learning, if needed

### **Important Guidelines:**

- Respect photo opt-out preferences; this information will be pinned to the BAND group
- General responsibilities are subject to change based on CDC or state safety guidelines

### **Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

### **Notes:**

- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)

## **CURRICULUM TEAM**

**Crew:** (1) 3Day or PreK member; (1) Toddler or 2Day member;  
(8) additional members from any class

### **Purpose:**

Support the curriculum at Crystal Springs Co-op Preschool by planning and organizing engaging, age-appropriate art projects that enhance classroom learning and creativity.

### **Key Responsibilities:**

- Attend a committee meeting with the Director at school during the summer to review curriculum themes, inventory supplies, and plan monthly projects
- Communicate and coordinate with the team primarily through the Curriculum BAND group
- Collaborate with team members to brainstorm and schedule art projects
- Maintain a curriculum plan and running list of scheduled projects
- Plan and prepare assigned art projects, including gathering and bringing necessary materials to school monthly and organize them in the Teddy Bear (Art) room using appropriate bins. Please use the provided clipboard to record art project drop-offs (name, class, project, and date).
- Ensure projects are age-appropriate, with simpler options available for Toddler and 2-Day classes
- Purchases need prior approval by the Director to be eligible for a reimbursement
- Reimbursement form will be pinned to the Curriculum BAND group

### **Important Guidelines:**

- Key responsibilities are subject to change based on CDC or state safety guidelines
- Follow all reimbursement guidelines and approval processes

### **Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

### **Notes:**

- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)

## FUNDRAISING TEAM

**Crew:** (1) member from Toddler or 2Day, (1) member from 3Day or PreK

### **Purpose:**

Support fundraising efforts at Crystal Springs Co-op Preschool by assisting with events that help fund programs and enrich the school community.

### **Key Responsibilities:**

- Assist the Fundraising Chair with planning, organizing, and running fundraising events, including traditional, new, and off-site activities
- Attend a required Zoom meeting at the beginning of the school year and any additional meetings as directed by the Fundraising Chair
- Be available before or after class to collect forms, receipts (including email submissions), payments, and other fundraising materials from assigned classes
- Record all receipts and submissions on the designated spreadsheet and forward updates to the Fundraising Chair for tracking and processing
- If unable to collect materials, notify the Fundraising Team so arrangements can be made to ensure collection is completed
- Volunteer for events as needed, follow direction, complete assigned tasks, and collaborate with team members via BAND and email
- Maintain confidentiality of all family fundraising and financial information and sign a confidentiality agreement

### **Important Guidelines:**

- Key responsibilities are subject to change based on CDC or state safety guidelines
- Fundraising events and activities are planned and directed by the Fundraising Chair

### **Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

### **Notes:**

- The Fundraising Chair will provide details, timelines, and task assignments at the beginning of the year
- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)

## GREEN TEAM

**Crew:** (1) member per class; (2) additional members from any class

### **Purpose:**

Maintain and enhance the outdoor spaces at Crystal Springs Co-op Preschool to support safe, enjoyable play and promote care for the environment.

### **Key Responsibilities:**

- Assist the Director and the Board with outdoor maintenance and special projects throughout the year (Certain maintenance can be done off hours during the week)
- Help plan and participate in two annual Green Events in August and May (Seasonal ground clean up, gardening, play area maintenance etc.)
- Support the Spring Fair in April by assisting with setup, cleanup, and activities in coordination with the Director and Fundraising Chair
- Promote sustainable practices within the school community, such as recycling, composting, and native planting

### **Ongoing Weekly Tasks:**

Assignments will be made at the beginning of the school year and rotated as needed.

- Perform assigned outdoor maintenance tasks on a rotating basis
- Maintain playground areas, including raking wood chips, sweeping paths and bike track, and clearing debris
- Evaluate and monitor playground safety by checking for hazards such as rocks, sticks, mole holes and trash
- Maintain flower beds and control weeds (weeding can be done off hours)
- Keep walkways, chalk walls, and outdoor areas clean and tidy

### **Trash and Recycling Duties:**

- Assist with moving trash, recycling, and yard waste bins to and from the curb on assigned days (A schedule will be pinned to the Green Team BAND group)
- Empty indoor bins into outdoor containers as scheduled
- Must arrange a substitute if unable to complete an assigned task or post to the BAND group

**Important Guidelines:**

- Key responsibilities are subject to change based on CDC or state safety guidelines
- Follow assigned schedules and coordinate with the Director for task coverage
- Follow all reimbursement guidelines and approval processes

**Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

**Notes:**

- Coordinate communication with the Director and the Board
- The church is responsible for mowing and edging, as well as trash service during school holidays
- Trash, recycling, and yard waste duties follow a set weekly schedule (A schedule will be pinned to the Green Team BAND group)
- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)

## MID-WEEK CLEANING TEAM

**Crew:** Two teams serve half the year (Sept - mid-Jan & mid-Jan - May)

Each team includes: (1) Toddler member, (1) 2Day member, (2) 3Day members, (2) PreK members, and (3) additional members from any class

### **Purpose:**

Maintain a clean and sanitary environment at Crystal Springs Co-op Preschool to support the health and safety of all students.

### **Key Responsibilities:**

- Attend required meetings with the Director in August and January to review cleaning assignments and expectations. If you are unable to attend, cleaning tasks will be assigned to you
- Complete assigned cleaning tasks after class and outside of your regular workday
- Follow cleaning assignments provided by the Director at the start of your term
- Perform routine cleaning tasks such as laundry, vacuuming, bathroom cleaning, trash removal, and surface disinfecting
- Maintain cleanliness of classrooms, bathrooms, kitchen areas, and common spaces
- Assist with additional cleaning tasks as needed throughout the year

**Cleaning Task Categories:** Team members are divided into smaller groups and assigned specific cleaning task categories for their term.

- **Laundry and Art Supplies:** *(2 half year positions; Wed, Thu, or Fri)*  
Launder towels and rags weekly at home and check for materials or debris that could damage your washer. Wash art supplies or items left in the sink in the cleaning supply closet and return them to their proper locations
- **Vacuuming and Trash/Recycling:** *(4 half year positions; 2x per week; Wed and Fri)*  
Vacuum hallways and classrooms and remove garbage and recycling
- **Bathrooms:** *(8 half year positions; Thu or Fri)*  
Clean sinks, toilets, refill paper towels and soap dispensers, and remove trash weekly from all bathrooms to outdoor bins
- **Floors, Surfaces, and Disinfecting** *(4 half-year positions; 2x per week; Tue and Thu)*  
Sweep and mop floors in the kitchen, bathrooms, and under the sensory table. Disinfect high-touch surfaces such as tables, handles, and counters using approved cleaning

agents. Spray surfaces thoroughly and allow them to air dry. Clean and disinfect toys from the designated “Dirty Toys” bins and return them to their appropriate areas

**Important Guidelines:**

- Key responsibilities are subject to change based on CDC or state safety guidelines
- Cleaning assignments are based on your class schedule and may be adjusted as needed
- You are required to arrange a substitute if you are unable to complete your assigned tasks

**Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

**Notes:**

- Two teams serve for half of the school year each
- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)

## PLAY DOUGH

**Crew:** Two positions: (1) member serves from Sep - mid-Jan and (1) member serves from mid-Jan - May

### **Purpose:**

Support classroom activities at Crystal Springs Co-op Preschool by preparing engaging play dough and sensory materials that encourage creativity and exploration.

### **Key Responsibilities:**

- Prepare play dough for each class twice per week using provided or preferred recipes (Recipes will be sent to you once you are assigned & pinned to the BAND group)
- Vary color, scent, and texture to create engaging sensory experiences
- Clean and organize play dough tools and materials weekly
- Coordinate with instructors to align materials with classroom activities and curriculum
- Purchase approved supplies as needed

### **Important Guidelines:**

- Key responsibilities are subject to change based on CDC or state safety guidelines
- Specific responsibilities will be reviewed with the Director at the start of your term
- Additional tasks may be assigned throughout the year as needed
- You are required to arrange a substitute if you are unable to complete your assigned tasks
- Coordinate purchases with the Director and follow reimbursement guidelines and approval processes

### **Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

### **Notes:**

- Additional recipes and resources are available, including materials in the Bug library room
- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)

## **SUNSHINE COMMITTEE**

**Crew:** (1) Toddler member and (2) additional members from any class

### **Purpose:**

Promote community connection at Crystal Springs Co-op Preschool by organizing opportunities for families to give back and spread a little “sunshine” within the school and the broader community.

### **Key Responsibilities:**

- Meet on Zoom in the summer with the Director and work together as a team to organize, promote, and run in-house and school community events throughout the school year
- Each Sunshine Committee member will lead at least one major event per school year and may request support from other committee members as needed
- Plan and lead a minimum of four community events per year as a team
- Create opportunities for children to participate in community service projects and philanthropic events in age-appropriate ways
- Collaborate with the Fundraising Team when applicable for shared events or activities.
- Coordinate event timing with the Director
- Work with the Marketing Chair to promote events
- Submit a brief event summary and photo to the Vice Chair for the school website following each event

### **Important Guidelines:**

- Key responsibilities are subject to change based on CDC or state safety guidelines
- Coordinate purchases with the Director and follow reimbursement guidelines and approval processes

### **Communication Expectations:**

Committee members are expected to regularly check and respond to email and BAND posts in a timely manner and stay in communication.

### **Notes:**

- The “Community Connection” page on the school website can be used as a reference for past events and ideas
- May be asked to assist other committees as needed
- Contact the Vice Chair with any questions or concerns at [vicechair@crystalspringspreschool.org](mailto:vicechair@crystalspringspreschool.org)