



July 2008

Dear families,

Welcome to or welcome back to Northpoint Co-op. I know summer is usually a time of adventure and rest, but I just wanted to interrupt a bit to let you know of some of the different ways you get to serve our wonderful school starting in September and throughout the school year. We need your help!

Please call or email me with your top two preferences from the list below, and I will do my best to get you set up with a position that works well for you and your family. Also, please feel free to ask me if you would like more information about a position. To be fair to all families enrolling at our school, soon after August 15th I will confirm your position. Once classes begin in September, unplaced members will be assigned depending on availability and need, so your best bet is to get your choices in early.

I'm looking forward to talking with all of you. Thanks for all you do for to make our school and community a wonderful place for our children to grow.

Kate Kuravackal – Vice-President

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Committee Positions

Position	# of People Needed	Description
Aquariums	(1)	<i>Clean and maintain turtle and fish aquarium in Ms. Rona's room every 2 wks.</i>
Auction	(10)	<i>Assist in planning and organizing yearly auction – usually occurs in February or March.</i>
Buddy Facilitator	(1)	<i>Match veteran co-op families with newcomers and facilitate communication among buddy families.</i>
Childcare	(1)	<i>Initiate and schedule onsite childcare during co-op events and meetings.</i>
Clean-up	(8)	<i>Monthly clean classrooms as directed by teachers, 2-3 hours/month.</i>
Clean-up lead	(1)	<i>Serve as point person to organize clean-up team.</i>
Facilities	(3)	<i>Work with risk management lead person, and do misc. facility jobs, including maintaining the vacuum.</i>
Field Trips/ Special Events	(2)	<i>Plan and coordinate for teachers, inform families.</i>
Grant Writer	(1)	<i>Research, identify & apply for grants to benefit our school.</i>
Hallway/Basement	(3)	<i>Weekly sweep/clean entrance, stairwells, hallway, basement, & kitchen.</i>
Handbook Assistant	(1)	<i>Help update, print, and distribute member handbooks (summer job).</i>
Historian	(1)	<i>Assemble scrapbook of school year events and program/facility highlights.</i>
Inventory	(1)	<i>Work with teachers to videotape, photograph, & document the school's material resources.</i>
Laundry	(1)	<i>Weekly wash play clothes, towels, aprons, etc.</i>
Nametags	(1)	<i>Monthly create individual nametags for children based on monthly theme.</i>
Playdough/Art	(1)	<i>Make playdough monthly for 2 classrooms. Cut and stock shaped paper for easel.</i>
Playground/Garden	(1)	<i>Weed & maintain playground & front door planters, create an inviting entry</i>
Portfolio	(9)	<i>Design and assemble yearlong developmental portfolio for each child in class.</i>
Program Assistant	(1)	<i>Help with planning and promoting Parent Ed opportunities.</i>
Parent Ed Credit Assistant	(1)	<i>Maintain spreadsheet in school hallway for members to track their own Parent Ed credits.</i>
Risk Management	(1)	<i>Evaluate and ensure that preschool remains in compliance with safety regulations- work with Facilities comm.</i>
Scholastic Books	(2)	<i>Organize regular book orders and annual book fair.</i>
Sensory Table	(1)	<i>Empty, clean and replenish sensory tables monthly in both classrooms.</i>
Special Events	(6)	<i>Help plan, organize, & publicize preschool special events: Harvest Party, Craft Night, Spring Fling, etc.</i>
Supply	(2)	<i>Purchase and maintain all consumable materials used by school.</i>
Website	(1)	<i>Maintain website to reflect preschool vision and provide membership with pertinent info.</i>

