

NAMETAG & LAUNDRY COMMITTEE POSITION REQUIREMENTS

There are two families assigned to this committee position. You can divide up the work any way you want. In the past, each person has handled nametags & laundry for 1 teacher's classes. However, you could also have 1 person make the nametags for all the preschool classes, while the other does the laundry for all classes.

LAUNDRY

The class laundry should be laundered on the following schedule:

- Towels: Weekly (twice a month if there aren't many dirty towels).
- Sitting mats (which the students use during circle time): Twice a month.
- Aprons and dress up / play clothes: Monthly.

When you take items home to launder, you would need to ensure that those items are back in the classroom by the next class for that teacher. For example, if you took home items from Ms. Rona's class on Friday after the 3's class ended at 11:45a, you would need to bring the items back by Monday at 9a when working parents arrive for the Mixed Age class. Please see below for details on class times and sizes.

Class Name	Day/Time	Teacher	Class Size
Pre-K	M/W/Th (12:30-3:15p)	Ms. Rona	16
Mixed Age	M/W/Th (9:15-11:45a)	Ms. Rona	16
T/F 3's	T/F (9:15-11:45a)	Ms. Rona	15
M/W 2.5-3's	M/W (12-2p)	Ms. Melissa	10
M/W 2's	M/W (9:30-11:15a)	Ms. Melissa	10
T/Th 2's	T/Th (9:30-11:15a)	Ms. Melissa	10
Parent-Child	F (9:30-11a)	Ms. Melissa	12
TOTAL			89

NAMETAGS

During the school year, 5 sets of nametags should be made for each teacher along the schedule and shapes/colors detailed below in the table.

DUE DATE	MS. MELISSA	MS. RONA
9/18/2015	Apple – Red	Turtle
10/15/2015	Pumpkin - Orange	Pumpkin - Orange
12/1/2015	Snowman - White	Evergreen Tree
2/1/2016	Fire Truck - Red	Heart
4/1/2016	Flower - Yellow	Whale

Each child gets a personalized name tag. There is a Resource Center at the Home and Family Life building in the Bates Technical College South Campus. It is much easier to cut out the shapes for your

nametags at the Resource Center since they have die cuts which are the perfect size. It is for adults-only and it is free for co-op members since we are "students" of Bates. Here is a link with further information:

<http://www.bates.ctc.edu/ResourceCenter>

For the nametags, go to a craft store and buy the stiffer sheets of felt because they are easier to cut (don't use the floppy sheets of felt). Michaels and JoAnn's almost always have 40% off coupons via their app or newspaper ads. Cut out the felt into nametag shapes at Bates. At home, write the child's name in fine tip with Scribbles fabric writer (this produces 3D lettering and is sold in a tube), glitter glue, or puffy paint. Ask the teachers for safety pins (approximately 1" long) and attach one to each nametag. The teachers collect the nametags when they are done using them & give them to the Portfolio committee members. Please be sure to have the 1st batch of nametags ready by the first day of school.

The budget for nametags is \$1.12 per student or \$100 of total expenses. Please submit reimbursement forms to our Treasurer, Amy Michalenka, via hallway folder or email: northpointtreasurer@gmail.com