**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. The first set of blank nametag shapes for the school year has already been cut out for you so it is easy for you to get up and running. Towards the end of the school year, please return the favor and cut out blank nametag shapes for the family which is coming onboard next school year. Please make at least 1 sample personalized nametag with a child's name on it for each teacher.

|  |  |  |
| --- | --- | --- |
| **DUE DATE** | **MS. MELISSA** | **MS. RONA** |
| **Before School Starts** | Apple – Red | Turtle or Apple |
| **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 |
| **Before School Ends** | Apple - Red | Turtle or Apple |

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. (Note that the Resource Center does not have a lot of open days during the summer months.) 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. If you would like to embellish with more paint colors for shading / outlining, to make it scrapbook worthy, that would be appreciated since the nametags end up in students’ end of year portfolios. 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 class rosters with student names are available from the Membership Chair on the Board of Directors.

For the 2015-2016 school year, the budget for nametags is $1.12 per student or approximately $100 of total expenses. If you would like to be reimbursed, please submit expense reimbursement forms to the Treasurer on the Board of Directors.