

Cooperative Points System

Your participation is key in keeping our preschool successful!

The co-op system was created as a comprehensive and easy to follow way to communicate to the General Membership our specific needs. The idea is to encourage our families to be involved, informed, and feel the comradery that this preschool can provide while you are here! We appreciate all of your commitments to helping your child's preschool be successful.

- Each family must do their part to collect a total of **10 co-op points** split into 5 points per semester. Only when you have successfully collected the 10 total points does your co-op fee get returned to you at the end of the year.
- The school year has been divided into semesters - Fall/Spring - to ensure active participation throughout the year and more opportunities to collect your full points.
 - The Fall semester ends at **Winter Break**. The Spring semester ends at **Graduation**.
 - ****You MUST earn 5 points EACH semester.****
- There are MANDATORY requirements you MUST fulfill each semester & CHOICE points that you can participate in to collect your total points.
 - MANDATORY requirements - attending a meeting, fundraising, & cleanups
 - CHOICE options - class volunteering and participating in our many committees
- You are responsible for keeping track of the ways your family is earning points on a copy of this checklist found in the back of your student's daily folder. The checklist will be verified by the Board of Directors at the end of each semester to ensure your points have been collected.

Mandatory Requirements

FALL SEMESTER		SPRING SEMESTER	
General Membership Meetings Attend 1 meeting (in person or via Zoom) per semester at minimum.			
Fall Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Orientation (August) <input type="checkbox"/> September, October, or November GM Meeting 		Spring Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Annual Budget Meeting (March) <input type="checkbox"/> January or April Meeting 	
Fundraisers & Fundraising Events			
Fall Events <ul style="list-style-type: none"> <input type="checkbox"/> Fall Fundraising Event Volunteer <input type="checkbox"/> Fundraise at least \$100 during an online fundraiser (Cherrydale or Square 1 Art) 		Spring Events <ul style="list-style-type: none"> <input type="checkbox"/> Spring Fundraising Event Volunteer <input type="checkbox"/> Fundraise at least \$100 during an online fundraiser (Little Caesars Pizza or Square 1 Art) 	
Cleanups Attend 1 cleanup per semester.			
<input type="checkbox"/> August- Committee/ Chair		<input type="checkbox"/> January - Committee / Chair	

<input type="checkbox"/> September - Committee/ Chair <input type="checkbox"/> October- Committee/ Chair <input type="checkbox"/> November - Committee/ Chair <input type="checkbox"/> December - Committee/ Chair	<input type="checkbox"/> February- Committee / Chair <input type="checkbox"/> March- Committee / Chair <input type="checkbox"/> April- Committee / Chair <input type="checkbox"/> May- Committee / Chair
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Choice Point Opportunities

FALL SEMESTER		SPRING SEMESTER	
<input type="checkbox"/> Play Dough (Sept/ Oct/ Nov/ Dec) <input type="checkbox"/> Fall Event Fundraising Volunteer <input type="checkbox"/> Class Event Volunteer _____ <input type="checkbox"/> Leaf/Snow Removal _____		<input type="checkbox"/> Play Dough (Jan/ Feb/ Mar/ Apr/ May) <input type="checkbox"/> Plaque Decorator <input type="checkbox"/> Leaf/Snow Removal <input type="checkbox"/> Class Event Volunteer <input type="checkbox"/> Spring Event Fundraising Volunteer	
FULL Point Opportunities *Volunteering in these roles will meet your total CHOICE points required for the year*			
<input type="checkbox"/> Room Parent - 1 person per class <input type="checkbox"/> Memory Book Chair - 1 person per class <input type="checkbox"/> Clean up Chair - 10 people _____ (month Attended) <input type="checkbox"/> Fall Fundraising Event Chairperson- 1 person <input type="checkbox"/> Spring Fundraising Event Chairperson - 1 person <input type="checkbox"/> Fall Cleanup Coordinator (Sept- Dec)- 1 person <input type="checkbox"/> Spring Cleanup Coordinator (Jan-May) - 1 person <input type="checkbox"/> Plaque Chairperson - 1 person for entire year <input type="checkbox"/> Plaque wood cutter -1 person			
Memory book Committee- (16 people) Maximum 4 per class	Clean up committee- Maximum 9 per month	Plaque Committee- Maximum 5	Class Volunteer- Maximum 2 per event

Personal Point Tracker			
Fall Semester		Spring Semester	
MANDATORY	/3	MANDATORY	/3
CHOICE	/	CHOICE	/
Fall Total =	/	Spring Total =	/
Total Number of Points for the YEAR			/20

Choice Point Descriptions

Below you will find the descriptions of all of the choice point opportunities. Please read through carefully so you may make the best fit to fulfill your co-op points.

1. **Cleanup Committee (*Required task, this will not earn you points but it will fulfill your requirement. 10 people needed)**
 - a. Holds the responsibility of ensuring cleanliness and tidiness with the school premises both indoor and outdoor areas. Their tasks include cleaning and disinfecting all areas, which cover but are not limited to toys and bathrooms. Additionally, the committee oversees the maintenance of outdoor spaces, including trash removal, raking leaves, trimming branches, and playground upkeep. If any task is completed ahead of schedule, it is expected that everyone will cooperate and provide assistance until all tasks are completed, as teamwork is pivotal for maintaining a consistently clean and well organized environment.
 - b. *Clean-ups will only be rescheduled in case of bad weather and the Board of Directors will make this determination.
 - c. *If you are unable to attend your scheduled clean-up, please refer to the sign up email and sign-up for another month.
2. **Class Volunteer (5 points per event, max of 2)**
 - a. Participates in various tasks assigned by teachers, both in-class and at-home activities that support the classroom environment. This can include offering support to students, preparing materials, and assisting with events and field trips. Sign-up opportunities will be provided by the teachers throughout the year.
3. **Graduation Committee (10 points, people needed)**
 - a. This committee is directed by Mrs. Dileo. There are 6 people needed for set up and ****We encourage 3s parents to sign up for this responsibility, allowing 4s parents to fully enjoy their child's graduation.***
 - b. Two volunteers are needed for the clean up.
 - c. Help provide essential support the day before graduation for the setup of the ceremony and provide assistance on graduation day for the clean up. The graduation ceremony will be held at the Harbour Inn. Participants will actively engage in setting up for all ceremonies, and contributing to post-event cleanup. ****We encourage 3s parents to sign up for this responsibility, allowing 4s parents to fully enjoy their child's graduation.***
4. **Memory Book Committee (10 points, 16 people needed/ 4 per class)**
 - a. Each committee member will attend an equal amount of class events and take pictures for recording purposes. Each class committee may decide the distribution of volunteer roles of its corresponding committee. Members of this committee are then asked to upload their pictures to a designated website (provided to you by the Chairperson) after each event. Please take a few moments to go through your pictures and only upload the best pictures you have for each event. At the end of the school year, the Memory Book Committee may also assist the Chairperson with organizing and completing the memory book for their class.
5. **Plaque Committee (10 points, 5 people needed)**
 - a. Each member is responsible for painting approximately 7-8 graduation plaques for the graduation ceremonies. Steady hands and patience required! Must start work on plaques early in the school year and have them completed by March. Supplies and detailed instructions on how to paint them will be provided.
6. **Play Dough Committee (5 points, 9 people needed)**
 - a. Operates on a monthly rotation, making two batches of colored and themed coordinated playdough for the school. Teachers will provide the recipe for making the playdough a month

prior. Must ensure that playdough is turned in by the first day of the month, Volunteers are responsible for purchasing supplies to make the playdough. You may only sign up for this 1 time each semester, making it a total of 2 playdough for the year.

7. Fall event Planning Committee (10 points, 10 people needed)

- a. Each member is responsible for all aspects of planning & preparing for the vendor fair/festival to include: pricing, vendor fair/festival signage, setting up the morning of the vendor fair/festival, working vendor fair/festival shifts, and cleanup and removal after the vendor fair/festival. All committee members must participate in more than one shift (of the above mentioned) to earn ALL 10 points and work the day of the vendor fair/fall festival.

8. Spring Event Planning Committee (10 points, 10 people needed)

- a. Work with Fundraising director and event chairperson with acquiring prize donations, supplies, beverage and food truck vendors, brochure, packet assembly, set-up, check-in, money collecting, and clean-up.