

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 **30 co-op points**. *Only* when you have successfully collected the 30 total points does your co-op fee get returned to you at the end of the year.
- The school year is divided into 2 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**.
- 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. The checklist will be in the back of your student's daily folder that you will receive on the first day of school. The checklist will be verified by the Board of Directors at the end of each semester to ensure your points have been collected.

Mandatory Requirement Descriptions

- **General Membership Meetings**
 - Must attend at least one GM meeting per semester. Meetings will be held in person or via zoom.
- **Fundraising**
 - Volunteer for two Fundraising Events per semester OR
 - Volunteer for one Fundraising Event **and** a donation of \$50.00 per semester
 - Spirit Nights and Spirit Events do not count towards this total
- **Cleanup Committee (7 slots per clean up)**
 - 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.
 - *Clean-ups will only be rescheduled in case of bad weather and the Board of Directors will make this determination.
 - *If you are unable to attend your scheduled clean-up, please refer to the sign up email and sign-up for another month.

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.

- **Class Volunteer (5 points per event, slots depending on teacher needs)**
 - 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.
- **Play Dough Committee (5 points, one per semester)**
 - 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.
- **Graduation Committee (10 points)**
 - 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.***
- **Plaque Committee (10 points, 5 slots available)**
 - Each member is responsible for painting approximately 7-8 graduation plaques for the graduation ceremonies. Steady hands and patience required! Supplies and detailed instructions on how to paint them will be provided.
- **Fall Event Chairperson (20 points, 1 slot available)**
 - The chairperson will assist the director in leading the committee to plan, organize, and oversee fundraising activities for the fall semester to meet our school's fundraising goals.
- **Fall Event Planning Committee (10 points, 2 slots available)**
 - Work with the Chairperson to plan and execute major fall fundraising event.
- **Spring Event Chairperson (20 points, 1 slots available)**
 - The chairperson will assist the director in leading the committee to plan, organize, and oversee fundraising activities for the spring semester to meet our school's fundraising goals.
- **Spring Event Planning Committee (10 points, 2 slots available)**
 - Work with the Chairperson to plan and execute major spring fundraising event.
- **Monthly Cleanup Chairperson (10 points)**
 - Delegate the cleaning tasks listed in the packet to that months committee
 - Show committee volunteers where things are found, pull out cleaning towels for clean up, and open up clean up shed
 - 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 playgroup 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

- Washing & Drying the used towels and returning to the school before the next months clean up
- Communicates with the Vice President about what supplies needs to be replenished
- Ensures the Sign-in Sheet is turned into the Vice President.

- **Grounds Committee (30 points, 5 slots available)**

- A year long position that will be responsible for upholding the external areas of the facility and will coincide with monthly cleanups. Responsibilities include but are not limited to trash removal, raking/blowing leaves, mowing/trimming grass, trimming branches, shoveling snow. Tools required to complete the jobs will be provided by the volunteer. Attendance to all cleanups by each volunteer is not required and can be divided accordingly.

- **Plaque Chairperson (10 points, 1 slot available)**

- Ensure that all plaque boxes are ready to be sent to the committee by Winter break in December. Plaque boxes include wood plaques, paint, guidelines, brushes, and examples of plaque.

- **Memory Book Chairperson (20 points, 4 slots available, 1 per class)**

- Coordinate with memory book committee members to ensure adequate participation for all class events and attend an event if no committee members are available to participate. Provide intermittent check-ins with the memory book committee to access progress. Ensure the committee has adequate pictures of every student during the events. Be responsible for organizing pictures on designated websites (Shutterfly) and creating a final memory book, due by the end of April

- **Memory Book Committee (15 points, 4 slots available per class)**

- 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.

- **Room Parent (20 points, 4 slots available, 1 per class)**

- One parent for each class. This person serves as communication between the teachers and parents of the class. Plans monthly snack calendars, communicates with parents if they reach out for their child's birthday. Assist with updates to parents regarding special class days, events, and other classroom needs requested by the teachers. Will also assist during Fall and Spring Picture Days if the photographer is in need of an assistant.

- **Plaque Woodcutter (20 points, 1-2 available)**

- Wood cutter position will cut up to 36 wood plaques in the shape of the preschool (example will be provided). Cut plaques must be turned in by the beginning of December. Supplies will be reimbursed.

CO-OP Checklist

Student Name and Class: _____

FALL SEMESTER	SPRING SEMESTER
Mandatory Requirements	
General Membership Meetings Attend 1 meeting (in person or via Zoom) per semester at minimum.	
Fall Meetings ☐ Orientation (August) ☐ October or November Meeting	Spring Meetings ☐ Annual Budget Meeting (March) ☐ January or May Meeting
Fundraisers & Fundraising Events	
Fall Events- Pick 2 ☐ Fall Fundraising Event Volunteer ☐ Fall Fundraising Event Volunteer ☐ \$50 Donation	Spring Events- Pick 2 ☐ Spring Fundraising Event Volunteer ☐ Spring Fundraising Event Volunteer ☐ \$50 Donation
Cleanups Attend 1 cleanup per semester.	
☐ August- Committee/ Chair ☐ September - Committee/ Chair ☐ October- Committee/ Chair ☐ November - Committee/ Chair ☐ December - Committee/ Chair	☐ January -Committee / Chair ☐ February- Committee / Chair ☐ March- Committee / Chair ☐ April- Committee / Chair ☐ May- Committee / Chair

FALL SEMESTER	SPRING SEMESTER
Choice Points	
☐ Play Dough (Sept/ Oct/ Nov/ Dec) - 5 pts. ☐ Fall Event Chairperson ☐ Fall Event Planning Committee - 10 pts. ☐ Cleanup Chairperson - 10 pts. (Aug/Sept/ Oct/ Nov/ Dec) ☐ Class Event Volunteer-5 _____	☐ Play Dough (Jan/ Feb/ Mar/ Apr/ May) - 5 pts. ☐ Spring Event Chairperson ☐ Spring Event Planning Committee - 10 pts. ☐ Plaque Committee -10 pts. ☐ Graduation Committee - 10 pts. ☐ Cleanup Chairperson - 10 pts. (Jan/ Feb/ Mar/ Apr/ May) ☐ Class Event Volunteer - 5 pts. _____

Year-Long Point Opportunities

Volunteering in these roles require year-long involvement

- ☐ Grounds Committee - 30 pts.(will fulfill points requirement)
- ☐ Memory Book Chairperson- 20 pts.
- ☐ Memory Book Committee-10 pts
- ☐ Room Parent- 20 pts.
- ☐ Plaque Woodcutter- 20 pts

Personal Point Tracker

MANDATORY	/4	MANDATORY	/4
CHOICE		CHOICE	
Fall Points Total =		Spring Points Total =	
Total Number of Points for the YEAR			/30