

MCP

Committee Descriptions

Parents may be called upon to help with any of the committees during certain events, or busy times. Also, the expectations of these groups may change as the year goes on and we fine-tune the process through your input. Thanks!

Enrollment

Participation Needed: 3s Class Chairperson and 4s Class Chairperson. Works with Secretary.

Responsibilities:

- Help teachers coordinate the registration and enrollment process (including all paperwork)
- Help with meeting new parents for tours of the school.
- Work with president and teachers to be sure new families get all information and correspondence needed
- Maintains and updates class roster
- Chairperson from the 4s Class is the primary point of contact for Enrollment through the end of December
- Chairperson from the 3s Class will assume primary responsibility for enrollment for the next school year, which begins in January

Equipment & Property Maintenance

Participation Needed: One Chairperson and “crew” of 3, preferable to have both classes represented

Responsibilities:

- Attend to any equipment problems and or improvements that arise throughout the year, both inside the classroom and/or outside in the playground area.
- Snow removal in the playground area
- Fall playground cleanup for school opening

Fundraising

Participation Needed: 3s Class Chairperson, 4s Class Chairperson and Committee of 3. Works with Vice President.

Responsibilities:

- Plan and execute all fundraising activities.
- Send correspondence regarding fundraising to preschool families.
- Work with treasurer to provide quarterly updates to families regarding their progress toward fundraising commitments.
- The Teacup Social is the biggest fundraiser and requires time each month from the beginning of the school year to the event in March.
- The school has also done bake sales in the past; other fundraisers may be added at the discretion of the fundraising Chairperson and committee.

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Housekeeping and Hospitality

Participation Needed: 3s Class Chairperson, 4s Class Chairperson and Committee of 2. Works with President.

Responsibilities:

- Coordinates events such as Adopt-a Family, Teacher Appreciation, Kick-Off Picnic, End of Year Picnic, Teacher's Gift, etc.
- Coordinates and bakes refreshments needed for Open House and other events that take place at the school.
- Cleans toys and dishes from the classroom. A bag will be sent home with one person from committee once a week for cleaning.
- Helps teachers with classroom cleaning twice a year, i.e. wipe down windows and shelves.

Publicity

Participation Needed: 3s Class Chairperson, 4s Class Chairperson and Committee of 2. Works with President.

Responsibilities:

- Coordinates all publicity related to enrollment and special events (e.g. newspapers, cable TV, advertisements, blogs, Facebook, etc.)
- Maintaining and updating the information on the preschool's website, www.middletoncoop.org
- Computer knowledge and email/internet access is needed.
- Coordinates Open Houses.
- Utilizing website for "newsletter"

Scholastic Books

Participation Needed: One Chairperson serves both classes

Responsibilities:

- Distributing book order forms monthly
- Collecting book orders and checks
- Sorting and distributing books when they arrive

Yearbook

Participation Needed: 3s Class Chairperson, 4s Class Chairperson and Committee of 2.

Responsibilities:

- Ensures that pictures are taken at all significant preschool events and maintains the files.
- Coordinates the creation of an individual yearbook for each student