

## **DCCNS Family Task Positions**

### **New Tasks for 2011-2012 School Year:**

**Handmade Art Auction Coordinator:** Plan and coordinate a fundraising event (possibly two people) to sell handmade art such as quilts, jewelry, bags, knitted items or other high quality handmade items. This event could piggy back on another event, such as the carousel picnic. This event would require early advance planning in order to gather handmade goods.

**Carousel Picnic Fundraiser:** Plan and coordinate a family picnic in Central Park with the use of the park carousel. This event could be combined with a Handmade Art Show as described above.

**Fundraising/ Donation Solicitor:** Work in coordination with Wine Tasting, Spaghetti Dinner, Handmade Art Auction coordinators to collect raffle items, food donations, etc.

**Sunshine:** Provide support and/or relief to DCCNS families in need. Examples might include the birth of a new baby, illness, or other circumstances that would benefit from love and attention from our DCCNS community.

### **Art Area**

Maintain the art sink and surrounding area and the counters/shelves by the art table and easels once a week. Keep the art supplies neat and orderly. Clean tops and lids of paint cups and add new paint if necessary. Scrub and sanitize art table, art sink, dish drain and counters. Sweep floor under shelves where dirt collects. Responsibilities include scrubbing outside art easel at least once between Saturday work parties or more often as needed. Spend time weekly to stay on top of cleaning!

### **Art Book Collector (AM/PM)**

Throughout the school year, collect (at least once a month) an art project from each child. Gather items in a folder, filed in chronological order, and present each family with a completed art book at the end of the school year. Work closely with teacher and keep her informed if a child is lacking projects for his/her book. Have books ready by the middle of May. Before assembly please check with teacher about other add-ons.

### **Assistant Treasurer**

Put out the tuition collection can on the sign-in table on the first of each month. Record tuition and deposit checks on a monthly basis, within two weeks of tuition date. Please don't wait until all late fee checks are in! Return deposit slip to treasurer, clearly dated.

### **Board Position**

The school could not provide your child with such a high quality education if it were not for the Board of Directors. We encourage you to consider whether a position on the Board might be right for you. Some positions have already been filled for next year, but we still have some openings. A list of all board positions is as follows: Chair, Church Liaison, Class Reps for all classes, Family Task Coordinator, Fundraiser, Handbook, Publicity, Secretary, and Treasurer.

### **Book Orders for all classes (incl. EE)**

Responsible for handing out book order forms in family folders, collecting them and sending in the order. Coordinator will also email parents about the timing of book orders and directions for ordering by paper and online. Distribute books to the parent's files when they arrive or wrap them and place them in the child's cubby. Inform the director of accumulated bonus points, and then submit the "bonus point" order. Please explain and advertise book orders (what it means to the school!) in the fall newsletter and announce at the fall orientation meeting.

### **Book Group Coordinator (may be combined with Librarian)**

Responsible for picking a book related to child development or parenting, planning and publicizing two or three meetings for discussion three times during the school year (fall, winter, and spring). Meetings are held at DCCNS and count as parent meeting credit. (Two book group discussions =one parent meeting credit) Coordinator keeps track of attendance and sends the list to the director.

### **Carnival/Talent Show Coordinator (may be 2 people)**

Initiate, organize and coordinate all aspects of the carnival and talent show. Start organizing at the beginning of February. Look for games and station boxes at the school (check with director). If not available or games are changed, make rules and collect material needed. Update charts and Carnival book. Helpful advice: Don't try to do it all yourself! Have one family in charge of each game/station since they get event credit for helping. Families get one credit for **helping two half hour shifts at a station**. Record who helped and give names to class reps. See binder.

### **Carpentry/ repair and building**

### **Class Participation Scheduler**

### **Class photographer (Toddler/AM/PM)**

Three main contributions:

- 1) Create class photo album
- 2) Supply photos for newsletter

3) Take class photo at the end of the year and distribute

Each month and at special events take candid shots of children to be filed in the **class** photo album. This album will be kept in the book corner so children have access to it throughout the year. Ask newsletter parent if they need photos and supply what is needed before deadlines. Ask other parents to put extra pictures they have taken in your folder so you can add to the class photo book. In the spring, take a class picture, take orders from parents and distribute. Each class gets two pictures (one for teacher, one for class photo book). NOTE #1: No commercial use of photos is allowed. Pictures are the domain of DCCNS/all parents. NOTE #2: Taking pictures of the children cannot be done on a day you are a working parent. On your working day, you are there to assist the teachers and keep the children safe, so taking pictures must be done at other times.

## **Class Introduction Book for each child to take home (Toddler/AM/PM)**

Gather a profile from each family in your class along with a photograph of each child (donated by the family or taken yourself). Past examples should be found in folder or at school. Please make sure the child photos are close-ups! Assemble, copy in black and white and distribute the class books on or before **October 31**. There can be two photos on one page and/or back to back. **PLEASE NOTE: We have very little (next to nothing!) budgeted for these books, so please keep costs extremely low. Make copies of books at church office, use school paper, print only in black and white etc.** The objective of this job is to give children a book they can read and admire from home. In case you have the book on your computers, send a color copy to parents. They may want to save a copy for the future.

## **Computer/Tech support**

Assist Director/Board in word processing, graphics and formatting of documents. Keep the DCCNS website maintained.

## **Community Outreach**

Over see the operations of DCCNS' participation in community events. This may include: participation in the Downtown Davis Holiday Celebration, Picnic Day Parade, etc. It may also include donation events to local charities. It may include publicizing local community non-profit events to parents. It also may include alumni events and other social activities.

## **Dress Up Corner**

Responsible for maintaining the dress-up area and play-kitchen area. Wash dress up clothes occasionally. Notify sewing person if clothes need repair. Rotate dress-up clothes and accessories monthly for variety (your creativity is encouraged!) by removing and adding items. Update the pictures on the dress up bins as needed. Storage space for dress ups that are out of circulation is located in the office. Disinfect the play kitchen and clean the mirror monthly. Run play dishes and pretend food through your dishwasher periodically. During the school year, develop a cleaning schedule to keep things on track.

## **Event Assistant Coordinator**

All families are required to help plan or participate in one DCCNS event per school year. The coordinator works with the director to collect sign ups (through the August mailing and at the orientation meeting) then communicates the list of assistants to the event coordinators. Make sure names and phone numbers are included on this list.

Contact and assign an event to any families who did not sign up or who join later in the year. Post the finalized schedule on the kitchen cupboard door. Changes are each family's responsibility.

### **Food and Supply Purchaser for all classes**

Responsible for obtaining monthly food and snack/cleaning supplies list from teacher, shopping as economically as possible and delivering the food and supplies for the week to the school for all three classes. Make sure you are aware of allergies that might affect a specific class. Fill out a reimbursement form, attach receipts, let Director sign and place in treasurer's folder for reimbursement.

NOTE: Please try to purchase items that are healthy and that are on sale each week, keeping in mind that our goal is to keep costs for our nursery school down. Shop like you do for your own family!

**Fundraising (5-7): All work with Fundraising chair to *coordinate* a specific event.**

- 1. Fundraising Wine Tasting Event Coordinator**
- 2. Fundraising Assistant: Raffle donations for Spaghetti Dinner and possibly Wine Tasting and Talent Show.**
- 3. Spaghetti Dinner Coordinators (1 or 2)**
- 4. Fundraising Assistant: Make a plate (2 times per year) and possibly another small fundraiser.**
- 5. Rummage Sale Coordinator (1 or 2)**

Initiate, organize and coordinate all aspects to the rummage sale under the guidance of the fundraising chair. All families are required to help either by sorting and pricing the week before or working the event. See your binder for details.

### **Laundry**

Check school hamper a minimum of once a week or as needed and take dirty items home to wash, dry and fold and return to the school. Take misc. items home as needed for laundering. Remember to store dishtowels separate from rags.

### **Librarian (May be combined with Book Group Coordinator)**

Maintain the parenting books in proper order and promote the parent book corner to encourage reading and borrowing by parents. Keep track of books checked out and encourage parents to give feedback. Write a one-paragraph book review for each newsletter- highlighting a parenting book, and circulate information on new releases of parenting books.

## **Newsletter**

Three or four times per year, issue an all-school newsletter with the help of the newsletter assistant. Type and have newsletter assistant copy and distribute newsletter. Collect information from the Board Chairperson, the Director, all board members, the parent meeting planner/parent education coordinator, the work party coordinator, and any parents who have something to share. Drop a note in the above mentioned family folders/or email with the schedule deadline and requested format for submitting information. Prepare a typed master copy. Review with Director. The newsletter assistant is usually in charge of copying and distributing the newsletter. See binders.

## **Newsletter Assistant and Copier**

Help Newsletter editor prepare the newsletter and copy and distribute newsletter. The school provides the paper, and it can be copied at the church office free of charge, or at home. See director for more details if needed. One newsletter per family. Check class lists for duplicates. One copy for church office, 1 for pastors, 1 for Christian education, 1 to file at school in red book, 1 for each teacher and 3 extras to give to the director.

Copy registration papers as needed and as directed by the Registrar. Usually this is once (maybe twice) a year in the spring.

## **Newsletter/Photography Assistant**

1. Responsible for newsletter photocopying and distribution - **2 hours per issue**
2. Contributes the "Calendar" (both listed and visual calendar) and "Staying Busy" sections of the newsletter for each issue - **1.5 hours per issue**
3. Coordinates class photographers to help each share photos and trade-off covering school events - **Varies; Ongoing**
4. Sets up and monitors six Picasa accounts for photo uploading (General, EE, Toddler, AM, PM, CC) - **One-time 2-hour project for setup/communication; ongoing monitoring varies**
5. Works with class photographers to select/prepare newsletter cover photos (headlines come from Newsletter Editor) - **1 hour per issue**
6. Performs all photo processing (downsizing, cropping, **color adjustment**) for all newsletter photos - **2-3 hours per issue**
7. Scrubs and adjusts final issue of each newsletter for online posting - **30 minutes per issue**
8. Organize photos taken by photographers into school events; provide CD (or thumb drive?) of all school events to Director and Board Chair at year end – **10+ hours?**

## **Parent Education Coordinator**

The Parent Education Coordinator is responsible for communicating with parents (current and new) and the director/teachers to discover current education needs. They

then 1.) Research possible topics and speakers. 2.) Plan meetings with director. 3.) Work with "Publicity" and the Parent Meeting Coordinator to publicize meeting. 4.) Submit an article for each newsletter. (Fall- the importance of parent education/ parent meetings.) 5.) Find other educational opportunities, along with the director, in the community (such as workshops, conferences, DPNS speakers, etc.) and publicize to school community.

### **Parent Meeting Coordinator**

Help plan and coordinate Parent Meetings. Put out signs to announce the upcoming parent meeting about ten days prior to the meeting and submit a note to announce it in the newsletter, and email class reps to remind parents to attend. Make name-tags (keep updated) for all families and teachers. Arrange to have someone introduce the speaker at each meeting. After the meeting, arrange to have someone thank the speaker and present honorarium (ask Treasurer for the amount in advance). Responsible for set up and clean up (may recruit help). Take minutes at the meeting and prepare a summary for the newsletter (or assign task to someone else). You are responsible to encourage attendance and for keeping track of attendance (put out class-lists/pencils for parents to sign-in) and give or email attendance to Class Rep. You are also responsible for writing thank you notes to our guest speakers.

### **Pig Day Coordinator (Under Publicity/Vice Chair)**

Pig Day is an annual event at Farmer's Market and is usually the first Saturday morning in March. DCCNS has a table to promote our school and provides a craft activity. Past examples/ resources are available. The Pig Day Coordinator and their assistants are responsible for planning the day, promoting the event through our publicity chair (i.e. running a blurb in the Davis Enterprise), set up, and clean up.

### **Play dough Maker**

Make play dough or goo at least once a month or as requested by teachers. Check with teachers to see if they have a preference for color and add scented extract (i.e., mint added to green play dough). Fill out reimbursement forms with receipts and have director sign. See teachers for recipes and ingredients.

### **Safety/OSHA Coordinator/Minor Repairs**

Responsible for completing a safety check three times a year and filing a report at school. Gather and dispense safety/drill information from OSHA to the Director. Maintain a logbook as record of all safety issues as they arise. Notify the Director of any hazardous condition and discuss/arrange to fix them. Consult the director about

special projects or concerns. See binder at school. Minor repairs: Make minor repairs of school equipment throughout the year as directed by any of the teachers.

### **Scheduler (Toddler/AM/PM)**

You are responsible for assigning workdays for parents. Note registration papers for requests!!! Introduce yourself at the first meeting and write a letter for the August mailing. Try not to have the same parents working together all the time to allow people to get to know other families. Copy/email the schedules and distribute them at least two weeks prior to when the new schedule starts. Post a master schedule at school. Track the number of times each family has worked. In March, turn in total number of workdays completed to the Class Rep and to the Director. Once the schedule has been put out, you are not responsible to make changes or keep track of the changes. Parents are expected to arrange a swap if a specific day on the printed schedule becomes a conflict for them. Try to coordinate child's birthday or half-birthday on parent's workday. If there are no medical, work or vacation related issues, please try to schedule parents every other week (on average).

### **Science, Animal and Garden Coordinator(s) (may be separate, depending on interest)**

You are responsible for maintaining the science table area, providing interesting materials, and rotating the materials according to themes indicated by the staff. Construct special projects if requested by the teachers or on your own in coordination with the teachers. Requires creativity and independent thinking! Help plan, shop, and tend DCCNS garden beds. Sugar snap peas and carrots have been hits in the past. Always open to new ideas!

### **Sewing**

Consult with Director of Nursery School for special sewing projects. This may include repair of dress up clothing, etc.

### **Snack baker/ cook (3)**

DCCNS strives to offer healthy, whole grain snacks to our children. The snack baker/cook will consult with the teachers and provide a minimum of one homemade snack (for all classes) per month. The item should be enough for approximately 60 children. Or if we have three bakers (one per class), two snacks per month. Suggested items include muffins, breads, pretzels, Popsicles, mac -n- cheese, soup, etc. Love creativity! Please make sure all items are free of tree nuts and peanuts, and prepare them in a nut free environment as well.

### **Teacher Support (2)**

1. Field Trip and Thank you note coordinator. In coordination with the AM and PM teachers, call and schedule fieldtrips. Call a few days prior to re confirm. Follow up with thank you notes if necessary. Coordinate thank you notes for class visitors.
2. Curriculum helper. Help with the preparation for classroom projects.

### **Toy Cleaning (Circle Room)**

Maintain the shelves where toys and games are stored. Periodically check to see if pieces are missing, broken or low in number. Report this to the director. Take a bucket of toys home a couple of times a month and run them through the dishwasher or otherwise clean and disinfect them and the containers. Ask the Director or a teacher for a recommendation on what needs cleaning. Pay special attention to toys that are frequently put in children's mouths, like people giraffe and dinosaurs. Periodically wipe down the shelves and check that the curtains are clean and in good condition. During this school year, develop a cleaning rotation form. Use toy catalogs to add pictures to form, and find match for storage boxes. Put dates when cleaned in box and in your red binder.

### **Toy Cleaning (Snack Room)**

Maintain the cooking area and storage shelves for manipulatives and puzzles. Check periodically to see if toy pieces are missing, broken or low in number and advise the teacher. Take a bucket of toys home a couple of times a month and run them through your dishwasher or otherwise clean and disinfect them and their containers. Ask a teacher for a recommendation on what needs cleaning. Wipe the cabinets under cooking appliances and cabinet fronts. Clean the appliances as needed. During this school year, develop a cleaning rotation form. Use toy catalogs to add pictures to form, and find match for storage boxes. Put dates when cleaned in box and in your red binder.

### **Work Party Coordinator**

Organize the monthly Saturday work parties to clean the classrooms, patio, bathroom and playground. Put out a sign up sheet at the beginning of the year or circulate at the orientation meeting for families to choose a work party. Make sure names and phone numbers are included on this list. Contact any families who did not sign up or who join later in the year to have them choose a date. Post the finalized schedule on the kitchen cupboard door. Changes are each family's responsibility. Assign one person to be in charge of each work party and give them the key, the sign-in list with phone numbers and direction cards. Check with the Director each month for any special tasks to be added to the list. Keep track of participation and turn overview in to the Director at the end of the school year. Coordinate "alternate tasks" with the Director as necessary. Be responsible for a key to the school. See Binder.  
Board members are exempt from work parties.

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