

PARENT INFORMATION & SIGN-UP SHEET

2020-2021 School Year

Child's Name: _____ Gender of Child: M F Class Enrolled: 3AM 4AM

Parent(s) Name: _____ Phone: _____

Address: _____

Child's Birthday: _____ Email Address: _____

You have decided to become part of a co-operative preschool. Your participation and willingness to volunteer for tasks is required. You will be asked to participate in many areas that will ensure smooth operation of the preschool. One important way to participate is to become a board member. Below are various jobs that need to be filled for the coming school year. **Number your top FIVE choices in order of preference (#1 = first choice, etc..).** **The nominating committee meets in April and will contact you if a position is available.** If you choose to decline selection to one of the following board positions or jobs you will be responsible assisting with two CHUM events and given a small job to assist with the operation of the preschool.

Board

9-Board Meetings

No-Event Committee

Your Preference	Chairperson	Responsibilities
	President	Promote smooth administration of the school program, preside over monthly meetings, ensure school continues to meet state licensing requirements (Executive Board)
	Vice President	Assist the President, responsible for orientation, head of committees (Nominating, Constitution, etc....), plan Parents' Nights Out, Mom's Nights Out, and Monthly Mom Meet-ups, secures babysitter for monthly board meetings (Executive Board)
	Communication Director	Responsible for board minutes and school correspondence, helps to ensure compliance with state, handle correspondence between preschool & church; gather information; type (possibly copy & assemble) & distribute newsletter electronically, maintains Master Calendar for school, maintains and updates website and Facebook (Executive Board)
	Treasurer A	Pay bills, handles insurance and corresponds with CPA for tax forms (Executive Board)
	Treasurer B	Receive school moneys, prepare monthly financial report (Executive Board)
	Admissions	Answer all inquiries regarding preschool (phone calls & email), develop class rosters, keep admissions records, show school to new students. (Board)
	Fundraising	Heads the Fundraising Committee, delegates and coordinates fundraising projects (Trike-a-thon, Yankee Candle, etc....) places orders for tote bags & t-shirts, collects and mails Cartridges for Kids, secures volunteers for events (refreshments, set up, etc.) (Board)
	Marketing	Responsible for advertising for CHUM and finding creative ways for us to connect with the community and to spread the word about our school. (Board)
	Personnel	Teacher/board liaison, arrange for substitutes, handle teacher evaluations, ensures staff meets all licensing requirements, schedule CPR / 1 st Aid Training, responsible for maintaining "white information cards", ensure health forms are complete, notify parents of contagious diseases (chicken pox, pink eye, etc.... in the class through e-mail), file state immunization forms, on a weekly basis notify state of illness (website) (Board but only attends 3 board meetings: May, August, and May)

Non-Board Positions

No-Board Meetings

Event Committee

Your Preference	Job	Responsibilities
	Scrip gift card program coordinator	Coordinate the Scrip program at CHUM. This includes collecting orders and payments, submitting orders, and delivering the order to CHUM in a timely fashion for families.
	3AM Participation	Schedule working parents, prepare class email list, and organize teacher gifts
	4AM Participation	Schedule working parents, prepare class email list, and organize teacher gifts
	Scholastic Book Orders	Handle ordering and distribution of Scholastic book orders
	Facilities Manager	Checks the playground monthly and organizes parents to help if playground repairs or maintenance is needed.
	Purchaser	Purchase and keep the preschool supplied with expendable materials, maintain helping hands (donated supplies), keep a current inventory list, and keep the CHUM photo album up to date

Our classes have a visitor monthly (4's) or every other month (3's). Please let us know of any connections that you may have to help defray the costs of visitors to our classrooms. Please also list any of your special interests or talents:

Music / Instruments	
Physical Fitness	
Art / Sewing / Crafts	
Equipment Repair	
Woodworking	
Nurse / Hygienist	
Unusual Pets	
Teaching Experience	

How did you hear about CHUM? _____

Do you have access to a "free" copier & would be willing to make occasional copies for the preschool? _____

Please list any contacts your family has which may be helpful to CHUM (farms, orchards, hobbies, free or inexpensive materials for use, arts and crafts supplies, paper products, etc....). Thank You!

Please let us know if you have previously participated in a co-operative preschool:

✓ Have you had a child previously enrolled at CHUM? If so, when: _____

✓ Do you have experience with another co-operative preschool? Did you serve on its board or in any other volunteer capacity?
