



WEST PHILADELPHIA COOPERATIVE SCHOOL

4625 Baltimore Ave., Philadelphia PA 19143
www.westphillycoopschool.com • westphillycoop@gmail.com

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Updated 7/4/2010

Parent Handbook 2010-2011

The West Philadelphia Cooperative Preschool began in 2005 as a rotation of a three or four parents providing child-centered learning for their children, first out of their homes and later out of the school's current location. Although our membership has grown to more than twenty families, three full-time teachers and an after-school program, our school still depends on the energy and talents of members. Parents complete all administrative and operational tasks associated with the school and function as the school's decision making body.

Our Founding Values:

- Learning through play
- Creating an educational community
- Giving individualized care
- Seeing children as full people
- Providing a student-led educational environment
- Engaging with and teaching about nature
- Supporting diversity and compassion
- Maintaining a low teacher to student ratio (1:5)
- Keeping costs low through parent cooperation

Our School:

- WPCP offers a Kindergarten Class (ages 4-6), a Preschool Class (ages 3-4) and a Toddler Class (age 2-3).
- School hours are from 9am – 2pm Monday, Tuesday, Wednesday and Friday.
- Two, three, or four day enrollment options are available.
- After school program available Monday from 2-4:30, and Tuesday, Wednesday, and Friday from 2 pm – 5 pm, for an additional fee.
- Children play outside daily and take frequent walking trips around the neighborhood.
- Children participate in the [Pentridge Community Garden](#).
- The school provides a healthy (sometimes kid-made) snack and parents provide a packed lunch.

Our Philosophy

The West Philadelphia Cooperative School was founded on the idea that it takes a community to raise secure, healthy children, and that all families deserve quality, affordable childcare. The teachers and families in the cooperative partner together to create a rich, creative, and sensitive learning community for our children. Our goal is to give each child the opportunity to learn, play, express their thoughts and feelings, and feel heard in ways that are meaningful to them.

As members of the cooperative, each parent has a voice in the decisions that affect not only their child but also the direction of the school. Every family serves an active role in the school by fulfilling a parent job, by contributing in-school time, and by attending Town Hall meetings and other all-school functions. Parents are welcome in the school at any time, and are encouraged to share their talents and areas of interest and expertise in the classroom. We believe this to be necessary and encourage this level of involvement, rather than espousing practices that give teachers or administrators ultimate power. Rather, teachers are seen as a large part of the cooperative fabric and as a tremendous resource.

We believe that children learn best through active exploration, hands-on experience, personal relationships and consistent adult example. Teachers are collaborators with the children in learning, providing resources, information and instruction pertinent to the children's interests.

Based on our beliefs about the varying needs of each child, we use a play-based, emergent curriculum. Using thematic units as springboards for exploration, teachers interweave literature, art, science, and music into the rhythm of the day. Past themes have included African Instruments, Folktales, Friends and Feelings, We are Artists, Our Communities, and Animal Habitats. We foster mixed age group interaction, and encourage friendships to form among the varying ages of our students. Our teachers empower children by supporting them as they learn to complete daily tasks independently, such as putting on their own shoes or using the toilet.

Our goal is to raise active, engaged children who participate positively in their communities. We take advantage of the classroom at our doorstep by taking walking trips to the Kingsessing Library and local playgrounds and by gardening at Pentridge Children's Garden. We also have explored Bartram's Garden, Spiral Q Puppet Theater, Mill Creek Farm, Philadelphia Museum of Art, Mariposa Food Co-op, and Bindlestiff Bookstore on fieldtrips.

Our Approach to Child Guidance and Discipline

Conflict, navigating difficult emotions, and learning to communicate feelings are very central issues in the life of a child. Our philosophy of guidance stems from our belief that every child is a whole person, deserving of love, acceptance and respect. In our interactions and practices, we seek to foster a positive, responsible, and appropriate self-image for children. Kids who feel good about themselves and feel loved, while still instructed when they make mistakes, are more likely to develop positive relationships with others and to make positive choices, and are less likely to hurt others.

Our teachers spend a great deal of time and care dealing with conflict and challenging behavior in positive, generative and creative ways. Our goal in guidance is to help children develop self-control and to understand and label a wide range of feelings, never to be punitive or to merely exercise control over the children. The aim of this process is a child with positive feelings of self, whose behavior is motivated by self-control and understanding, not by fear of adult intervention or control.

We use positive techniques of guidance, including redirection, positive reinforcement, encouragement and mediation during conflict. We encourage children to "use their words" to express difficult emotions, and modify this approach for age-appropriateness. We provide clear and consistent rules for our school space. Teachers are sensitive to each child's needs, knowing that it is sometimes important to intervene and sometimes important to let children resolve conflict independently. (i.e. "We don't allow hitting in this school. It hurts; use your words to tell her what you want or I can help you.")

Corporal punishment and verbal abuse of any kind is strictly prohibited. No child will ever be denied food as a form of punishment. No child will ever be punished for toileting accidents. Sometimes it is helpful to

remove a child who is very frustrated and aggressive from the other children to spend time alone with a teacher. Instead of "time outs," we offer a chance to "take a break", which can mean redirection to another activity, space to be alone, or help assessing a situation and behavior. The goal is always to legitimize a child's feelings, and help them find an appropriate way to express themselves without hurting others or materials.

Daily Rhythm (All times are approximate)

9:00 Drop Off/Directed Free Play

Upon arrival, parents sign their child(ren) in on the clipboard above the cubbies and read the morning message from the teachers. Then students find their morning station, listed on the chart on the playroom door, and proceed to that area. Morning stations are mixed age groups that help students transition into the day by directing them to a particular location where they can select an activity from a number of choices. Examples of morning stations are: Art (or Cooking) in the Kitchen; Journal Time (kindergarten only); Books on the Couch, Games and Puzzles in the Playroom, Block Time (or other similar manipulatives) Upstairs. Kids are never forced to participate in a particular activity, and it is ok if a child gravitates towards something else, away from their initial station, during free play time.

10:00 Clean-up and Circle Time

Children and teachers clean up together. When clean-up is complete, children split into two groups for circle time. Sometimes the groups are split by age, older and younger, and sometimes the ages are mixed. Circle time includes a greeting song and additional singing, finger-plays or action rhymes, and a story. Books and activities during circle time are generally related to the current thematic unit and are tailored to each age-group.

10:20 Snack time

The school provides healthy, sometimes kid-made, snacks for the children. Accommodations are always made for students with food allergies. Examples of typical snack items are rice cakes with peanut butter, fresh fruit or vegetables, oatmeal with honey, cheese or yogurt, or dried fruit and crackers. Snack is eaten in two shifts around the kitchen table.

10:40 Outdoor Play

Weather permitting, children play in the backyard daily. Children enjoy playing in the sandbox, digging in the dirt, watering plants, climbing on play equipment, riding trikes, pulling wagons, kicking and bouncing balls, and searching for bugs and other critters. Because observation and appreciation of the natural world is an important value of the school, the outdoor space functions as a second classroom, as well as a rich environment for imaginative play.

11:30 Lunch

Lunch is eaten in the kitchen in two shifts, beginning with the younger kids. Parents provide a ready-to-eat packed lunch, providing all necessary utensils and a filled water bottle. Teachers do not reheat food for students. Please do not include candy or sugary desserts in your child's lunch. Eating together around a table provides wonderful social learning opportunities, as students converse, practice polite manners, and help each other with tasks like opening food containers or peeling a banana.

12:30 Rest Time

As the younger students finish lunch, they begin to transition to rest time by using the toilet or having their diaper changed and heading upstairs where a teacher has prepared the room by closing curtains, turning off lights, playing restful music, and spreading the rest mats and students' comfort items. Children sit or lay on their mats and are allowed to look at books quietly if they wish. Rest time

does not have to include sleep, although many do nap. Rest time is a chance for bodies and minds to calm down and be still.

After the older children finish lunch, they also have some quiet time in the downstairs playroom. Some children like to rest, while others choose a quiet activity, like reading or looking at books, listening to music or audio books, writing or creating art, or playing board or card games. Sometimes the older children do a teacher directed activity, like a science experiment or a project relating to the thematic unit.

1:30 Daily Wrap-up

The last portion of the day includes transitioning out of rest time, cleaning up, finding shoes and coats, and gathering together in the playroom for a story or singing or playing outside if the weather is nice. Students who will be staying for afterschool, meet the afterschool teacher and go upstairs during this transition time.

2:00 Pick-up

Parents or caregivers arrive anytime after 1:50 to begin pick-up. Pick-up includes signing out your child on the clipboard, gathering lunch-boxes and water bottles, saying goodbyes, and heading out the door as promptly as possible. **Please try to have conversations with other parents outside on the porch to alleviate congestion in the hallway.**

After School Program

After school care is available Mondays from 2-4:30 and Tuesday, Wednesday, and Friday from 2-5. Aftercare is taught by Kelly Anne, and features a mix of planned activities, free play, and resting or quiet time. Five spaces are available daily, with enrollment given first to students attending that day and then to students who wish to come to aftercare only. Contact membership coordinator to enroll. Cost for aftercare is an additional fee (Spring 2010, \$12, Summer Camp \$13) and can be added in tuition checks and notated on the payment form.

If enrollment is not full, available spaces can be used by families on an as-needed basis. To take advantage of this drop-in service, contact Kelly Anne a minimum of 24 hours in advance to confirm availability and email the Lead Parent and Finance Chair. The drop-in rate for aftercare is \$15/day and payment is due in the gray mailbox at pick-up on the day of use.

Summer Program

The months of July and August are run like a summer camp. This plan benefits families by allowing them flexible scheduling around things like vacation or travel plans, enabling them to pay only for the weeks their children are attending instead of for the entire term. Teachers benefit by being given flexible work options in the summer, a time when they often want to travel or study.

Summer Camp is divided in four two-week sessions: two in July and two in August. Each session will have a theme that will shape the daily activities, projects, and trips. Each session will be staffed by three adults, most likely a combination of our current teachers, former or substitute teachers, and interested parents. Tuition is similar to current daily cost; 2010 summer camp tuition is \$30/day, plus activity fee. The daily hours remain the same (9-2; Mon, Tues, Wed, Fri) and aftercare is provided.

Enrolling (or not-enrolling) in Summer Camp is separate from and does not affect anyone's Fall enrollment. Summer Camp enrollment is first come, first serve beginning April 15. Current students have first priority, then siblings (age 8 or under) of current students, then former students (age 8 or under). If open slots remain by June 1, we offer enrollment to families who will be enrolling in the fall or families on the waitlist.

GUIDELINES FOR PARENTS

Important Phone Numbers

If a teacher needs to be reached during the school day, please call a teacher cell phone. If a teacher can not be reached, call the Lead Parent.

Tina Anderson: 307-840-5123

Steve Edelman: 307-840-5122

Kelly Anne Davis (also afterschool): 267-304-2746

Teresa Giardina (Lead Parent): 215-407-7977

Arrival/Departure

School runs from 9:00 am until 2:00 pm. Remember to sign your child in/out on the clipboard. The building is locked between 9:30 and 1:30. Please call the teachers if you will be arriving after 9:30. Please pick up your child promptly by 2:00 pm and exit the building by 2:10 pm. Please call the teachers ahead if you think you will be running late in the afternoon. If a caregiver is picking up your child, instruct him/her to do the same if necessary and provide them with our teachers' phone numbers.

Please let the teachers know if someone else will be picking up your child. If someone unknown to the teachers arrives at pick-up and the teachers have not been advised about a change in pick-up routine, the child will not be released to that adult without parent consent.

If you want to chat with another parent during pick-up time or set up a playdate, please use the porch to do so. If you need to speak with a teacher regarding your child, email or call during afterschool hours or set up an in-person meeting in advance. Arrival and departure are busy times for teachers, so please respect that.

Absenteeism

If your child will be absent from school due to travel or illness, please inform the lead teacher and the afterschool teacher (if necessary) in advance! No tuition refunds are given for missed school. Contact the Membership Coordinator in the event of an extended (4 weeks or more) absence.

Leaving the Preschool

Parents are required to notify the Membership Coordinator and Lead Parent in writing one month in advance of taking their child out of the preschool. Deposits can be applied to last month's tuition or can be refunded upon withdrawal. Contact the Finance Coordinator regarding your preference. Notification of less than one month will forfeit families deposit refund.

Tuition

Tuition is paid at the beginning of every month and covers all costs associated with running the school. Tuition target is \$27-28/day but is subject to change if the school experiences a change in operational cost. Tuition cost is calculated per day but is paid in equal monthly payments, based on the number of days per week your child attends. The finance coordinator sends out a reminder e-mail every month, and payment is due by the 10th (\$10 late fee if you pay on the 11th or later, \$20 late fee if you pay by the 21st or later). In addition families pay a \$10 monthly activity fee.

Make checks or money orders out to "West Philadelphia Cooperative School." Also include the Payment Form provided by the Finance Coordinator. Checks should be dropped off in the gray metal safe in the front hallway above the children's hooks.

Sick Policy

If your child will be absent from school due to illness, please let the teachers know by email or phone, before 9:00 am. Children, Teachers, and Parent Helpers should stay home if they are or have had vomiting or diarrhea or a fever in the past 24 hours. Also stay home for a rash, a constant cough, an

eye infection, an earache, or head lice. Children may return to school if they are being treated with antibiotics or as directed by a physician. If your child develops a communicable illness, please keep the membership informed so parents are aware of symptoms to watch for. If a child becomes sick while at school, parents will be contacted by a teacher. Teacher and parent will decide appropriate course of action.

Injuries at school

If your child gets injured at school and requires minor first-aid treatment (ice pack, Band-Aid, etc.), teachers will fill out an incident report slip detailing what happened and how it was treated. One copy of the incident report remains in the log and one copy is sent home in the student's lunch box. Teachers will use their discretion and will call parents if they feel the situation warrants it.

Emergency Contact Information and Protocol

An emergency contact information file is maintained by Membership and is kept in the kitchen for use by teachers when needed. A second file is taken on neighborhood walking trips or on field trips. Also, a contact list and emergency numbers (ex. poison control) are kept on the refrigerator.

West Philadelphia Cooperative School does not have a designated phone number. Teachers are expected to keep their cell phones on their person during the school day, charged and with the ringer on. If a parent needs to contact a teacher during the school day, text or call their cell phones.

In the event of an emergency situation or serious incident (broken bone, lost child), teachers will immediately call the family of the child involved and the Lead Parent and then follow up with written report of what happened in the form of an email to the family and Lead Parent. After consulting with teachers and parent about what information is appropriate and necessary to share with the entire membership, the Lead Parent will inform the membership by email or text message (or phone call). If the family involved is the Lead Parent's family, the Secretary or other Administrative Committee member will fill the role of Lead Parent in the situation.

Fire Drills/Building Evacuation

The building is equipped with smoke detectors and fire extinguishers that are recharged annually by West Philadelphia Fire Protection. A building evacuation plan is posted in each room and two fire drills are held each year. In the event that the building and backyard are unsafe due to an emergency situation, the teachers and students will evacuate to the A-Space, 4722 Baltimore Ave. 215-821-6877.

General School Communication

Almost all school communication is done online. Members are expected to check and respond to email regularly. When new members join they will be added to our email listserve (west-philadelphia-co-op-school@googlegroups.com). Information that is pertinent to the whole membership should be sent to the listserve. Otherwise, email particular co-op members or teachers directly. Contact information for all members and teachers can be found online at google.docs. School roster, meeting minutes, agendas, and other school related informational documents are also posted to google.docs. A school calendar is also maintained at google.calendars. Our public website address is www.westphillycoopschool.com and from there you can link directly to our members only site, www.wpcp.shutterfly.com. The password for the members only site is westphillycoop. If you are having trouble accessing sites or understanding how to use them, please contact our technology coordinator for a tutorial.

Teacher-Parent Communication

The Lead Teacher sends out emails to inform the membership about the current thematic unit and projects as well as regular updates about what's been going on at school and what activities are planned. Teachers also post a morning message about the day on the whiteboard by the cubbies and often send personalized messages home in kids' lunchboxes. Parent-teacher conferences are scheduled once in the fall and once in the spring. If you would like to speak with a teacher regarding your child, please email or call after school hours to arrange a meeting time.

Grievance Procedure

This policy is currently under review. If you have a concern or grievance with a teacher or other co-op member, please speak to the Lead Parent or another member of the Administrative Committee.

Bulletin Board

The Co-op has a bulletin board on top of the cubbies. This is the place to look for paper copies of the current roster, contact list, meeting minutes, school calendar, and other information of interest to co-op families. There is also a white-board calendar above the cubbies.

Allergies

Please inform the teachers, Membership Coordinator, and Snack Provider regarding any food or other allergies your child has. There is an epi-pen at school and the teachers have received training regarding its use. If your child's food allergy is severe, please advise the entire membership regarding how you would like it to be handled. If requested, parents will refrain from packing the allergen in children's lunchboxes.

Snack

Snack costs are included in tuition. The teachers (together with the Snack Provider) serve and sometimes work with the class to make a healthy snack each day. Accommodations are made for any student's with food allergies.

Water Bottles

Please have a clearly labeled water bottle at school for your child to use daily. Water bottles are stored in the pouches hanging from the kitchen door. Parents are responsible for bringing water bottles to and from school and putting it in your child's pouch. Please do not leave it in lunchboxes or backpacks. If you decide to leave your child's water bottle at school, clean and fill it at the beginning of the day.

Lunch

Children bring their own portable lunch in a clearly labeled lunchbox or bag. Please do not pack candy or sugary desserts. Parents are asked to respect food allergies of other children, as directed by the parent of the allergic child. Parents pack lunches in containers that can be eaten out of and sent home to be washed, including forks & spoons if needed. The microwave will not be used to heat student lunches, so please send food that can be eaten at room temperature or kept warm in an insulated bottle.

Hand Washing

Hand washing is part of the daily routine at school and kids wash before snack, before lunch, and after diaper changes or using the bathroom.

Rest Time

Many children like having a blanket, pillow, stuffed animal, or other comfort item at school for use during rest time. Please bring a clearly labeled cloth bag (re-usable shopping bag variety or other) containing your child's comfort items. These bags are stored on the shelf in the upstairs hall. Teachers will send the bag home if children transition out of upstairs rest time.

Spare Clothes

Please bring a backpack or other cloth bag (clearly labeled!) to school with a change of clothes for your child. This bag can be hung on your child's hook and brought back and forth to school, or can be left in your child's cubby (if there is room!). Teachers will put soiled or wet clothes in a plastic bag marked with the child's name and date and will hang it on the child's hook. Please take home soiled clothes as soon as possible and restock your child's change of clothes bag.

Toileting/Diapering

If your child is not potty trained yet, please provide the school with diapers for your child. The Supply Coordinator facilitates the bulk purchase of wipes for the school, at a small cost per diapering family. Your child will be assigned a basket in the bathroom where you can store diapers, and ointment if necessary. Please check your supplies regularly! **Diaper changes and bathroom assistance are the responsibility of the teachers only, and not other adults present in the school, unless you are helping your own child.** The teachers change the children before lunch or at other times if necessary. A log is kept on the bathroom door.

Sunscreen/Insect Repellent

In nice weather, the children spend a large amount of time out of doors. Please apply sunscreen to your child before you come to school. Teachers will reapply sunscreen after lunch, if necessary, and will apply DEET-free natural insect repellent when needed. The school purchases high quality sunscreen and repellent for this use.

Toys from Home

Toys from home will be restricted to one small item, such as a stuffed animal, for the preschoolers to keep in their blanket bags and kindergarteners to keep in their cubbies until rest time everyday. Any other items such as books or games must be cleared by a teacher ahead of time and brought in for the purpose of sharing with the whole school on loan. "Show and tell" days happen monthly and kids are encouraged to bring something special from home to the show the group at circle.

Lost and Found

The lost and found tote is located beside in the entry hall at the bottom of the stairs. Any unclaimed clothing or other item found lying around will be put into the lost and found tote. Please check here regularly! When the tote is full, the items will be laundered and given to Second Mile Center. The wash line above the cubbies is used for drying winter gloves or mittens and wet or found socks. If items remain on the wash line for an extended time, they will be added to the lost and found tote.

Supplies

Parents are asked to contribute supplies, such as paper towels and hand soap, when called upon by the Supply Coordinator. Contributions can be put into the bin in the kitchen labeled "Co-op Supplies."

Field Trips

Field trips are planned by the teachers and the Enrichment Coordinator. Approximately 5-6 field trips happen per year . Each family is encouraged to chaperone at least one field trip during the school year. Chaperoning field trips does not count as In-Schooling time. We try to stay local for field trips and take public transportation when possible. Some field trips, however, require the parents to drive their children to and from our destination. Parents are advised to organize car-pooling among each other.

Curriculum Planning

Members interested in curriculum development are welcome to join the teachers in planning the curriculum for each term. Teachers are expected to set a planning date and send out invitations to the membership. Before each new topic teachers remind the membership of the upcoming topic and invite parents to share ideas for activities or come into school with enrichment activities. Participation in curriculum planning is voluntary and does not count as a Parent Job.

Snow Policy

We follow the School District of Philadelphia's openings and closings due to inclement weather. The personnel coordinator will inform each family via a text message (or phone call) and email in case of a bad weather day. Make sure you respond to a message if prompted to.

Staff/Substitute Teachers

We love our teachers! West Philadelphia Cooperative School has four paid staff members: Lead Teacher Tina, Co-Teacher Steven, Co-Teacher and Afterschool Teacher Kelly Anne. All of our staff have criminal checks and child abuse clearances. Occasionally parents will serve as a substitute teachers. Parent substitutes can count those hours as In-schooling time or can choose to be reimbursed. Contact Personnel Coordinator for details.



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Parent Job List and Descriptions

Lead Parent: One year position, appointed in May
Oversees the work of all committees, including the Administrative Committee
Checks in monthly with committee chairs and teachers
Prepares Town Hall Meeting and Administrative Committee agendas
Facilitates the Town Hall and Admin. Committee meetings
Coordinates Parent Job assignments
Fields general questions from the membership
Advises regarding administrative loose ends and delegates associated tasks
Chairs the Long Range Planning Committee
Sets the agenda for and facilitates the yearly Visioning Meeting
"Keeper of the Cooperative Dream"

Secretary: One year position, appointed in September
Takes minutes at the Town Hall and Administrative Committee meetings
Posts meeting minutes online and on the school bulletin board
Oversees the In-Schooling requirement
Posts In-Schooling schedule on the playground door and reminds members to sign up
Keeps track of In-Schooling hours worked
Advises Finance Coordinator regarding opt-out/buy-in and penalty fee situations

Personnel Coordinator, one year position appointed in May
Interfaces with each of the teachers on a regular basis and acts essentially as their advocate
Lines up emergency subs
Conducts teacher assessments/evaluations
Chairs teacher search/hiring process if needed
Notifies parents via text messaging in case of emergency
Attends Administrative Committee meetings

Personnel Support

Supports the Personnel Coordinator in all matters mentioned above
Takes over Personnel Coordinators responsibilities when the Coordinator is sick or away

Finance Coordinator (bookkeeper), one year position appointed in September
Sends out tuition reminders every month
Keeps a record of tuition, activity fee, late fee and after school payments
Keeps a record of member deposits
Helps set the yearly (or semester) budget with the admin. committee
Refunds member deposits when applicable
Oversees bank account
Writes checks not written by the depositor (currently field trips, reimbursements, snacks, supplies, etc..)
Sends a more detailed explanation of tuition, deposits and fees to new members
Keeps a record of payroll withholding and makes payments to the appropriate tax agencies
Prepares tax returns for city, state and federal corporate income tax
Attends Administrative Committee meetings

Finance Support (depositor)

Photocopies or scans checks before deposit
Deposits checks at bank
Gives copies to bookkeeper
Writes some checks, currently teacher payroll and rent checks

Membership Coordinator, one year position appointed in May
communicates with potential members
schedules "play dates" at the school with potential members and teachers
maintains the waitlist
enrolls new members: sets first date with the teachers and communicates protocol
communicates with The Lead Parent, The Finance Coordinator and Technical Support when new members enroll
maintains the daily and afterschool rosters
updates the Member Handbook
coordinates New Member Orientations

Membership Support

assists the Membership coordinator
checks and responds to emails sent to the school email address
Organizes the enrollment forms and keeps the binder
maintains and updates emergency contact files
coordinates Open Houses
coordinates summer camp enrollment

Handyperson (interior & exterior)

Fixes what needs to be fixed inside the school and in the backyard (unprompted or prompted by Lead Parent)
Regularly checks with the teachers if there is anything in need to be fixed
Contacts other members to help if necessary
Communicates with Landlord Liaison

Backyard maintenance

Hoses down toys in the backyard once a month
keeps backyard generally organized
weeds or attends to plants and landscaping as needed
regularly checks in with teachers

Landlord Liaison

Keeps in touch with the landlord
makes sure there are no conflicts with scheduled building uses

All-school work-day coordinator

Organizes and oversees All-school work-days once per term
checks in with teachers, handyperson(s), and landlord liaison regarding projects
plans tasks, buys supplies, and delegates projects on the day of the event

Grant-writer/Newsletter/Alumni Relations

Produces a newsletter for Alumni and past donors
Maintains an alumni, donor, and friends of the school database
Actively pursues grants for funding

Fundraiser Coordinator

Organizes and oversees at least one Fundraiser per term
Gets membership involved in the Fundraiser

Technical Support

Purchases and installs all computer-related items
Helps members navigate through computer-related queries that concern the Coop
Signs new members onto the groups/docs and sites for the coop

Website Maintenance

Updates Website regularly
Updates Pictures on Website
Informs membership about website related news and changes

Snack Provider

Plans snacks
Purchases snacks at Mariposa
Communicates snack-related issues directly with teachers
Communicates with the Finance Coordinator about reimbursement

Laundry/Entry Caretaker

Takes home kitchen and bathroom towels once a week to wash and dry
Washes contents of Lost and Found bin when it is full and gives them to Second Mile Center
Keeps entry hall organized

School Supplies Coordinator

Keeps bathroom shelf (diapering baskets) organized
Communicates with teachers regarding supply needs
Purchases or calls membership to bring cleaning and school supplies
Communicates with the Finance Coordinator about reimbursement
Changes the Water Filter on a regular basis

Field Trip Coordinator

Schedules, plans and organizes approximately one field trip per month
Works closely together with teachers on field-trip related issues
Keeps membership informed about upcoming field trips

Garden Coordinator

Maintains relations with the Pentridge Childrens Garden, attends occasional garden meetings
Gets membership involved in Garden activities, such as fundraisers and work days
Maintains relations with volunteer gardener (Vivian) to lead classes at the garden
Assists the teachers on trips to the garden
Purchases seeds/bulbs for school work and communicates with the Finance Coordinator regarding budget/reimbursement