



26425 Wellington Rd. | Franklin, MI 48025
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FRANKLIN COMMUNITY PRESCHOOL PARENT JOB LIST (REVISED 2009)

BOARD OF TRUSTEES – GENERAL DUTIES

- * Appoint officers to the Preschool
- * Approve budget
- * Review policies
- * Interview, select and hire teachers
- * Approve teacher contracts
- * Enter into all contracts on behalf of the Preschool
- * Determine admission and exclusion requirements for membership in the Preschool
- * Oversee and supervise all activities of the Preschool

SPECIFIC RESPONSIBILITIES OF BOARD MEMBERS:

DIRECTOR/TEACHER

Curriculum, daily lesson plans, program continuity, which includes but is not limited to arts, imaginative play, academics, etc. Maintain a general knowledge of school policies and operations. Contribute a monthly letter to FCCP newsletter, and articles for the church newsletter. Work with teachers to insure that all children have complete medical forms and immunizations and report same to State as required. Work with teachers to verify that all emergency information is on file and up to date. Verify that teachers have CPR, First Aid and OSHA training annually. Verify that first aid supplies are available and up to date, including teachers' fanny packs. Work closely with President to ensure Preschool runs smoothly. Work with Church liaison and other church personnel as needed.

CO-DIRECTOR/TEACHER

Curriculum, daily lesson plans, program continuity, which includes but is not limited to arts, imaginative play, academics, etc. Work with membership chairman to follow up with interested parents. Work with publicity chairman and committee to generate interest in FCCP.

PRESIDENT (PRIORITY: HIGH)

- Chair of Board of Directors; attend all Board meetings
- Delegate jobs to appropriate persons
- Schedule Board meetings
- Preside over Board and Member meetings
- Prepare agenda for Board meetings and distribute appropriately
- Cancel classes in emergency situations
- Perform all duties necessary to operate Preschool
- Attend Greater Detroit Council of Nursery Cooperatives conferences when applicable
- Keep constitution and by-laws up to date
- Work directly with teachers and Church liaison, committee chairs
- Facilitate teacher hiring and contracts with assistance from Church when necessary
- Enforce policies and is responsible with the Preschool Director for license renewal

VICE PRESIDENT (PRIORITY: HIGH)

- Assist President as necessary
- Set up speakers and/or agenda for general meetings when the Board determines that a general meeting is necessary
- Arrange for school photos to be taken for each class in September or October
- Represent the Preschool on the Church Board of Trustees and act as liaison with Church (attends meetings approximately once a month)
- Serve on the Board of Directors and attend all Board meetings
- Assume position of Preschool President the following year

SECRETARY (PRIORITY: HIGH)

- Create and distribute a form in order to obtain membership information at Parent Orientation Meeting in late August/early September
- Collate and maintain detailed class lists from Room Parents and distribute to all parents and staff
- Serve on the Board of Directors and attend all Board meetings
- Record and distribute minutes of General and Board meetings and any other correspondence that is necessary
- Prepare any necessary correspondence on behalf of the Preschool at the direction of the Board
- Maintain a log/binder of all Board meetings

TREASURER (PRIORITY: HIGH)

- Maintain school books
- Collect and deposit all monies on behalf of Preschool in a timely manner as per FCCP bylaws
- Pay all bills and/or charges as authorized by the Board, including reimbursement
- Assist Board with creation of the annual budget
- Prepare and maintain annual budget

- Prepare finances and submit FCCP books for annual Church Audit prior to June 30th each year
- Communicate financial position of FCCP to Board on a monthly basis
- Collect delinquent accounts
- Serve on Board of Directors and attend all Board meetings
- Distribute bank statements monthly to Board members

SCHOOL-WIDE POSITIONS:

PUBLICITY CHAIRPERSON/COMMITTEE (PRIORITY: HIGH)

- Develop ways to publicize FCCP to the community
- Maintain website (anyone on Publicity Committee may do this)
- Assist the Board with all marketing activities
- Assist Membership Chairman with displays for Library Nights
- Place ads, newspaper articles, etc. in local publications
- Coordinate, schedule and promote Open Houses and other yearly events
- Attend Board meetings as requested (Chairperson)
- A representative from each age group (2s, 3s, 4s) should be on this committee; the committee selects a chairperson from this group

MEMBERSHIP CHAIRPERSON (PRIORITY: HIGH)

- Plan for and attend Preschool Night at Bloomfield Township and/or Birmingham Libraries
- Organize and attend FCCP Open Houses; work with Director and Publicity Chairperson on the Open Houses
- Work with Director to follow up on calls from interested parents
- Work with Publicity Chairperson to keep information on website up to date
- Work with Publicity Chairperson to develop ways to publicize FCCP
- Attend Board meetings as requested

FUNDRAISING CHAIRPERSON/COMMITTEE (PRIORITY: HIGH)

- Plan, budget and schedule all fundraising activities throughout the year; this would include: Cookie Dough sales (October), Spring Dance and Auction (April), Mom2Mom sales (fall and spring as needed), and other activities as may be needed/requested by the Board
- Communicate and coordinate projects with parents, the Board and other committees as needed
- Report results to parents and Board in writing
- Verify participation by all families
- Attends Board meetings as requested (Chairperson)
- A representatives from each age group (2s, 3s, 4s) should be on this committee; the committee selects a chairperson from this group

SOCIAL CHAIRPERSON/COMMITTEE (PRIORITY: HIGH)

- Plan social events outside school hours for parents only and family events
- Research and suggest "outing" ideas and take a vote among the parents

- Plan and organize events in conjunction with teachers and Board of Directors (a minimum of one event per season is suggested)
- Communicate needs with parents (sign up sheets for events) and the Board
- Provide and coordinate refreshments for all FCCP events as necessary, including Preschool Sunday, fundraising activities, end of year picnic
- Provide receipts for expenses to Board Treasurer
- A representative from each age group (2s, 3s, 4s) should be on this committee; the committee selects a chairperson from this group

SHOPPER (PRIORITY: HIGH)

- Keep ample supply of cups, plates, napkins, paper towel in hall closet; issue notices to parents asking for contributions of these particular supplies on a timely basis
- Keep ample supply of baby wipes, diaper disposal bags, baby powder and/or diaper rash ointment in hall closet and 2s classroom
- Purchase liquid soap and be sure dispensers are full at all times
- Purchase cleaning supplies for table clean up at snack time (Clorox wipes, detergent to make soapy water, spray bottles)
- Purchase cleaning supplies for room clean up (Clorox, sponges, rubber gloves, buckets and/or tubs)
- Purchase food handling gloves for use in serving snacks
- Purchase other supplies as requested by teachers (there is a board for the teachers to list needed supplies on the inside of the hall closet door)
- Forward receipts of expenses to Board Treasurer
- Use FCCP/Church Tax ID Number to waive sales taxes for purchases
- This job DOES NOT include classroom supplies such as construction paper, etc; these are ordered by the teachers and /or directors

BOOK ORDER CHAIRPERSON (PRIORITY: MEDIUM)

- Distribute book order forms to families and collect orders and money (we get order forms from several different book clubs)
- Organize and submit orders
- Distribute books in cubbies
- Obtain and return library materials on behalf of teachers as requested
- Order forms should be offered to families in time for Halloween, Christmas, Valentine's Day, Easter, and the end of school

NEWSLETTER PUBLISHER (PRIORITY: MEDIUM)

- Send reminders for/collection of teacher articles, contributions from parents, Board officers, etc. on a timely basis to compile into monthly newsletter
- Include a calendar of upcoming events and important notices in the newsletter
- Copy and distribute newsletter to all members families and Church staff (may be distributed via email)

HOUSEKEEPING ORGANIZER (PRIORITY: MEDIUM)

- Organize and coordinate clean up days once a month

- Coordinate a sign up sheet for members; determine with parents the day and time that will work best for their schedules (can also assign days to parents)
- Work with shopper to ensure that all needed supplies are available
- Verify that all parents have signed up for an equal number of clean up days
- Remind parents of clean up day as needed
- Delegate cleaning jobs: all toys, tables, chairs, easels, etc. in classroom should be cleaned with a Clorox and water solution each month; all dress up clothes and smocks should be carried home by a parent and washed in a washing machine; parents may take toys home to wash if toys are returned promptly to the classroom
- State regulations require cleaning of toys and equipment for all child care centers

GDCNC SCHOOL DELEGATE (PRIORITY: LOW)

- Attend GDCNC (Greater Detroit Council of Nursery Cooperatives) meetings and report back to FCCP Board of Directors
- Actively promote GDCNC conferences to FCCP parents

CLASSROOM JOBS (IDEALLY ONE PER CLASS):

ROOM PARENT (PRIORITY: HIGH)

- Attend Parent Orientation meeting (September) and collect all required forms for each child's file for your class
- Make a class roster including the parents' names, child's name and date of birth, address, phone numbers, email addresses and parent school job; copy and distribute to all parents in class and the Board Secretary
- For 3's and 4's classes, post monthly calendar for parents to sign up to bring snack
- For 2's classes, schedule parent helpers on a monthly basis, ensuring each day has a working parent; copy and distribute to all families and teacher
- Assist teacher as needed with class parties such as Halloween, Thanksgiving, Christmas, etc.
- Collect funds for projects and teacher gifts
- Assist teacher as needed in planning all classroom field trips (often in conjunction with other room parents) to complement the unit of study in the classroom; includes creating flyer with permission slip, if necessary, and collecting funds
- Contact parents if there is an emergency school closing
- Schedule toy cleaning on monthly basis IF Housekeeping job is not filled
- Attend Board meetings as requested

ART ASSISTANT (PRIORITY: LOW)

- Assist classroom teacher as necessary with the preparation of art projects (for example, by tracing and cutting pieces in advance of class)
- May recommend projects to teacher that correspond with lesson themes
- Help the teacher prepare the materials for classroom centers

- Work with the teacher to plan and prepare bulletin boards in classroom and to decorate hall; this may include work done by children as well as adult prepared boards
- Bulletin boards should change with the season and/or classroom themes
- Forward receipts of expenses to Treasurer
- Prepare play-doh as necessary for teachers
- Assume the duties of Newsletter Publisher, on a rotating basis with other Art parents, if that position has not been filled

PHYSICAL EDUCATION COORDINATOR (PRIORITY: LOW)

- Assist classroom teacher as necessary
- Work with teacher to provide large motor activities for class on a regular basis (timing to be determined by teacher and coordinator)
- Make sure equipment is readily available especially for indoor activity in inclement weather (available equipment includes balls, scooters, parachutes, climbing equipment and other small equipment; books are available to assist in planning)

SCIENCE PROJECT COORDINATOR (PRIORITY: LOW)

- Assist classroom teacher as necessary
- Work with teacher to provide age-appropriate science experience to class on a regular basis (timing to be determined by teacher and coordinator); books and folders of ideas available to assist in planning

FOREIGN LANGUAGE COORDINATOR (PRIORITY: LOW)

- Assist classroom teacher as necessary
- Work with teacher to provide age-appropriate lessons in foreign language(s) of choice on a regular basis (timing to be determined by teacher and coordinator); include teaching the children counting, color names, common phrases, etc.

TEACHERS WILL LET PARENTS KNOW WHAT, IF ANY, ADDITIONAL CLASSROOM JOBS ARE NEEDED AT THE PARENT ORIENTATION MEETING.