

Parent Cooperative for Early Learning

Earning Co-Op Credits
January 2015



As a member of the PCEL community, you are required to earn 6 Co-Op credits per a month through service to the school. Approximately 2 credits a month should be earned by serving the larger school community and 4 should be earned serving your child's classroom (though this can fluctuate as school and classroom needs change from month to month). Classroom teachers in conjunction with office staff will keep track of earned credits.

Committee and Board credits will only be earned during months when meetings and school business are conducted. Committee leaders will be responsible for keeping record of and reporting in a timely manner all parents that have been active in a given month.

Failure to earn 6 credits per any given month will result in a \$25 fee per unearned credit being assessed to your account the following month. If you have any questions or concerns about fees, please speak with the Director.

Ways to earn School wide credits

Ad Hoc Committees

- 1 credit per hour of work
- Speak with the Board President or Director
- Tasks:
 - Organize and hold a series of meetings to solve a specific problem

Board Member

- 4 credits per month
- Speak with the Board President about open positions
- Tasks:
 - Attend meeting in October, December, February, April, June, July, and August
 - Hear committee reports, approve action, set policy
 - Hear and resolve tuition and contract questions
 - Lead the work of the membership
 - Prepare annual budget

Building and Grounds Committee

- 2 credits per hour/1 credit per small repair
- Speak with the Building & Grounds chair or Director
- Tasks:
 - Ceiling tile replacement
 - Plaster patching
 - Plant care
 - Snow Shoveling
 - Painting
 - Assembling furniture
 - Sweep-up wood chips
 - Repair toys, tec.

Building and Grounds Committee Chair

- 3 credits per month
- Speak with the Board President or Director
- Tasks:
 - Identify needs for repairs or improvements and determine which can be done by parent volunteers and which by contractors
 - Chair occasional meetings of a small committee to plan repairs or improvements
 - Propose large budget needs to Board; coordinate other work through the Director
 - Provide leadership to involve members in painting, repairing, and improving our indoor and outdoor spaces
 - Contribute to newsletter

Fundraising Committee Chair

- 3 credits per month
- Speak with the Board President or Director
- Tasks:
 - Conduct meetings to plan fundraising events during the year
 - Propose plans for fundraising to the Board
 - Lead the effort to involve all members in working on fundraising
 - Contribute to the newsletter

Parent Involvement Committee Chair

- 3 credits per month
- Speak with the Board President or Director
- Tasks:
 - Conduct committee meetings
 - Propose plans to the Board for school wide parties and other social opportunities
 - Lead the effort to involve many members in events
 - Contribute to the newsletter

Marketing Committee

- 3 credits per month
- Speak with the Board President or Director
- Tasks:
 - Create and execute a marketing strategy to recruit new students and publicize the school
 - Design flyers and packets for potential families
 - Manage any social media presence in conjunction with the Director
 - Work with the Board to incentivize current parents to recruit for the school
 - Ensure that the school is represented at local events, such as school fairs, the 57th Street Children's Book Fair, etc.

Technology Committee

- 1 credit per visit to the computer
- Speak with Director
- Tasks:
 - Keep school computers and internet in good working order
 - Answer staff questions regarding technology
 - Recommend repair, replacement, and quality software to meet school needs

Fundraising Committee and Volunteers

- 1 credit per hour
- Speak with the Fundraising Chair
- Tasks:
 - Decorations
 - Publicity
 - Rentals
 - Collecting/Recording money
 - Posters
 - Thank you letters
 - Soliciting
 - Tickets
 - Food
 - Ad book

Open House Volunteer

- 1 credit per contribution/hour of work
- Speak with the Parent Involvement Chair
- Tasks:
 - Provide refreshments
 - Distribute flyers
 - Be a host during the event

Playground Maintenance Volunteer

- 1 credit per hour of work
- Speak with the Building and Grounds Chair
- Tasks:
 - Sweep up wood chips and return to playground
 - Rake wood chips to an even level
 - Paint water seal on all exposed wood twice a year
 - Maintain shed and playground

Snow Shoveling

- 2 credits per heavy snowfall
- Speak with the Director
- Tasks:
 - Shovel (or sweep) a path from the gate to the entrance
 - Sprinkle melter on icy areas

Ways to Earn Classroom Credits

Donations

- 1 credit per \$20 (turn receipt into classroom teachers)
- Speak with Classroom teachers to find out what is needed
- Possible needs: Printer ink, books, plants, pillows, paper products, art supplies, gently used toys and clothing, and items on teachers' wish lists

Field Trip Chaperone

- 1 credit per hour
- Speak with Classroom teachers about upcoming outings
- Tasks:
 - Be responsible for the safety of a small group of children
 - Help children to enjoy and learn from the field trip

Laundry of Sheets and blankets

- 1 credit per set of sheets & 2 credits per 6 blankets
- Speak with Classroom teachers
- Tasks:
 - Take home sheets or blankets on Friday afternoon after 4pm
 - Wash, dry, and fold
 - Return sheets or blankets by 11am on Monday

Meeting Attendance

- 1 credit per hour of meeting
- Sign-in when you arrive
- Tasks:
 - Attend general membership meetings (September, November, January, March, and May)
 - Attend classroom meetings
 - Attend committee meeting

Room Parent

- 3 credits per month
- Speak with Classroom teachers or Parent Involvement Chair
- Tasks:
 - Make phone calls about Co-Op matters
 - Take phone calls and emails from prospective families
 - Welcome & Inform new families
 - Be active on the Parent Involvement Committee

Classroom Cleaning

- 1 credit per hour of work
- Speak with Classroom teachers
- Tasks:
 - Wash windows, furniture, dress up clothes, dolls, toys, etc.
 - Vacuum gym carpet and wash mats
 - Assist in extra sanitation of classrooms needed to end the spread of contagious illnesses (Colds, Flu, Pinkeye, etc.)

Washing/Sanitizing Toys

- 1 credit per load of toys
- Speak with Classroom teachers
- Tasks:
 - Wash plastic toys in hot soapy water and rinse. Sanitize in room temperature water and 1 TBSP of bleach per quart of water. Air dry.
 - Machine wash dolls, doll clothing, dress up clothing, etc. in warm water and mild detergent
 - Wash wood toys in Murphy's oil soap

Plant Care/Animal Care

- 2 credits per month
- Speak with Classroom teachers
- Tasks:
 - Water and feed classroom plants and pets
 - Repot or add plants as desired
 - Maintain habitats for any classroom pets
 - Take classroom pets home during school closings