

2021 - 2022 School Committees

Each member of the preschool who has a child enrolled in the Beginners, Threes, Fours, or Pre-K Cooperative program is required to fulfill the responsibilities of a committee position each school year. Parents of students in the Non-Cooperative programs are encouraged to participate, and are greatly appreciated when they do so, but participation is not a requirement for their membership. Parents of students who are registered for the “Buy Out” option are exempt from committee service. Service on the Board of Directors takes the place of committee service. If you are interested in volunteering for the Board of Directors, please contact the President at cpipresident@outlook.com for more information.

The committees available differ greatly in the level and type of contribution required, but all are extremely important to the continued success of our school. Most of these committees fulfill duties that in a non-cooperative school would be performed by paid staff members. PLEASE NOTE: MEMBERS WHO DO NOT FULFILL THEIR COMMITTEE RESPONSIBILITIES WILL BE ASSESSED A FINE OF \$100.00.

Please read the committee descriptions carefully and consider committees that would most benefit from your talents. Except for those committees with special requirements, the assignments are made on a first-come, first served basis, and many committees fill quickly. Complete the committee choice form here: <https://centrevillepreschool.com/committees/>

Committee assignments are made in the summer and members are notified in September with most committee responsibilities beginning with the school year. However, some committees may be contacted prior to the start of classes. If you have questions about committees, please contact the Secretary at cpisecretary@outlook.com.

REPORTING TO THE TEACHER DIRECTOR

Laundry: Members will launder towels each week. Dress-up clothes and doll clothes will be laundered as needed. The laundry is picked up each Thursday or Friday at the school, washed over the weekend and returned to the school on Monday or Tuesday.

REPORTING TO THE OFFICE MANAGER

Costco/BJs Buyer: Committee members will purchase supplies for the school about every six weeks, by using a list compiled by the Office Manager. Items will be purchased at either Costco or BJ's. The committee person must be a member of one or the other, or both. You will be reimbursed for all purchases.

Walmart/Grocery/Craft Store Buyer: Committee member will purchase supplies for the school about every six weeks, by using a list compiled by the Office Manager. Items will be purchased at Walmart, a grocery store or a craft store. You will be reimbursed for all purchases.



Committee Descriptions

Scholastic Book Club: This committee is assigned to distribute book club information and order forms for Scholastic book orders. Upon receipt of the books, the committee members will sort them by class and distribute books through the totes. Orders are placed approximately every month during the school year.

School Helper: The members of this committee are assigned to perform tasks such as refilling glue bottles, replacing empty paper towel and toilet paper rolls, refilling copy paper, cataloging and shelving new books, and discarding damaged books. The committee member will perform these duties at the school at least once a month under the direction of the Office Manager.

REPORTING TO THE VICE-PRESIDENT

Room Parent: Room Parent works closely with the teachers to help organize special projects and class parties. Members will organize opportunities for parents and children to meet outside of school and will occasionally be responsible for relaying information to class.

Teacher Appreciation: This committee is responsible for organizing various activities throughout the school year and daily during Teacher Appreciation Week to show appreciation for the teachers, including breakfasts and/or luncheons (at the school or at restaurants) for the teachers, flowers, handmade cards from the students, and other tokens of appreciation.

REPORTING TO THE CO-DIRECTORS OF ENROLLMENT

Enrollment: These committee members will help the Enrollment Directors assemble application packets and make other preparations for the annual Open House and Registration. Members will be available at the Open House to give tours and answer questions from prospective applicants. Members may also be asked to help prepare membership packets for distribution at the Spring membership meeting, to provide tours of the school to prospective applicants, to give tours to families during Centreville Day (on a Saturday in October), and to assist the Co-Directors of Enrollment in other ways during the year. Committee members should be familiar with and enthusiastic about CPI.

REPORTING TO THE DIRECTOR OF PUBLIC RELATIONS

Publicity: You are responsible, under the guidance of the Director of Public Relations, for relaying the character and spirit of CPI to our community, and for educating prospective members from the area about the joy and satisfaction of co-oping in their child's preschool. You will create and post announcements of CPI events, such as the Open House and Registration and fundraising events, in the community at the request of the Director of Public Relations and others. These committee members may assist in organizing and manning a display table and other activities for local children outside the school during Centreville Day (on a Saturday in October) to help promote CPI.

Porch Decorating: Members of this committee will help decorate the porch at the school for the different seasons and holidays.



REPORTING TO THE CO-DIRECTORS OF FUNDRAISING

Fundraising: This committee of enthusiastic and creative parents assists the Directors of Fundraising with a variety of fundraising activities such as requesting donations from the community and local Wegmans, arranging Spirit Nights at local restaurants, organizing a book fair, setting up a holiday shop, Original Works, planning events (making arrangements for food and beverage, entertainment, decorating, etc.), and product sales at various community events and membership meetings.

REPORTING TO THE DIRECTOR OF PARENT EDUCATION

Membership Meeting Preparation: This committee will help in the planning and execution of the year's Membership Meetings. You will help assemble individual student packets for the Fall and Spring Membership Meetings.

REPORTING TO THE DIRECTOR OF MAINTENANCE

Maintenance and Gardening: You will work with the Maintenance Director in identifying and repairing facilities in and around the preschool. Tasks may include hanging hooks and painting and need to be completed when children are not in school. Handyman skills are a plus. In addition, this committee is responsible for maintaining the landscaping. This committee is responsible for planting plants, trimming hedges, weeding, spreading mulch, picking up trash, and mowing the lawn.

Maintenance Coordinator: This committee will assist the Maintenance Director by coordinating with members to schedule them to work on maintenance projects such as cleaning, repairs, and landscaping. Members of this committee will need to be available on some weekends to allow access to the building and provide direction.