



2023 - 2024 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 OFFICE MANAGER

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, etc. 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 Parents work 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 (Family Fun Day), and to assist the Co-Directors of Enrollment in other ways during the year, including providing tours to prospective applicants. Committee members should be familiar with and enthusiastic about CPI, and available to conduct tours during school hours.

REPORTING TO THE DIRECTOR 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, 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 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. Working with the Parent Ed Committee, you will help organize and run library events (2-3 times a year) to help advertise our school to the community.

REPORTING TO THE DIRECTOR OF PARENT EDUCATION

Parent Education: This committee will assist the Parent Ed Director with research for the Parent Education library and other topics of interest to the membership. You will also help maintain, update, and track distribution of Parent Handbooks. Working with the Publicity Committee, you will help organize and run library events (2-3 times a year) to help advertise our school to the community. This committee also helps in the planning and execution of the year's Membership Meetings.