



CANBY COMMUNITY PRESCHOOL

2016-2017

PARENT JOB LIST – PAGE 1

BOARD POSTION: PCPO Representative (1)

Distribute PCPO newsletters, mailings and information, attend PCPO General Meeting and provide report from meeting to the board, submit monthly article in preschool newsletter regarding PCPO topic information, organize parent education classes

BOARD POSTION: Fundraising Coordinator (1)

Organize fundraisers at local businesses, recycling rebate programs, Fred Meyer Rewards points, Amazon Smiles programs and organize t-shirt orders and sale

Art Room Helper (2)

Maintain organization in the art room by keeping inventory each month, tidying up shelves, organizing supplies, cleaning and replacing supplies and helping rotate activities each month. Art Room clean up will occur on the first Friday of each month.

Child Care (2)

Provide child care for board meetings and some parent education nights.

Classroom Baker (4)

Bake and bring baked goods to the following class "party days": Pumpkin Patch, Holiday Celebration, Outdoor School and Grand-friend Day

Classroom Clean Up (2)

Assist in cleaning up the school for 30 minutes, including wiping down and sanitizing tables and chairs in each classroom, on the third Friday of each month.

Classroom Scrapbooker (4)

Assist the teacher with creating a scrapbook cover, laminating and combining the scrapbooks and meet once a month with the teacher during class time to help supervise the children create pages in their scrapbook. This will take place on the 2nd Thursday/Friday of each month (class scrapbooker will need to parent help on these days).

Cultural Literacy (1)

Organize and plan 2-3 activities over the school year with the teachers to highlight different nationalities and cultures. These activities may include songs, foods and guest speakers and may coincide with holidays.

Dramatic Playroom Helper (2)

Assist the teachers in transforming the room each month by packing up existing items and helping set up the new along with taking toys and clothes home to clean. Room transformations will occur on the first Friday of each month and will be given to parents in the 4's or Blend classes.

Landscape/Playground Coordinators (3)

Organize outdoor shed and keep playground clean, weeded and mowed.



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PARENT JOB LIST – PAGE 2

Lettering (1)

Assist the teachers and school with lettering throughout the school year using a Cricut or similar device (school has a Cricut). Most supplies will be provided.

Library Keeper (1)

Organize books and keep inventory of the school library and complete other tasks as needed by the teachers. Library keeping will occur on the first Friday of each month.

Outdoor Event Coordinators (2)

Assist with classroom activities which take place outdoors involving set up, help run activities and clean up. Special activities include the Pumpkin Patch, Outdoor School and the Nature Walk.

School Baker (4)

Bake and bring baked goods to the following special events: Auction Meeting, Pumpkin Carving Night, Auction Dessert Dash, Mother's Dessert, Promotion and End of the Year Potluck

Scholastic Books (1)

Distribute monthly book order forms to families along with ordering instructions and due date.

Special Events Coordinator Assistant (1)

Assist the coordinator with all special events: Pumpkin Carving, Mother's Dessert and End of the Year Potluck

Special Events Clean Up (3)

Assist in cleaning up the Fellowship Hall after the Auction Meeting, Pumpkin Carving Night, Mother's Dessert and End of the Year Potluck.

Tailor (1)

Has the ability to sew and repair costumes and other items the teachers may need.

Teacher Assistant (4)

Work on side projects with the teacher. Assistant must have flexibility, ability to prepare projects at home and time to organize such items as labeling, creating supplies, etc.

Thank You Notes (1)

Write Thank You notes for teachers and auction team as needed.

Wood Craftsman (1)

Has woodworking capabilities to work on projects that may include fixing bookshelves, shed maintenance, projects around the classrooms and other needs of the teachers and the school.