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WELCOME!

Welcome to the Rainbow Experience Preschool. We are looking forward to having you and your child join our preschool program. We hope this booklet will help you and your child have the best experience possible.

Learning at home is one of the most important factors in a child's development. You are the most important teacher to your child. By working together, we can build a foundation for your child's learning throughout his/her school years. We look forward to building a positive attitude about school.

This is your school.

You are now part of a unique preschool, which is sustained and developed through the cooperative efforts of parents like yourself. You will share the satisfaction of planning and working to create an enriching and happy environment in which children can learn and grow.

General Description

The Rainbow Experience, Inc. is a private, non-profit preschool incorporated in the State of Kansas. It is federally tax-exempted as a 501 3(c) corporation. Rainbow is licensed by the Kansas Department of Health and Environment. Rainbow is currently located in the Baldwin Elementary School Primary Center, but is not affiliated with U.S.D. 348. The mailing address is The Rainbow Experience, 708 Chapel, P.O. Box 526, Baldwin City, KS. 66006. The telephone number is (785) 594-2223.

Philosophy

At the Rainbow Experience, we believe that children learn best by doing. Learning requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. This learning takes time and needs to be reinforced by repetition. We also believe that children learn best when they feel good about themselves. Self-acceptance and self-confidence encourage children to improve their skills, to try more challenging tasks, and to become more self-reliant.

Goals

Our goals are to help children become independent, self-confident, inquisitive, and enthusiastic learners. They are provided many firsthand experiences to learn about the world around them and to explore using their five senses.

Play provides the foundation for self-expression, working out feelings, learning how to work out relationships, learning about roles, and cognitive learning. Children are allowed to develop at their own pace, in ways that are best for them. We strive to help them develop good habits, attitudes, and self-esteem, which will make a difference throughout their lives. By working on these goals together, we can help prepare the children for their future in the elementary school program.

More specifically, our goals are to:

1. Provide socialization with peers
2. Help the child accept authority from someone other than parent
3. Develop skills in listening and following directions
4. Promote growth in language skills
5. Develop a sense of responsibility
6. Improve coordination and motor skills
7. Promote an interest in learning and an enjoyment of school

CONSTITUTION

ARTICLE I. Name

The name of the organization shall be The Rainbow Experience, Inc. This operation shall be operated on a nondenominational, nonprofit basis.

ARTICLE II. Purpose

The purpose of The Rainbow Experience, Inc., is to operate a nonprofit organization established by a group of parents who were interested in developing a preschool program for two-and-one-half, three, four, and five-year-old children. The program devised provides a broad range of learning experiences, from group participation to individual creativity, to the development of new skills, and to guide the children to attain greater independence, social competence, and self-fulfillment.

ARTICLE III. Association

The Association shall consist of parents of children currently enrolled in the preschool and any concerned member of the community approved by the directors. Each Associate in good standing shall have one vote.

The main responsibilities of the parent members shall be:

1. Participate on a committee or accept a position on the Board of Directors.
2. Participate in fundraising events.
3. Participate in community events sponsored by Rainbow Preschool.
4. Attendance by at least one parent at the general membership meetings, where the business of the school shall be conducted.
5. Participation in toy cleaning process. Either a parent/grandparent will volunteer their time to clean toys 1-2 times per each child enrolled. This process will take place after school and sign up sheets will be posted outside the classrooms.

ARTICLE IV. Board of Directors

Section 1: **Directors** - All Directors shall serve a minimum of two-year terms commencing on July 1 of the elected year. The Association at the Annual Spring Meeting shall elect the directors. The position of president and Treasurer shall be staggered such that each is elected on opposing years

Section 2: **Officers** - The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall serve no more than two consecutive terms unless otherwise voted on by the Board of Directors.

Section 3: **Vacancies** - Any vacancy occurring in the officers or directors by reason of resignation, death or disqualification shall be filled for the remainder of the term by a vote of the majority of the remaining directors.

Section 4: **Qualifications** - No member of the Association shall be elected or appointed or shall continue to serve as an officer or director if not in good standing with the Association. Directors elected or appointed by the Association from the community shall be and shall remain in good legal and moral standing during their tenure.

Section 5. **Nominations**

The report of nomination for Directors shall be presented at the Annual Spring Meeting. Immediately following the presentation of this report, an Associate may make nominations from the floor, provided the consent of the nominees shall have been secured.

Section 6. **Election**

A quorum of the general Association must be present to hold a valid election. Election of each director and officer shall be by a majority of those present and voting. If however, the person nominated for an officer position is not a member of the Association then a majority vote of the full Association is required and will be by ballot to each Association member within one week following the spring meeting. Elections of any officers or directors shall be by ballot.

Section 7. **Director Duties**

A. President

The President is the overall leader of the Board of Directors and the school as a whole. The President shall receive a full scholarship due to the amount of time involved with this position. The President is charged with the following responsibilities and tasks:

1. Serves as the administrative head of the school
2. Presides at monthly meetings of the Board of Directors and the general membership meetings
3. Determines school priorities and functions through continued discussions with teachers, parents, and Board.
4. Completes annual evaluations of the Program Director
5. Prepares the annual contracts with the staff with input and approval from the Board of Directors.

B. Vice-President

The vice-president is the second administrative head of the school. The vice-president is charged with the following responsibilities and tasks:

1. Shall in the event of the absence, disability, or death of the President, possess all duties of the office of President.
2. Oversees the Facilities Committees including outdoor environment and building maintenance committees.
3. Oversees all committees that relate to the program, including grant committee.
4. Assists the President in the annual evaluation of the program director.
5. Conducts annual parent surveys and distributes the results.

C. Secretary

The secretary is responsible for overall communication among members of the school community. The secretary is charged with the following responsibilities and tasks:

1. Shall keep minutes of all the meetings of the Association and monthly Board of Directors meetings.
2. Keep files of the following: previous minutes, record of member's attendance at mandatory meetings, copies of all formal communications.
3. Shall sign, with the President, all contracts and other instruments authorized by the board and shall perform such other functions as may be incident to the office.
4. Oversees all committees that relate to communication among members of the school, such as the newsletter committee.
5. Maintain and distribute parent handbooks.

D. Treasurer

The Treasurer is responsible for overseeing the financial well being of the school. The Treasurer shall receive a full scholarship for this position based on the number of hours this position requires. The Treasurer is charged with the following responsibilities and tasks:

1. The Treasurer shall be bonded.
2. Due to standard rules of accounting, two people must share the aspects of school finance. For this reason, the Treasurer must be assisted by an Assistant Treasurer, who is responsible for making all deposits for the school, but has no check writing authority.
3. Prepares annual budget for board approval.
4. Prepares monthly statement for the board showing income and expenses for that month and year to date, plus bank account and investment balances.
5. Guides the Assistant Treasurer in the collection of all school receipts including tuition, deposits and donations.
6. Records all receipts, as provided by the Assistant Treasurer.
7. Pays all invoices and requests for reimbursement upon approval of the Board.
8. Records all expenses.
9. Balances bank accounts monthly.
10. Calculates payroll and distributes paychecks monthly.
11. Oversees all insurance policies and updates them as needed.
12. Ensures filing of all necessary federal, state and county tax reports.
13. The Treasurer and President shall sign all checks, notes and drafts.
14. A financial audit shall be performed upon request of a quorum of the general association and/or Board of Directors.

E. Co-Fundraising & Event Directors

The Fundraising/Event Coordinators are responsible for organizing fundraisers and serve as the chair for their respective fundraising and event committees.

Section 8. Powers

The Board shall have a full power and authority to conduct and manage the business and property of the Association subject only to specific instructions from the Association. The Board shall operate the preschool in accordance with the current policies of the Association, as approved by the Associates. The Board shall create and designate such committees, as the Board finds necessary and desirable. The Board shall not delegate control of employment practices.

Section 9. Meetings

There shall be one meeting of the board per month during the school term. The President may call special meetings of the Board and shall call a special meeting upon written request of three members of the Board. Two consecutive non-excused absences from regular Board meetings shall be deemed a resignation.

Section 10. Quorum

A majority of the members of the Board currently in office shall constitute a quorum, which is required during a vote at a Board of Directors meeting.

ARTICLE V. Association Meetings

There shall be at least two general meetings of the Association each year. The Board of Directors shall determine exact time and place, and the Secretary shall notify all Associates in writing of the time, place, and proposed agenda of all general meetings at least one week in advance of such meetings.

Section 1. Fall Meeting

The agenda shall include:

1. A profit and loss statement and balance sheet for the previous fiscal year
2. A full statement of the current Policy of the Association
3. An outline of the committees and procedures designated by the Board for the operation of the preschool,
4. Such other business as may properly come before the meeting.

Section 2. Spring Meeting

The agenda shall include:

1. A profit and loss statement and balance sheet of the current fiscal year
2. Adoption of an Association Policy to guide the Board in the ensuing Year
3. Election of officers and directors
4. Such other business as may properly come before the meeting.

Section 3. **Special Meetings**

A special meeting of the Association shall be held to consider any matters proposed by a majority of the Associates in writing to the President. Such meetings are to be held not more than two weeks from the date of the receipt of the request.

Section 4. **Quorum**

One-half of the co-operative membership shall constitute a quorum, which is required during a vote by the Association.

ARTICLE VI. Finance

The school shall be funded through tuition, donations, and fundraising projects.

Section 1: **Fiscal Year** - The Fiscal Year of the corporation shall begin on the first day of January and terminate the 31st day of December of each year.

Section 2: **Financial Obligations** - No Associate of the Association shall have any authority to bind the Association financially or otherwise; unless, at a duly held meeting of the Board, a particular Associate of the Association is authorized to act for and on behalf of the Association, and the authorization made is duly recorded in the minutes of said meeting.

ARTICLE VII. Policy

Policy shall be limited to such issues as pertain to the proper and efficient operation of the preschool. The Board of Directors shall draw up proposed changes of policy, having considered the recommendations submitted by the Association, and shall send this proposal to all Associates two weeks before spring meeting. A complete statement of current policies shall be posted at all times on the school bulletin board.

ARTICLE VIII. Parliamentary Authority

The rules contained in Roberts Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

ARTICLE IX. Amendments

These bylaws may be amended by a two-thirds vote of a quorum of the general association at any regular or special meeting, provided the amendments have been submitted to the Association in writing at least two weeks in advance of the meeting.

Rainbow Experience Preschool Policies

As a cooperative preschool, all parents of children enrolled agree to follow all policies, participate in school functions, and aid with needed maintenance and repair of the Preschool.

Admissions

Admission policies shall be nondiscriminatory in regard to race, religion, national origin, ancestry, or sex in accordance with Kansas Civil Rights Statute KSA #44-1009, and comply with the American's With Disabilities Act.

Children with disabilities may be enrolled if we are able to adequately meet the child's special needs. If we are unable to meet a child's special needs because necessary facilities, services, or staff is not available, we will assist the family to find a more appropriate placement. In many cases, special services are available from the child's local school district and the East Central Kansas Cooperative in Education. This source provides a free screening for children under 5 years of age in the following areas: motor skills, self-help skills, speech-language skills, personal-social skills, pre-academic skills, hearing and vision. If the child meets Kansas State qualifications for a child with special needs the Cooperative may be able to provide services unavailable at the Preschool. If an Individual Education Plan (I.E.P) is required, it will be developed by Cooperative personnel in cooperation with Preschool staff.

Children are eligible for admission in the 2-day class if they are at least 30 months or 2 ½ years of age. Children are eligible for admission in the 3-day "Busy Bee" class if they are at least 3 years of age by August 31st of the school year. Children are eligible for admission in the 3 day "Dragonfly" class if they are at least 3 years of age by August 31st of the school year. The "Dragonfly" class will be an afternoon class for those students meeting the "Busy Bee" or "Teddy Bear" age requirements and will contain a pre-K curriculum. Children are eligible for admission in the 3-day "Teddy Bear" pre-K class if they are at least 4 years of age by August 31st of the school year.

Arrival and Departure

Please, **do not** let your child off at the sidewalk. It is important to bring your child into the classrooms and make sure the teachers are aware of their arrival. The Preschool will not accept responsibility for the child unless he/she is personally brought in. Also, please check the sign-in sheet and note who will be picking up your child. Any changes in your child's riding schedule must be communicated to us. A note is required if someone not listed on the pick-up authorization form will be picking up your child.

The Teddy Bear class will dismiss from the playground or from the classroom if the weather is bad. All other classes will be dismissed from their classroom.

Please pick up your child promptly at 11:15 a.m. If you are late, you will be charged a minimum of \$5 for each five minute increment until the child is picked up. This fee will be added to your monthly tuition charge.

Birthdays and Holidays

As indicated on the monthly calendar, certain days are reserved to celebrate holidays and birthdays. On the day we will celebrate your child's birthday you are assigned snack. You may choose to bring a "special" snack on that day. Unless all children in the classroom will be invited, please DO NOT bring party invitations to school.

Several holidays will be celebrated throughout the year as indicated on the school calendar. Holidays will be celebrated in various ways and may include special books, crafts, foods, songs, or games. Holiday parties that include families are usually held two or three times a year and invitations are extended in the parent newsletter.

Parents who do not wish their child to take part in holiday or birthday celebrations should discuss possible options with the Lead teacher.

Board Meetings

Preschool Board Meetings are held the first Tuesday evening of each month during the school year at 6:30 p.m. at the Preschool. All parents are welcome. Minutes from the Board meetings can be emailed if you request a copy.

Calendars

A calendar for the coming month will be sent home near the end of each previous month. On the calendar you will find: snack providers, birthdays, special events, weekly and/or daily themes, activities to do at home, Show and Tell assignments, reminders, and vacation days. (The staff reserves the right to change the school calendar to respond to unforeseen circumstances that affect the program.)

Class Schedules

Morning classes begin at 8:15 a.m. and dismiss at 11:15 a.m. Parents are asked to bring their child no earlier than 8:15 a.m. and to pick up their child promptly at 11:15 a.m.

Communicating Parental Concerns

If you have a concern or complaint, please set up an appointment with the Lead Teacher and/or Director to communicate your concerns. Additionally, please talk with the classroom representative. If you do not feel that your concerns have been adequately alleviated, contact the Board President. The President may

choose to appoint a grievance committee consisting of members of the Board of Directors to hear your complaint or present your complaint directly to the Board of Directors.

Conferences

Parent/Teacher Conferences are scheduled in the Fall and Spring. However, parents should feel free to consult with the Lead Teacher at any time. If you want to talk with the Lead Teacher about your child, ask to make an appointment, send a note to school, or leave a message on the answering machine. It is important for your child's self-esteem and self-confidence to consult the Lead Teacher about your child's progress in private. Please do not ask the Teacher how your child is doing in the presence of your child, other children, or parents. Please make an appointment to speak with the Teacher at a time other than class time.

Discipline

The discipline policy adopted by the Preschool is in accordance with the Health Department and shall be posted at all times. The following techniques for behavior guidance will be used:

1. clearly stated instructions
2. modeling appropriate behavior
3. positive reinforcement
4. redirecting
5. providing choices
6. invoking logical consequences
7. separation or removal from toy, activity, or area
8. quiet time for regaining control.

The use of corporal punishment is never permitted.

Forms

For your child's safety and to comply with State regulations, all enrollment papers must be completed and on file at the Preschool BEFORE your child can attend classes. The necessary forms include a medical record completed by you and your child's physician, authorization for emergency medical care (which must be notarized), authorization for field trips, information release form, pick up authorization, general background information, and parental involvement form.

Health Requirements

A pre-entrance health assessment conducted within six months prior to enrollment shall be required for each child. Immunizations shall be current in accordance with the child's age and time of enrollment and shall be maintained current. A record of each child's immunizations shall be maintained on the child's health assessment form.

Illness and Abuse

In accordance with the Kansas Department of Health and Environment regulations for licensing of preschoolers, the policy as stated in their handbook is as follows:

1. When a child is absent due to a communicable disease, the staff shall inform other parents of the nature of the illness.
2. Communicable diseases shall be reported to the County Health Department.
3. Each staff member shall be trained to observe symptoms of illness, neglect, and child abuse, and shall observe each child's physical conditions daily.
4. Symptoms of illness shall be reported immediately to parents.
5. Any evidence of neglect or unusual injuries, including bruises, contusions, lacerations, and burns, shall be reported immediately to the Director.
6. The Director shall report immediately to the Kansas Department of Social and Rehabilitation services any evidence of suspected child abuse or neglect (this is mandated by law). When the local offices of the department services are not open, reports shall be made to local law enforcement agencies.

Inclement Weather

Should weather conditions become severe enough to threaten the safety of the children, we will dismiss school. We will follow the direction of U.S.D. 348. Please tune to KLWN 1320 a.m., KOFO 1220 a.m., and area television stations.

Medication Policy

Since our school day is only three hours, medication will routinely be administered outside school hours by parents or caregivers. If there are special circumstances, they will be evaluated on an individual basis as needed. Please inform the Director if your child has a chronic medical condition.

Passive Media

Passive media, such as books-on-tape or short videos, will occasionally be included in the student's school day as part of the curriculum. This material will be developmentally appropriate and be relevant to the curriculum. Please inform the Lead Teacher at the beginning of the school year if you object to your child's participation in these activities.

Photography Policy

The Preschool reserves the right to use any photos or videos of your child taken during class activities for the promotion of the school or as a learning tool for the child. Any objections to this policy must be made known to the Lead Teacher at the beginning of the year.

Referrals and Dismissals

If a serious adjustment or behavior problem occurs after a child is enrolled, a conference will be scheduled with the child's parents to discuss the situation. The Lead Teacher may recommend a screening by the child's local school district and the East Central Kansas Cooperative in Education. If the child meets Kansas State qualifications for a child with special needs the Cooperative may be able to provide services unavailable at the Preschool.

Rainbow Experience Preschool reserves the right to issue to the parent(s) a notice indicating termination of enrollment at the end of 21 days if:

1. the above recommendations are refused,
2. these services are provided and the child's condition does not improve satisfactorily,
3. continued enrollment of the child does not represent the best interest of the child, the staff, or the other students.

If the child's behavior is physically or emotionally dangerous to other children or staff, immediate termination may be necessary. Enrollment may also be terminated immediately if the behavior of a parent or other primary caregiver is verbally or physically abusive to a staff person or children in the program.

Self-help Skills

We encourage each child to take care of his/her own needs and personal belongings. We encourage them to put on and take off their own coats and hang them up, put away their own backpacks, use the bathroom unaided, and help put away toys after playtime.

Children are encouraged to wear informal, comfortable clothing that can be easily managed for bathroom needs. We have outdoor play if it's not raining, too muddy, or below 20 degrees, and appropriate clothing should be provided (hats, gloves, mittens, etc.). All outerwear and backpacks should be labeled with the child's name.

Show and Tell

"Show and Tell" is important in language development and general knowledge. It helps children become more comfortable speaking in front of others and helps develop listening skills. When it is your child's turn, please encourage your child to bring science items, educational or favorite toys, pictures, books, etc. We prefer that children do not bring toys guns, knives or items that are very breakable. The teacher may ask the children to bring a specific type of item, an item that starts with the letter being studied, or one that goes with the theme for the week.

Snack Program

Each parent agrees to participate in the snack program for their child's class. Snacks should meet all Department of Health requirements. All parents will be assigned an equal number of days to bring snacks. At the Preschool, we keep a "spare" snack. If you forget to bring snacks on your assigned day, you will be asked to bring a snack to replace the supplies used.

**Gum and candy are not allowed at preschool.

SUGGESTED SNACK LIST

Crackers with cheese, dips or peanut butter

Sandwiches: peanut butter and jelly, cheese, etc.

Popcorn

Cinnamon toast

Biscuits with butter, jelly, or honey

Cookies made with oatmeal, peanut butter, nuts, or raisins

Muffins or breads made with fruit, nuts, oatmeal, or peanut butter

Fruit: apples, oranges, bananas

Canned fruit: favorites are applesauce, fruit cocktail, and fruit in Jell-O

Yogurt

Mixes: raisins, marshmallows, nuts, dried fruit, peanut butter chips

Toothpick treats: fruits, marshmallows, cheese, and meat

Veggies: celery with cheese or peanut butter, carrot sticks, cherry tomatoes

Granola Bars

Milk: pasteurized, 2% or whole

**If your child has a milk allergy, please inform the Lead Teacher.

SRS

The Rainbow Experience Preschool, Inc. is an SRS eligible childcare center. If your family qualifies for an SRS childcare benefit, contact your local SRS office to complete the required paperwork.

Student Health

Parents are asked to keep home from preschool, those children who have:

1. Contagious diseases such as chicken pox, measles, mumps, pink eye, etc.
2. skin eruptions or suspicious rashes
3. vomiting and/or diarrhea
4. Temperature above 100 degrees within the last 12 hours.

Please call the preschool to report an absence due to any illness. If your child becomes ill during preschool hours, parents will be contacted.

Transportation

Signed permission slips are required for all field trips to be taken by preschoolers. Slips must be in the possession of the Lead Teacher before your

child can participate in the field trip. Booster seats are required for children who weigh less than 80 pounds by Kansas's law. You will be asked to leave your child's car/booster seat if your child will be riding with someone other than their parent.

Tuition/Fees

Tuition is due on the first day of each month. Tuition should be mailed to the Preschool, P.O. Box 526, or placed in the box provided at the school. Please pay with a check, cashier's check, or money order. On each check, please write the name of your child and month for which payment is being made.

If tuition is more than 10 days late, there will be a \$10 late fee, unless prior arrangements have been made. If tuition is consistently late, it could result in the expulsion of your child. A \$30 fee will be charged for any returned check. Cash or a cashier's check will be required to pick up a returned check. After two returned checks, your tuition must be paid with a money order or cashier's check.

Tuition Reduction Program

The Tuition Reduction Program (TRP) was created in 2004, thanks to a grant from Douglas County Community Foundation and other corporate sponsors. This program will rely on fundraisers and donations to ensure its continuation. The TRP has 2 levels of discounts available and eligibility is based on total household income and the number of family members. To apply for tuition reduction, you must complete an application and provide the required financial documents. All information gathered will remain completely confidential. Applications can be received anytime of the year. The applications will be reviewed and approved by the President and Treasurer.

Rainbow Experience Preschool Cooperative Participation Rules

Parents shall be responsible for fulfilling the obligations as outlined in the bylaws. Failure to fulfill any of the following obligations to the Board's satisfaction will result in the application of a \$75 participation fee. In addition, the Board may review the child's enrollment status. Consideration will be given to extenuating circumstances and the cooperative attitude of the family toward school responsibilities. Obligations to be fulfilled are:

1. **Committee Work.** Serve on a committee and fulfill committee obligations to the satisfaction of the Board of Directors.
2. **Fundraising.** Participate in fundraising events to the satisfaction of the Board of Directors.
3. **Community Events.** Participate in community events to the satisfaction of the Board of Directors.
4. **Attend Meetings.** At least one parent of each child enrolled must attend all mandatory meetings.
5. **Toy Cleaning.** Participate in toy cleaning process to the satisfaction of the Board of Directors.

Each board member will keep a log of their committee members and the number of participation hours worked, as well as, any other documentation regarding the Parent Responsibilities.

In the event of an emergency situation, requiring a family to be absent and not fulfill their obligations, the Committee Supervisor, Program Director, or Classroom Representative must be informed. The absence may be excused at the Board's discretion.

Art & Supply Fees

There will be a \$30 Art & Supply Fee due by the September tuition payment. There will be an additional \$30 Art & Supply fee due with January's tuition payment. This fee replaces families having to go out and buy the list of both art & classroom supplies.

Rainbow Experience Preschool

Parent Responsibilities

In summary, there are 5 aspects to the work requirements of the co-op. They are briefly explained here with more detail in the following sections.

1. **Committee Work:** Each family serves on one committee. Ideally families are assigned to a committee of their choice. Some examples include fundraising committees, the playground committee, newsletter committee, etc. As an alternative, parent may be elected to the administrative board.
2. **Participation in Fundraising:** When the school holds a fundraiser, families are asked to participate in some way. They may be asked to work at the fundraiser, sell tickets, donate items, or something of that nature.
3. **Participation in Community Events:** This includes helping in some capacity with the Santa's Toy Shop and Easter Event.
4. **Attend Mandatory Meetings:** These include orientation and general membership meetings.
5. **Participation in toy cleaning process:** Either a parent/grandparent will volunteer their time to clean toys 1-2 times per each child enrolled. This process will take place after school and sign up sheets will be posted outside the classrooms.

Committee Work- Parent Responsibility #1

Committee work is a great way to put your unique skills and knowledge to work at the preschool. All families will receive a committee preference sheet, which allows them to indicate three committees they would prefer to work on during the school year. There will be space to indicate the skills and experience they have that makes them suited for their committee preferences. Every effort will be made to put returning families on one of their preferred committees. As the committees fill up, the choices of committees become more limited, and new families do not always get the committee of their choice. Every effort is made to get families on a committee that works for them and that is not beyond the scope of their capabilities. However flexibility on the part of new members is encouraged and appreciated.

Below is a general list of committees and a brief description of the duties. Please note that committees may be added to or dropped from the list and the number of families within each committee may change from year to year depending on enrollment and the school's needs.

1. Facilities & Program Committees-Overseen by the Vice-President

Building Maintenance & Outdoor Environment

The families serving on this committee are in charge of scheduling the Parent Work Days. They will be responsible for planning all work that needs to be done, assigning parents work times and to a specific task and ensuring supplies will be available on the work days. The families serving on this committee will be responsible for the maintenance of the playground, including raking pea gravel to cover bare spots, repairing playground equipment, checking the safety of playground equipment, and assembling new equipment. They will also oversee the general maintenance of fencing, storage shed and any “green space” deemed the responsibility of the preschool.

Teacher Appreciation Committee

These families will be responsible for different teacher appreciation activities during the year, including teacher appreciation week, Christmas gifts, conference meals, etc. These families will work closely with the preschool director to coordinate these activities.

2. Fundraising/Event Committees - Overseen by Fundraising Directors

Fall/Spring Flower Sales

The families on this committee will be responsible for sending out fliers regarding the sale and assisting in delivery and distribution of the flowers.

Santa’s Toy Shop

This event will be open to the community and will take place the evening of the Holiday Light Parade. This will involve soliciting and gathering donations that will be organized in categories and priced such that children can purchase gifts for their family and friends.

Holiday Bake Sale/Bizarre

This event will be open to the community and will be held at Vintage Park. The committee will be in charge of requesting and gathering homemade baked goods for sale at this event.

Spring Fling Party

This event will be open to the community and held in the spring timeframe. The committee for this will plan the theme and all details of the event. This event will be open to adults and will involve dinner, dancing and a silent auction to raise money for Rainbow Preschool.

Easter Event

This event will be open to the community and take place the Saturday prior to Easter Sunday. It will involve organizing a 5K Run/Walk and Bunny Run, Pancake Feed and pictures with the Easter Bunny (who will hand out candy to the children).

Parent's Night Out

This event will be open Rainbow families and will over an evening out for parents where their children can come to the preschool and play and have fun with their friends.

Fundraising Commitments – Parent Responsibility #2

One of the requirements of this Cooperative is to participate in and help with fundraising activities. The school has specific committees that are in charge of organizing fundraisers, but it takes the help of the entire membership to make these events run smoothly. Examples of required participation is helping with set-up or clean-up, working a shift, donating items. Members will be notified what is required of them well before every fundraiser.

Community Events Commitments – Parent Responsibility #3

Rainbow's participation in community events such as the Easter Event and Santa's Toy Shop serve as an outreach to the Baldwin community and gives prospective families the opportunity to learn about the preschool. Therefore, it is necessary for the membership to help in this capacity by committing time to each event. The respective committees will organize work days for each event, and/or ask for donations or supplies. It is required that each family is to participate in and help with each event as needed.

Attend Mandatory Meetings – Parent Responsibility #4

Attend all mandatory meetings as outlined in the bylaws.

Toy Cleanings – Parent Responsibility #5

It is the responsibility of a parent/grandparent to sign up to clean toys 1-2 times per year for each child enrolled. This process will take place after school and sign up sheets will be posted outside the classrooms. This process is to assist in keeping the effects of colds/flu's to a minimum. We want to have our Rainbow children in the classroom versus sick at home with parents. Therefore, this step is critical in stopping the spread of germs.