

**The Family Annex Nursery School
560 West 113th Street
New York, N.Y. 10025
212-749-3271**

Dear Parents,

The following is a list of Parent Committees for you to choose from. Committees meet at times that are generally convenient for most committee members. Please choose a committee that best suits your talents and areas of expertise. We welcome the parental support and this active participation makes the school a better place for the children, their families and staff.

We encourage parents from the same family to serve on different committees. Please return your choices the first week of school to your child's classroom.

Thank you in advance for your participation.
Nancy

Administration: (Board) This committee works with the Director and oversees the cooperative. It is comprised of the elected officers who represent the toddler, nursery and pre kindergarten classes.

Education: Meets periodically to discuss educational issues and items pertaining to the parent participation in the classrooms. They also help to plan which school events support the Reggio approach.

Fundraising: Parents plan and coordinate events designed to raise money for special school projects. Members of this committee will be responsible for holding an online auction, soliciting donations and coordinating fundraisers.

Room Contacts: Two parents are needed from each class. This requires forwarding emails to parents, calling parents to help with various events as well as coordinating telephone chains. Members of this committee will assist in ensuring that parents participate in activities such as maintenance, fundraising, etc.

Newsletter/Technical Support: Only four people will be on this committee. Two people will share the responsibility of sending out school newsletters. The other two people will assist with technical support regarding computer glitches, etc.

Website: One current parent will continue updating and maintaining our website. A second parent is needed to assist and work with the current parent.

Shopping: This committee is responsible for the weekly shopping for snacks for all classrooms. The shopping is done on Monday morning. This committee will be limited to four people who will be responsible for shopping 3 months per year. The school has an account at Westside Market and the parent may shop and charge at the market. Additionally, we would appreciate it if fruit could be purchased at either the Farmer's Market or a stand to make better use of the shopping budget. If you have a car and go to Costco or Sam's, please let us know as this would be a big help and money saver.

Housekeeping/Maintenance: This committee will have co chairs to assist with the maintenance weekends. One chair will be for Saturday and one for Sunday. The chairs will also filter requests to the committee members regarding maintenance items that the school needs taken care of during the year. Committee members will also wash pillow covers, and dramatic play clothes, etc.

Hospitality/Community Building: Members of this committee organize events for children and families such as winter party, potluck suppers, and the fundraising dinner. Chairpersons will rotate the events.

Recruitment: This committee is responsible for conducting group tours for prospective parents and answering questions that may arise during the tour. Tours are conducted at 9:00 A.M. and last approximately one half hour. The tours start at the end of October and run through January or February. Committee members should have had at least one years experience in the school.

Grant Writing: The members of this committee will work collaboratively to seek out, apply for and write grants that will support and enhance the curriculum of the school.

Documentation: Two parents from each class are responsible for assisting the teachers with documenting the work of the children. The parents would be responsible for pasting photographs and placing text on board that will be hung up in the classroom or school hallways.

Photography Committee: It will be very helpful to document our school events and hang photos in the entry area as well as possibly create a time line each year of our activities with parents and children. The committee members will take photos at an event, print several for hanging, and email the photos to other families for viewing.

Reminder: If you choose not to participate on a committee, please submit \$300. for each family member who selects this option.
Please tear off and submit the first week of school:

Parent #1: Name:

Parent #2: Name:

1st choice: _____

1st choice: _____

2nd choice: _____

2nd choice: _____

3rd choice: _____

3rd choice: _____