

Northport Nursery School
Committee Sign-Up for 2016–2017 School Year

Northport Nursery School truly appreciates the time and effort you extend as you fulfill your committee responsibilities. Family participation is the backbone of our school and directly responsible for its success!

Although each committee has its own unique requirements, there is no doubt that any task will be more enjoyable if it is suited to your interests. Therefore, please take advantage of this opportunity to tell us which committee placement would be best for you. We will do our best to accommodate one of your requests.

Parents' Names _____

Child's Name _____ Class _____

Current Committee (for returning families) _____

I wish to remain on this committee for the coming year. YES NO

Suggestions to improve my current committee: _____

My committee choices are:

1st. _____

2nd. _____

3rd. _____

I am choosing to opt out of a committee. Enclosed is my payment of \$250.

Please tell us if you have any special needs or talents that we should consider when assigning you to a committee:

Please return this form by Friday, May 13, 2016. If you do not return your form, you will be randomly assigned to a committee. You will be notified of your committee assignment via email before August.

If you have any questions or concerns, please contact me at 631-258-6108 or murciana02@yahoo.com.

Yours truly,

Kristin Peters
Executive VP

Northport Nursery School

2016–2017 Committee Descriptions

One member of each family is assigned to a committee for the school year. You are expected to fulfill the duties of your committee assignment. When possible, committee placements are based on preference. However, sometimes such designations must be made on the basis of available openings.

A brief description of each committee is listed below.

Participation as a member of the school's Board of Directors is also considered committee work. We are currently looking for a Co-Chair for our Ways and Means Committee, a Co-Chair for our Maintenance Committee, a Recording Secretary and a Corresponding Secretary.

Please see Casi Flynn if you are interested in a position on our Board of Directors.

WAYS & MEANS/FUNDRAISING (20–25 members): This committee runs our main fundraiser in the spring along with any other small events to raise money for special projects. This large committee has something for everyone, is extremely rewarding, and is a great way to meet new people and make friends.

MAINTENANCE (20–25 members): This is a committee for those who are handy or enjoy doing projects and odd jobs indoors and out, such as carpentry, plumbing, electrical work, gardening, shoveling or painting. Don't worry if you can't do it all! This large committee is broken up into smaller sub-groups. Work sessions will be scheduled by the Maintenance Co-Chairs to take place after school hours and on weekends.

SNOW REMOVAL (4 members): This is a committee for those who love the winter! Snow removal will be on a rotating schedule; committee members take turns as needed. Walkways must be cleared and ice melt spread so that the school is able to open in inclement weather. The school has a snow blower, so there is no need to bring your own (unless you want to). If you have a plow and are able to plow our parking lot on occasion, this would offset our plowing costs. Members work with the Maintenance Co-Chairs.

SPECIAL PROJECTS/HOSPITALITY (5–8 members): Do you love to plan events? Members organize various events throughout the year, including NNS's participation in the Cow Harbor Day Parade and the school's annual food and gift drives, Holiday Party, Teacher Appreciation Luncheon and playground Meet and Greets. This committee is creative, a lot of fun and a great way to get involved.

ART (5 members): Members, utilizing their artistic ability, are called upon to make posters and decorations for school projects and events, including the annual spring fundraiser. They also take turns decorating the bulletin boards in the entrance hallway, updating the kitchen blackboard wall and assisting our teachers with artistic materials for classroom projects.

BOOK ORDERS/LITTLE FREE LIBRARY STEWARD (3–4 members): Members distribute monthly book club flyers, collect and place book orders and sort and distribute books when they arrive. Little Free Library Stewards will check the status of books in the Little Free Library. Stewards will work with the Director to collect and sort donated books and restock the Little Free Library as needed.

HEALTH & SAFETY (1 member): Member is responsible for collecting health forms and correlating information for submission to NY State. He or she will also make monthly calls to the companies on the school's Safe Snacks List to check that all information is current.

TECHNOLOGY/MEDIA RELATIONS (2 members): Members will help maintain and enhance the school's website, as well as assist the Director with any technical issues. On a seasonal basis, members are responsible for preparing the school newsletter. This requires collaboration with the Director and Corresponding Secretary to obtain pertinent information. Members must have a computer and basic publishing software.

PARTICIPATION (2 members): Members are responsible for developing the monthly participation calendar. This is a great off-hours responsibility for organized individuals.

PETS (6 members): Members provide upkeep for our classroom friends (guinea pigs and turtle). The school will reimburse all reasonable costs. This is a rewarding choice if you love animals and can give your time before, during or after your child's class time.

SMOCK WASHER/TOY WASHING (9 members): A schedule will be set for smock and toy washing. These tasks can all be done during off hours. Each member follows the schedule to establish a routine for removing dirty smocks, towels and toys and returning them clean, generally on a weekly basis. Members will also be responsible for seasonal classroom deep cleaning, which can be done during off hours.

SUPPLIES (2 members): Members are given a list of items needed for the school. The school pays all costs, but membership to Costco is required. Along with Costco visits, members will be asked to make occasional trips to the supermarket and hardware store.

PLANT SALE/ PLANT UPKEEP (exterior) (2 members): Members will organize three plant sale orders (fall, winter and spring) and assist with sorting orders upon delivery. On a rotating basis, members will maintain the planters in front of our school with seasonal plants and decorations. The school will reimburse all reasonable costs.

*Please keep in mind that family participation is the backbone of our school. Families who choose to opt out of a committee assignment may do so by paying a fee of \$250 in September. Please be aware that if you do not fulfill your committee requirement during the year, you will be reminded of the choice to opt out.