

Broadmoor Parent Nursery School Membership Packet – Returning Families

**Please return this completed packet and a \$120 deposit
to Todd Davis by February 14 at 2:30p.m.**

This membership packet contains several forms that must be completed and returned to our membership chair before your child may begin the 2012-2013 school year at Broadmoor.

Please note the following changes:

- Eligibility for the PM class requires that, the child must turn **4 by October 1, 2012.**
Eligibility for the AM class requires that, the child must turn **3 by September 1, 2012.**

****If your child was admitted to the A.M. class in 2011, and is now ineligible to enter the P.M. class due to our 2012 requirements, please see a Director to discuss. ****

- Tuition will be \$120/month for the 2012-2013 school year.

The contents of this packet are:

Payment Schedule

Registration Form*

Membership Contract

Rules of Conduct

Adult School Student Behavior Agreement

Emergency Form/Pick-Up Authorization

San Leandro Adult School Registration Form

Committee Job Descriptions

***Initial Registration Requirement**

In order to reserve your spot for the 2012 – 2013 school year, **both a completed Registration Form and a Deposit of \$120** must be turned in. **Available openings will be filled on a first-come, first-served basis during Registration.** Once openings have been filled, names will be placed on our waiting list in the order received.

Broadmoor Parent Nursery School

Payment Schedule

The following payments are required before the school year begins:

REGISTRATION DEPOSIT

A non-refundable **Registration Deposit** of \$120 is due at the time of registration (or anytime until our school is full) to reserve your spot for the 2012 - 2013 school year.

- If for any reason you are not able to join our program you will forfeit the deposit.
- If you do join our school the deposit will be applied towards your May 2013 tuition, provided you have not lost or damaged any Broadmoor items.
- If you leave prior to May 2013, your deposit will be forfeited.

START OF YEAR PAYMENTS FOR 2012-2013

Payment of the **September/June Tuition Payment** and the **Enrollment Fee** is **DUE** no later than the first Orientation meeting in **September 2012**.

New Students/Alumni

Tuition payment for September 2012 & June 2013 (both partial school months)	\$120.00
Enrollment Fee (Includes Adult School Registration, Supply Fee, Binder Materials Fee and Red Broadmoor T-shirt*)	\$120.00
Registration Deposit	\$120.00 (paid at time of registration)
Total Due	\$360.00

Returning Students

Tuition payment for September 2012 & June 2013 (both partial school months)	\$120.00
Enrollment Fee (Includes Adult School Registration, Supply Fee and Binder Materials Fee) Does NOT include Red Broadmoor T-shirt*	\$110.00
Registration Deposit	\$120.00 (paid at time of registration)
Total Due	\$350.00

* A **RED** Broadmoor T-shirt is required for Field Trips. Any returning student that does not have a **RED** Broadmoor T-shirt may purchase one for \$10.

Broadmoor Parent Nursery School Registration

Application must be complete.

Date _____

Child's Name (*First & Last*) _____

Child's Home Address _____

Preferred Name/Nickname _____

Birth Date _____ Age _____

Parent/Legal Guardian's Name (Primary Contact) _____

Parent/Legal Guardian's Name _____

Address (if different than child's) _____

Address (if different than child's) _____

Primary Phone _____

Primary Phone _____

Secondary Phone _____

Secondary Phone _____

Other Phone _____

Other Phone _____

Email Address _____

Email Address _____

The parent working at the preschool will be _____

Working parent's date of birth (MM/DD/YY) _____

Child Care Provider (if provider will drop off or pick up child from school)

Name _____

Address _____

Phone _____

I am registering for: AM class (3-4 year olds, 8:45 - 11:15 am)

PM class (Pre-K 4-5 year olds, 12:00 - 2:30 pm)

If you are alumni, please indicate the name of the student(s) who attended and the year(s) attended.

Name of Student(s) _____

Year(s) Attended _____

Preferred Workday (Tuesday, Wednesday, Thursday, or Friday)

First Choice _____

Second Choice _____

I CANNOT work this day _____

Preferred Committee Job

First Choice _____

Second Choice _____

Preferred Language _____

Broadmoor Parent Nursery School Membership Contract

I understand that the required duties of the adult members of the Broadmoor Parent Participation Nursery School include:

1. To spend three hours each week on an assigned workday participating with other parents and children in the nursery school.
2. To attend the scheduled adult education classes held twice monthly on Tuesdays from 7:00 to 10:00 p.m.
3. To fulfill the attendance requirements.
4. To secure a parent substitute when absence on my participation day is necessary. To pay Broadmoor the emergency substitute fee if, for any reason, I cannot arrange a substitute.
5. To give two weeks written notice to the Board if it becomes necessary to withdraw from school at any time during the school year and to make up all missed participation days and night classes before departure.
6. I attest that my child is independently toilet-trained.
7. To perform three hours of maintenance per quarter at the school.
8. To hold and perform the duties of an established committee job.
9. To pay my monthly dues on time.
10. To pay any other applicable dues on time.
11. I agree to abide by all the health standards of the school.
12. I herewith release the school from all liability.
13. I authorize the person in charge to call a physician and/or ambulance in case of emergency.
14. I consent to my child taking part in supervised excursions away from school grounds and understand that if my car is used, it must be covered by public liability and medical insurance as required by the San Leandro School District.
15. I agree to abide by the rules, regulations, and bylaws of the Broadmoor Parent Participation Nursery School. I understand that these rules and bylaws are not connected with any requirements of the San Leandro Adult School and are rules and bylaws of the Broadmoor Parent Nursery School only. A copy of these bylaws may be found at www.broadmoorpreschool.org (member section).

Signature of Student-Parent(s)/Legal Guardian(s)

Date _____

Date _____

Broadmoor Parent Nursery School

Rules of Conduct

1. Only parents are allowed to open and close gates to the school.
2. Children are not to be sent to school with gum, candy or lollipops.
3. Toys brought from home (other than sharing day items) are discouraged; however, if a child "must" bring something, the item is to stay in the child's cubby during class time.
4. No climbing on fences, porch railings or to the top of play structures.
5. Only one child at a time is allowed to ride the horse. Keep children away from the back feet of the horse (the horse might kick!).
6. Bicycles or wagons are to stay off the porch or ramp area.
7. The painted "red zone" and storage-shed area are for adults only.
8. Sandbox:
 - a. Please refrain from standing or walking on the sandbox cover.
 - b. Please keep the sand low and out of each others eyes.
 - c. Sand is to stay in the sandbox.
9. Children must remain in the assigned school area and are never to leave school grounds unless accompanied by an adult who is authorized by the parent(s)/guardian(s).
10. Removal of supplies from any cupboard should be done by an adult or under adult supervision.
11. For children's safety, only adults are allowed to be in the co-op office.
12. Only one child is to be in a bathroom stall at a time.
13. No pushing, hitting or other use of physical force is allowed at Broadmoor.
14. No spitting or biting.
15. Language may not include profanity, vulgarity, obscenity or derogatory or degrading remarks.

Consequences

Repeated or consistent inability to follow these rules may result in one or more of the following:

- a. Parent/Teacher Conference
- b. Parent or emergency contact may be called to pick up child from school.
- c. Dismissal of parent/child from the program, after consideration by and at the discretion of the Broadmoor Executive Board.

Signature of Student-Parent(s)/Legal Guardian(s)

Date _____

Date _____

San Leandro Adult School

Student Behavior Agreement

Students attending San Leandro Adult School are expected to demonstrate a commitment to learning and the ability to behave in an acceptable manner. Acceptable behavior is defined as:

- Being prepared for class with appropriate tools (i.e. pens, pencils, paper, etc.)
- Being prepared for class mentally and physically (i.e. sober, alert, ready to concentrate on class work).
- Being on time for start of class.
- Being respectful of school property, school rules, and other people attending school (i.e. not littering, defacing property, harassing students or teachers, being defiant with teachers, bringing visitors on campus, not bringing pagers or electronic devices on campus, not wearing gang related apparel).
- No smoking is allowed anywhere on campus.

I, _____, understand that I am expected to demonstrate a commitment to learning and demonstrate acceptable behavior as I attend San Leandro Adult School. I realize that any behaviors I exhibit which are not in keeping with these expectations will be cause for dismissal from San Leandro Adult School.

Signature of Student-Parent(s)/Legal Guardian(s)

Date _____

Date _____

Broadmoor Parent Nursery School Emergency Form

Child's Name _____ Birth date _____
Home Address _____
Parent/Legal Guardian's Name _____ Parent/Legal Guardian's Name _____
Primary Phone _____ Primary Phone _____
Secondary Phone _____ Secondary Phone _____
Other Phone _____ Other Phone _____

Child Care Provider (if provider will drop off or pick up child from school)
Name _____ Address _____
Phone _____

Person to be notified in case of emergency (if Parent(s)/Legal Guardian(s) cannot be reached)
Name _____ Relationship _____ Phone _____

Physician's Name _____ Phone _____
Address _____
Insurance _____ Medical record number _____
Child's known allergies _____

Broadmoor Parent Nursery School Persons Authorized to Pick Up Child From School

Please list names of relatives, friends, neighbors or baby sitters who you wish to be authorized to pick up your child from school. It is a good idea to include another Broadmoor parent on this list. Persons picking up a child not familiar to the teacher will need to present picture identification before the child is released to them. Please add to or change this list throughout the year.

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Under no circumstances will the child be released to anyone not known to the school without authorization from parent(s) or legal guardian(s).

I understand that, per Broadmoor's Rules and Regulations, in the event that my child is not picked up from school, no emergency contact can be reached, and the directors have not been notified by the participating parent/legal guardian for any alternative plans for the child, my child will be turned over to the San Leandro Police Department.

Parent/Legal Guardian Signature _____ Date _____

Student Demographics

Student ID

I have attended San Leandro Adult School before: Yes No

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Phone

Birth Date

Sex

M
F

Native Language

English	Spanish	Vietnamese	Lao
Chinese	Cambodian	Tagalog	Korean
Russian	Farsi	Other: _____	

Please Check Student Type(s)

Mo. Day Year

<input type="checkbox"/>	2	AFDC
<input type="checkbox"/>	4	CalWorks
<input type="checkbox"/>	5	Citizenship
<input type="checkbox"/>	6	Concurrent HS
<input type="checkbox"/>	9	Economical Dis.
<input type="checkbox"/>	10	EDD
<input type="checkbox"/>	11	EL Civics
<input type="checkbox"/>	13	ESL
<input type="checkbox"/>	17	Food Stamps
<input type="checkbox"/>	19	Gen. Assistance
<input type="checkbox"/>	21	Handicapped
<input type="checkbox"/>	23	Homeless
<input type="checkbox"/>	27	Job Skills Improve.
<input type="checkbox"/>	29	Older Adult
<input type="checkbox"/>	33	Regular Adult
<input type="checkbox"/>	37	SSI

Race – Please Check One or More

White Black or African American Filipino
 Asian Hawaiian or Pacific Islander American Indian

Highest Educational Level – Please Circle Number of years completed _____

None G.E.D. Certificate H.S. Diploma Tech. Certificate
 AA/AS Degree BA/BS Degree Graduate Studies Other: _____

Additional Information

Emergency Contact Name

Relationship

Phone

Please Check Annual Income Level

<input type="checkbox"/>	No Income	\$16,000
<input type="checkbox"/>	\$7,500	\$17,000
<input type="checkbox"/>	\$8,500	\$18,000
<input type="checkbox"/>	\$9,500	\$19,000
<input type="checkbox"/>	\$10,500	\$20,000
<input type="checkbox"/>	\$11,500	\$21,000
<input type="checkbox"/>	\$12,500	\$22,000
<input type="checkbox"/>	\$13,500	\$23,000
<input type="checkbox"/>	\$14,500	\$24,000
<input type="checkbox"/>	\$15,500	Higher

Marital Status

Please Circle:
 Single
 Married

of Children

Hispanic

Yes No

Education Outside of the U.S.: Yes No

Labor Force Status – Please Circle One: Full Time Student

Employed Unemployed Not Seeking Work Retired

Student Goals Circle 2 goals to be completed within 1 school year.

- | | | |
|---------------------------|------------------|------------------|
| a. Improve Basic Literacy | e. Enter College | i. Military |
| b. Improved English | f. Work-Based | j. Personal Goal |
| c. Get a Job | g. Family Goal | k. None |
| d. Retain Job | h. Citizenship | l. Other |

Office Use Only Section # _____

Instructor Name: _____

Input By: _____

Student Signature

Date

Broadmoor Parent Nursery School

Committee Job Descriptions

Following are the job descriptions of positions that need to be filled by parents to make the school run smoothly. Jobs marked with an "*" are considered essential and will be assigned first.

***PRESIDENT:** Presides over the business meetings of both the Executive Board and General Membership. Fills vacancies on the board by appointment. Creates or removes committees and committee jobs other than executive board positions. Acts as an ex-officio member of all committees.

CURRICULUM COMMITTEE:

***FIRST VICE PRESIDENT:** Chairs the curriculum committee. Assumes responsibilities of the President in his/her absence. Makes arrangements for class field trips. Develops proposed list of weekly curriculum themes for Board discussion. Creates curriculum-planning sheets. Enters parents' projects into database and prints weekly. Submits articles regarding upcoming events to the Broadcaster editor. Gives information to Webmaster to be included in calendar (field trips, curriculum nights/ deadlines). Arranges election of AM Representative in September, if needed, and general elections in April. A member of the Executive Board.

Field Trip Coordinator: Makes arrangements for class field trips.

Gardener: In charge of all aspects of the school's garden beds. Maintains the compost and worm bins as necessary. Manages soil amendments and irrigation. Works closely with the directors in advance of project planning nights to integrate appropriate gardening activities into the curriculum.

Animal Care Coordinator: In charge of maintaining school aquarium. Brings in insects/animals throughout the school year to enhance the science area. Works closely with the directors in advance of project planning nights to integrate appropriate animal care needs into the curriculum.

PARENT-ED COMMITTEE:

***SECOND VICE PRESIDENT**: Chairs the parent-ed committee. Schedules content for the bi-monthly Tuesday night Parent Education meetings. Responsible for contacting and verifying speakers scheduled for evening meetings. Is responsible for coordinating the Holiday potluck dinner and End of the Year party. Gives information about all events to the Webmaster to be included in the calendar. A member of the Executive Board.

***Social Hostess**: Sets up schedule of hosts for refreshments at Tuesday Night meetings. Provides reminders for parents hosting the night meetings to come at least 10 minutes early to set up chairs for the meeting and also to bring home the towels and smocks to launder. Assists 2nd VP in scheduling and coordinating the Holiday potluck dinner and End of the Year party (this may include making sign-ups and fliers for these events).

***Special Activities Organizer**: In charge of special activities and days, i.e. plate making in September, class photos in November, graduation, etc. Communicates these days to the Webmaster to be included in the calendar.

Health/Safety: Will familiarize parents with established building escape routes, fire extinguishers, emergency supplies, etc. Responsible for updating and maintaining first aid supplies, portable first aid kit, flashlight batteries and fire extinguishers. Responsible for gathering earthquake supplies and keeping them in a safe, easily accessible, central location.

CORRESPONDENCE COMMITTEE:

***RECORDING SECRETARY**: Chairs the correspondence committee. Records minutes of monthly Executive Board meetings and school-wide business meetings. Types, posts and distributes the minutes within one week of a meeting. They should be distributed to the full membership, the Directors, the Principal of the San Leandro Adult School and all members of the Advisory Board. Also responsible for making word processing changes to the binder files (e.g. Bylaws, Rules and Regulations and Rules of Conduct). A member of the Executive Board.

***Copier/Mail Collector**

Makes copies at the San Leandro Adult School at 2200 Bancroft as needed by Directors or Board Members. Decides on weekly deadline and executes independently. Picks up mail at the San Leandro Adult School and at the Roosevelt School and distributes it to the appropriate people.

***Broadcaster Editor**: Determines the contents and layout of the Broadcaster, the Broadmoor monthly newsletter. Responsible for putting together, copying and distributing the newsletter. Sets the deadline for submission of articles and communicates this deadline to the membership. Sees to it that the newsletter is distributed to the full membership, the Directors, the Principal of the Adult School, and all members of the Advisory Board. Computer literacy required.

Broadcaster Reporter: Works closely together with the Broadcaster Editor. Assists the Editor in any area needed and by writing features, soliciting articles from other members and Directors and researching other pertinent content for the monthly newsletter.

Bulletin Board Coordinator: Maintains bulletin boards, inside and outside. Adds seasonal decorations and borders, posts articles of interest to the membership, clears out of date items. Also maintains the contents of the informational flyer stand and takes charge of simple class decorations.

MEMBERSHIP COMMITTEE:

***MEMBERSHIP CHAIRPERSON:** Chairs the membership committee. Responsible for enrolling new parents and children into nursery school/adult education class. Checks the school's answering machine for phone inquiries. Keeps an up to date waiting list. Coordinates Open House (March). Keeps new parent packets available including the Broadmoor Handbook and all registration materials. Makes sure all members have up to date records on file before the start of school. A member of the Executive Board.

***ATTENDANCE SECRETARY:** Keeps a record of members' workday and Tuesday evening meeting attendance. Posts this record as a matter of public knowledge in a subtle location (such as the office bulletin board or inside the door of one of the closets). Reports ADA hours to the President of Broadmoor and to the San Leandro Adult School. Coordinates the make-ups of parents for missed Parent Education meetings. A member of the Executive Board.

Assistant to Membership Chairperson/Orientation Facilitator: Helps maintain member records. Organizes a buddy system for new members in September and throughout the year. Assists in running the Open House in March. Responsible for showing any families who start the program after the beginning of the school year around the facility and helping them to understand all of the responsibilities and intricacies of the coop. Helps new members choose a committee job and workday. Makes sure the new person has a mailbox and knows to check it. Updates computer files (roster, sign-in sheet, phone chain) with the new person's information. Acts as a contact person for new parents who have questions about the program.

Public Relations/Publicity: Generates publicity for the coop at the direction of the President. Such publicity to include writing articles for local newspapers, advertisement for the Spring Open House – consisting of taking proper information to local elementary schools, posting notices in businesses, submitting information to Homeowner Association newsletters, and placing ads in local newspapers. Also responsible for submitting appropriate entries to special events such as preschool fairs, Miracle on E.14th Street, and San Leandro Cherry Festival.

Translator/Interpreter (Spanish): Translates Broadmoor or member documents as needed. Acts as an interpreter between teachers, Board Members and Spanish speaking members whenever the need arises.

Translator/Interpreter (Cantonese): Translates Broadmoor or member documents as needed. Acts as an Interpreter between teachers, Board Members and Cantonese speaking members whenever the need arises.

***Webmaster:** Administers the Broadmoor website (broadmoorpreschool.org), including web content, members area, email accounts, forwarders, and mailing lists. Publishes a monthly calendar (both print and online) for all coop members that includes dates for Parent Education meetings, Field Trips, Themes of the Week, fundraising, book order, and broadcaster deadlines, and other significant dates. May aid in editing digital photos for the scrapbook.

COMMUNITY BUILDING COMMITTEE:

***COMMUNITY BUILDING CHAIRPERSON:** Chairs the community building committee. Plans, coordinates and carries out the community building activities of the school, including at least two functions per trimester. Community building activities may include movie night, literacy night, family meals or other community building events that bring together Broadmoor member families. Responsible for online and automatic fundraisers such as eScrip. Consult with treasurer on the financial details of all community building activities. Maintains and updates a resource listing of community building events that can be passed on to future chairpersons. A member of the Executive Board.

***Community Building Assistant (1-2 positions):** Assists the Community Building Chairperson in the execution of community building activities. Also coordinates 2-3 (or more) Parent's Night Out/get-togethers for parents for socializing away from school. May continue organizing get-togethers over the summer, such as play-dates. May report to the Executive Board at a meeting in lieu of the chairman but may not vote.

FINANCE COMMITTEE:

***PURCHASING CHAIRPERSON:** Chairs the finance committee. Chartered with purchasing all Broadmoor supplies including but not limited to kitchen and maintenance supplies, toys, furniture, playground equipment, and grant items, while controlling expenditures and staying within budget. A member of the Executive Board.

***TREASURER:** Collects and disburse school funds. Makes a monthly financial report to the Executive Board and general membership. Meets periodically with accountant and/or tax preparer. Collects bills weekly from Broadmoor's downtown P.O. Box. A member of the Executive Board.

* **Purchasing Assistant** (1 or 2 positions): Shops in a timely manner for supplies needed by the school. Puts supplies away when purchased after consulting with the Directors if necessary. Finds the most reasonable cost source for supplies. Needs to have own Costco card and relatively large car.

* **"Treasure Hunter"/Grant Writer:** Researches available grants. Oversees the writing of grant proposals and execution of grants received. Works with the purchasing chairperson to determine what items and improvements are needed by the school.

MAINTENANCE COMMITTEE:

***MAINTENANCE CHAIRMAN:** Chairs the maintenance committee. Responsible for the maintenance of equipment and supplies at the nursery school. Sets up clean-up/maintenance days for members to satisfy their maintenance hour requirements. A member of the Executive Board.

***Maintenance Assistant** (1 or 2 positions): Assists the Maintenance person in coordinating, posting sign ups and overseeing maintenance days along with assisting with the maintenance of equipment and supplies at the nursery school. Change the content of outside sensory table on a monthly basis per the Director's calendar.

***Art Area Clean-Up Coordinator:** Responsible for keeping the Art area neat and organized by putting away supplies and materials. Cleans art utensils and drain board regularly. Informs Purchasing Chairperson in writing well in advance of needed art supplies. Makes play dough and paint when there is no Art Supplier.

Art Supplier/Play dough and Paint: Keeps the school supplied with fresh play dough (at least once per month or at the request of a director), easel paint (at least once per week or at the request of a director), and clay by checking stock weekly and making play dough and paint as needed. Attempts to keep paint cups and brushes clean.

***Dress Up Area/Puzzles & Games/Science & Math Coordinator:** Responsible for keeping the dress up area, the puzzles & games closet and the science & math closet clean and organized. Keeps dress up clothing and props in good repair (sewing skills a benefit). Takes clothing home to be washed on an as needed basis, but at least once a month.

Laundry Maven (1 AM and 1 PM positions): Responsible for laundering soiled towels, smocks and dress-up clothes on a weekly basis. Easy access to a washing machine recommended!

LIBRARY COMMITTEE:

***P.M. REPRESENTATIVE:** Chairs the library committee. Acts as representative from the afternoon class to the Executive Board. Represents both morning and afternoon sessions in the absence of an AM Representative, while still casting one vote. Brings member suggestions to the attention of the Board. Works with A.M. Representative on quarterly member evaluations/surveys throughout the year that will be forwarded to the President of Broadmoor and the Principal of the San Leandro Adult School. Responsible for making a phone tree for the PM class and for ordering t-shirts at the beginning of the year. Attends monthly meetings of the East Bay Council of Parent Participation Nursery Schools (one evening a month). The Representative needs to take questions and information from Broadmoor to this Council and report back to the Broadmoor Board (via email) with information gathered at the meeting. The rep may also need to fulfill a small job within EBC. A member of the Executive Board.

***Children's Librarian:** Creates and keeps a computer inventory of all children's books owned by Broadmoor. Cleans and maintains Children's Library. Provides books that complement the current curriculum, season or holiday using books from the Broadmoor or public library. Ensures the current curriculum themed books are displayed by start of the A.M. class on Tuesday morning. Keeps flannel stories, records and tape stories neat and organized. Makes recommendations for children's book purchases to the Scholastic Book Order Manager and to the Purchasing Chairman. Responsible for the adult library in the absence of an Adult Librarian.

Adult Librarian: Creates and keeps a computer inventory of all parent education books owned by Broadmoor. Tracks checked-out books and enforces their prompt return. Organizes the books as needed. Maintains a card-file of successful curriculum project ideas. Makes recommendations for adult ed book purchases to the Purchasing Chairperson. Assists the Scholastic Book Order Manager. Responsible for the children's library in the absence of a Children's Librarian.

***Scholastic Book Order Manager:** In charge of children's book orders: distributing book catalogs, collecting and tallying orders, placing orders, distributing books and determining how "bonus points" will be spent. May be assisted by the Adult Librarian.

CLASSROOM AID COMMITTEE:

***A.M. REPRESENTATIVE:** Chairs the classroom aid committee. Acts as representative from the morning class to the Executive Board. Represents both morning and afternoon sessions in the absence of a PM Representative, while still casting one vote. Brings member suggestions to the attention of the Board. Works with PM Representative on quarterly member evaluations/surveys throughout the year that will be forwarded to the President of Broadmoor and the Principal of the San Leandro Adult School. Responsible for making a phone tree for the AM class and for ordering t-shirts at the beginning of the year. Attends monthly meetings of the East Bay Council of Parent Participation Nursery Schools (one evening a month). The Representative needs to take questions and information from Broadmoor to this Council and report back to the Broadmoor Board (via email) with information gathered at the meeting. The rep may also need to fulfill a small job within EBC. A member of the Executive Board.

DIRECTORS: (not really a committee job but we want them to feel included :-)) Employed by the San Leandro Adult School. Consulted regularly by the Executive Board. Responsible for the overall functioning of the nursery school and parent education. See Bylaws Article VI for more details.

***Teachers Assistant** (1 to 3 positions): Sorts artwork into bags to take home. Helps the teachers with typing, filing, and photocopies, stuffing mailboxes, nametags and in other ways, at the direction of the teachers.

Dictation Book/Folio creator (1 AM, 1 PM position): Responsible for making empty dictation books for each child at the beginning of the year and whenever these books fill up. Maintains a folio of “choice” artwork and projects for each child to be taken home as a memento at the end of the year.

Dictation Assistants (1 AM and 1 PM position): Assist dictation book creator with dictation books as needed and as directed by the directors and/or the Dictation leader.

***Photo Archivist/Developer/Scrapbook Editor** (1 AM, 1 PM position): Responsible for developing film, archiving photos, and distributing copies to members. Edits digital images where necessary. Creates a scrapbook and photo DVD at the end of the year. Responsible for creating Star of the Week Magnets.

***Birthday Coordinator:** Responsible for informing directors of birthday and half-birthday celebrations. Creates birthday poster and ensures child has a crown and necklace to wear. Contacts parents to ensure treats they provide for class are consistent with birthday policy.

Office Attendant: Takes messages off the phone, writes them down in a phone log and then clears the messages. Shreds documents as needed either at Broadmoor or the Adult School. Inventories what is in the office supply cabinet and organizes it on a regular basis.