

January 2011



Children and Parents
Learning Together

Preschool Newsletter

Benson Hill Cooperative Preschool

It's time to Register for next year!

It's time to Register for next year! As you may know, BHCP is a wonderful preschool, so our classes fill quickly. Please don't wait, or you may end up on a waiting list!

How do I register?

Complete the one page Registration Form and attach your Registration Fee. You can turn them into the mailbox in the workroom with the bright yellow label marked REGISTRATION. ***We cannot hold a space for you in a class without your registration fee.*** The fee is \$45 for the first child and \$30 per additional child or class.

If you have questions about registration, please email registration@bensonhillcoop.org or call **253.833.9111 x4829**.



Registration Dates:

January 31-February 4:

Current students and their siblings

February 7-11:

Alumni and waitlisted families

February 14:

General public

Important Dates:

- President's Week Break: February 21st –25th
- 2011-2012 Registration begins the January 31st for current students and siblings.

Announcements:

- The hop-a-thon will be the week of February 14th.
- Entertainment Books—we have 30 left to sell and they are going for 1/2 price! Contact the fundraising chairs if interested.
- The theme for this year's auction is 2nd chance prom. Dust off your old finery!

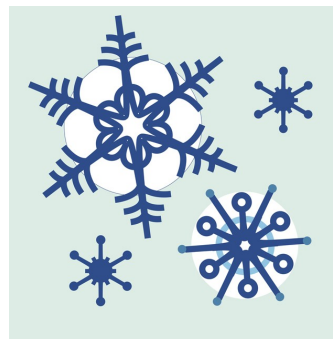
February Break and School Closures Due to Weather

School will be closed the week of February 21st—25th. Classes will resume February 28th.

In case of inclement weather, we follow the Kent School District (KSD) for closures. If school is closed or late start for the KSD, then classes at Benson Hill Coop preschool are also closed.

An additional source for school closure information is:

<http://schoolreport.org/>



Join the 2011-12 BHCP Board!

Planning is underway and we're looking for parent volunteers to join the Benson Hill board. The board is a great way to get involved in the school, get to know our teachers and other preschool families better and make a difference in our school.



Look for more detailed information in your school mailbox at the end of the month. We will also post a board sign-up sheet on the preschool entrance. Don't be shy – get your name on the sheet and join us on the board!

If you have any questions about specific board positions, please feel free to talk to a current board member or one of our teachers.

We welcome your participation and would love for you to join us. Thanks for your consideration!

Contact Us

For further questions please contact your class chair or email Co-directors Lesley Robinett or Danielle Burgess at:

directors@bensonhillcoop.org

BHCP Executive Board & All-School Positions

Executive Director: Chairs executive board meetings and all-school events, oversees the functioning of the preschool, serves as liaison between landlord and preschool. Previous BHCP Board experience required.

Executive Co-Director: Assists the director with listed duties and trains to assume directorship in the following year (or two). Coordinates committees, including the winter social. Previous BHCP board experience required.

Executive Treasurer: Pays expenses, including payroll, works with class treasurers to collect and record tuition payments and fundraising, supplies monthly financial reports to Board. Bookkeeping experience is helpful, not required.

Executive Secretary / Parent Advisory Council (PAC) Representative: Takes minutes at monthly Board meetings, handles preschool correspondence as needed. Actively participates on the PAC (quarterly meetings or as needed at GRCC), coordinates preschool participation in PAC events.

Co-Executive Registrars (2): Registers all members, maintains master list of all classes, collects registration information, distributes current class enrollment list to school membership. Typi-

cally a volunteer for the co-registrar position trains to assume the registrar position for the following year for a total of two years served.

Co-Executive Fundraisers (2): Coordinates fundraising committees and all opportunities including the auction. Tracks each family's contributions and provides periodic updates. Typically a volunteer for this position trains to assume the fundraiser position for the following year for a total of two years served.

Executive Marketer: Publicizes the preschool program as necessary including creating brochures and signs around the community, in newsletters, on the internet, in newspapers. Promotes the preschool in community activities and fairs.

Executive Communication Coordinator: Publishes, prints and distributes monthly newsletter. Maintains and updates the preschool website.

Health & Safety Coordinator: Oversees safety and hygiene measures. Ensures all emergency and first-aid supplies are stocked. Performs or coordinates safety inspections and drills.

Class Chairperson (1 per class): Represents their class at monthly board meetings. Keeps parents updated with email reminders and reports. Orients new parents with class jobs & collection of forms. Member of the Nomination Committee.

Executive Housekeeper (All-School Position): Coordinates monthly cleaning nights maintenance. Maintains inventory lists and coordinates classroom breakdown at the end of the year. Board meeting attendance is optional.

All-School Librarian (All-School Position): Maintains both the parent's and children's libraries and performs an annual inventory. Organizes and distributes book-club orders. Board meeting attendance is optional.

Executive Buyer (All-School Position): Maintains school inventory lists and restocks supplies and equipment as necessary. Coordinates classroom breakdown at end of the year. Attendance at board meetings is optional.