

WRNS parents are required to serve on two committees, accept a Board of Directors or committee chair position, or choose the buy-out (or half-buyout and serve on one committee) option. The buy-out is \$325 and must be paid by July 31st. Please consider the requirements of each job and committee carefully and do not sign up for a commitment that you will not be able to fulfill. If you sign up for a committee and do not fulfill your obligation you will be billed for the buyout fee.

The following Chair positions are open and fulfill the two-committee requirement:

Publicity Co-Chairperson. Under the co-chairpersons leadership, this committee is responsible for all television, print and radio press releases regarding enrollment and other newsworthy events happening at WRNS. This committee also staffs our annual open houses and provides informational packets to prospective parents. This position fulfills the two-committee requirement.

Assistant Treasurer. This person will assist the Treasurer in handling the finances of the school. This position fulfills the two-committee requirement. This will include making deposits in the school's account, attending monthly board meetings and presenting the current budget, and reconciling the bank account. Except for the monthly school board meetings, this is a very flexible job that can be done from home and on your own schedule

Substitute Chairperson. Parents on this committee act as substitutes on occasions when a teacher or assistant teacher is absent. (This averages three to four times per year.) Teaching experience is not necessary and advance notice may or may not be possible, depending on then situation. As the chairperson, you would help facilitate placement of parental substitutes and ensure that each parent on the committee is used as equally as possible. This position fulfills the two-committee requirement.

DESCRIPTION OF COMMITTEES

PUBLICITY

This committee is responsible for all television, print and radio press releases regarding enrollment and other newsworthy events happening at WRNS. This committee also staffs our annual open houses and provides informational packets to prospective parents. Members must be available for at least one Saturday to staff an open house.

EVENT PLANNING AND FUNDRAISING

This committee plans and staff events, generally to raise funds for WRNS, which are allocated primarily for our scholarship fund. Events might include toy or greeting card sales, an evening social for WRNS parents, a Halloween party, an Ice Cream Social or other social event, a theater night, or carnival planned during the year. Members of the Event Planning and Fundraising Committee should expect to publicize events, attend planning meetings and work at or attend planned events.

BABYSITTING

This committee is responsible for babysitting at the school for daytime nursery school activities, such as Parent Orientation Meetings, Parent/Teacher Conferences, and Parent Talk Sessions. Babysitting is concentrated in three distinct time periods - September, February and April. This committee may **not** be a good choice for those who are employed or have other commitments during the day. Younger siblings are welcome to accompany the parent when babysitting. Committee members should expect to be called at least 4-5 times, possibly for more than one day in a row.

SUBSTITUTES

Parents on this committee must be willing to substitute on occasions when a teacher or assistant teacher is absent (this averages three to four times per year), and do not need teaching experience. When a teacher is absent, the assistant teacher takes her place and you, the parent, become the assistant. In some cases you will have advanced notice; however, you may be called the morning you are needed. While we employ qualified substitutes for long absences, parents cover short absences. If called to substitute, plan on being at the school for at least one hour for whichever session you are called for. This committee would **not** be a good choice for people who have younger children, unless they can make arrangements for their care, **as younger siblings are not permitted to attend when parents are substituting**. However, your WRNS child can accompany you while you are substituting (for example, a T/TH child can accompany his/her parent who is substituting for the MWF or afternoon session). **Please do not sign up for this committee unless you are able to meet the above obligations.**

CLEANING

This committee provides members to thoroughly clean the four nursery school rooms, once a month, during the year. Each family on this committee will be asked to clean approximately five times during the year. Due to the use of cleaning products, children are NOT allowed to accompany parents on cleaning days. Cleanings are generally held on Saturday mornings and last for about 1.5-2 hours.

SUPPLIES/EQUIPMENT

The busiest time for this committee is late August and early September when committee members get the playground and school in working order. This committee takes care of light repair and maintenance projects for the school.

Respond back to Sarah Holland (sarahholland00@cs.com) with your choices or with any questions (please rank top 4 committees). Assignments are made on a first come first served basis. If you select the buyout option, please mail a check before July 31st for \$325 made out to Winton Road Nursery School to Sarah Holland 14 San Rafael Drive Rochester NY 14618.