



# Parent Education and Cooperative School Readiness Program Handbook



**Parent Education Program/Mt. Diablo Adult Education  
A Division of Mt. Diablo Unified School District**

**Loma Vista Adult Center  
1266 San Carlos Avenue, Concord, CA 94518  
(925) 685-7340 ext. 6720 or [parented@mdusd.org](mailto:parented@mdusd.org)  
[mdae.mdusd.org](http://mdae.mdusd.org)**

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## **PARENT EDUCATION PROGRAM MISSION STATEMENT**

The mission of the Parent Education Department is to meet the needs of parents and those who fill that role by providing essential knowledge, skills, and resources to maximize effectiveness as participating family members, productive workers, functional lifelong learners, and responsible family members.

### **PROGRAM GOAL**

To help develop and nurture the unique qualities of all children, and to nurture the whole child emotionally, physically, intellectually, and socially.



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## **WELCOME TO OUR PARENT EDUCATION AND SCHOOL READINESS COOPERATIVE PROGRAM**

A cooperative (or parent-participation) School Readiness Program involves parents assisting in classroom responsibilities under the teacher's guidance and support.

As a participating parent and student, you can help shape the program that helps develop your child. Each parent volunteers for certain duties in addition to working in the classroom. You are vital to the functioning of your child's school, which means that many activities pertaining to the functioning of the school are in your hands. These activities are many and varied, and *none of this can be done without the active cooperation of every member.*

Our school readiness program provides a healthy, safe, and varied environment in which your child can develop socially as well as physically, emotionally, and mentally. It will allow you to observe your child in different daily situations. You will also observe and work with other children of the same age and become aware of some of the common behavior patterns and how to deal with them.

The idea of cooperation goes further than the means by which the school is operated. A school such as ours could not function without thoughtful consideration for each other. Parents help each other by assisting in classroom duties and committees, by working cooperatively, and by lending a hand whenever another parent is requesting help in the classroom. The working together and the give-and-take is what most of us particularly enjoy in our school.

## **GENERAL INFORMATION**

Our program is based on a developmental model that uses various types of media to encourage the development of preschool children. We provide hands-on learning experiences in creative expression, pre-reading, pre-math, science, music, and exploration of the child's world.

Our Program will:

- Provide each child with opportunities to make choices and decisions.
- Develop each child's self-discipline and ability to identify, pursue, and complete self-chosen goals and tasks.
- Expand each child's speech and language by enabling him/her to express their thoughts, ideas, and feelings freely and openly.
- Provide opportunities for your child to speak, dramatize, and graphically represent experiences in order to communicate their thoughts and feelings.
- Improve each child's ability to comprehend spoken, written, and graphic representations.
- Develop each child's ability to apply his or her own reasoning skills.
- Develop each child's creativity, initiative, spirit of inquiry, and openness to knowledge and other people's views and opinions.
- Provide opportunities for your child to develop an appreciation and acceptance of others.
- Foster respect for the rights, feelings, possessions, and dignity of others and self.
- Promote parent participation in educational activities and extension activities at home.
- Provide an atmosphere that develops independence and self-esteem.
- Provide an environment that fosters self-control and respect.
- Recognize each child as an individual with unique needs.

To help the day start smoothly, we request that you follow this schedule:

1. Greet teacher.
2. Sign your child in on the attendance sheet.
3. Help your child to wash their hands.
4. Assist your child in locating his/her cubby and putting away his/her belongings.
5. Introduce your child to the different areas in the classroom.

If your child is reluctant for you to leave, stay a few minutes on the perimeter. Let your child choose his/her own activities. Relax! Your child will sense your nervousness. Ask the teacher for assistance.





## GUIDELINES ON THE DAY YOU VOLUNTEER IN CLASS

1. Arrive 15 minutes before class begins and stay 15 minutes after class.
2. Cell phones must be on **silent/vibrate** and should only be answered in cases of emergency. (Notify the teacher)
3. Sign in when you arrive in the classroom and sign out when you pick up your child. If you stay in the classroom (even if it is not your scheduled day), participation in the classroom is expected.
4. Choose an apron and prepare your work area, read the procedures on the work card, and ask the teacher if there are any special projects you could assist with.
5. If there are no children in your work area, circulate to an area where you are needed, or ask the teacher for directions.
6. During circle time, place yourself strategically between children who are without their parents that day to help them assimilate into the group as well as to help them to be able to listen and engage in the circle time activities.
7. At the end of the day, assist the teacher with whatever clean-up as needed.
8. Limit visiting with other parents during class time. Remember, your focus should be on the children.



- ❖ **Two's Class:** working parents arrive 15 minutes before class. Children should arrive no later than 9:15 am. Please make sure you arrive for pick-up promptly at dismissal time.
- ❖ **Three's and Pre-K Combo Class:** working parents arrive 15 minutes before class and stay 15 minutes after class is dismissed to clean up the classroom. Children should arrive no later than 9:00 am. Please make sure you arrive for pick-up promptly at dismissal time.

Parents will be scheduled to work in the class between three to four times per month (depending on the class enrollment and school site). No children other than the enrolled child may be brought to school on your co-op day.

### **PARENT PARTICIPATION**

To continue enrollment, parents must volunteer in the classroom three to four times a month, attend parent meetings (adults only), family events, and one clean-up day.

### **CLASS SCHEDULE (Sample)**

Classroom Working Parents Arrive **(15 minutes prior to class starts)**

Set Up (Working Parents Only)

Classroom Non-Working Parents Arrival and Free Play

Clean Up, Circle Time

Snack/Toileting Large Muscle/Outside

Circle Time, Clean Up

Dismissal

Classroom Working Parents Stay for Clean-Up **(15 minutes after dismissal)**



## **ADMINISTRATIVE POLICIES**

There are no fees for families that live in the Mt. Diablo School District boundaries.  
Proof of address is required.

## **REGISTRATION INFORMATION**

Registration is done in person at Loma Vista Adult Center. Tuition payments are due *on or before the 1<sup>st</sup> of every month* from September through May. There will be no payment in June. Payments made after the 6<sup>th</sup> will be considered late and will be subject to a \$10.00 late fee.

### **TITLE 1 PROGRAMS**

Fair Oaks and Bel Air Elementary.

Families must live within the boundaries of the school to attend the class.

Registration is done on **Orientation day**, but you can register in person as well.

### **CHILDREN'S AGE CLASS REQUIREMENTS**

A child must be 3 or 4 years old by September 1<sup>st</sup> to begin in our Three's and Pre-K Combo class, and 2 years old by September 1<sup>st</sup> to start the Two's class. Proof of age may be required.

### **TB TEST AND FINGERPRINTING**

Fingerprint clearance is required for all volunteering parents before starting class.

Proof of negative TB (less than 60 days old) is required before fingerprinting. TB test needs to be renewed every four years. Fingerprints are processed through the Mt. Diablo School District. For details on fingerprints, contact the Parent Education Secretary at (925) 685-7340 ext. 6720 or [parented@mdusd.org](mailto:parented@mdusd.org)

## **ADMISSION**

A registration form is required for entrance into our School Readiness Program. Once completed and turned into the Parent Education office, registered families will receive a packet in the mail about one month before school begins.

For Title 1 Programs, parents will receive the packet and turn in all forms on Orientation day unless they have already registered.

All forms must be completed before you and your child can start the program

The following forms are enclosed in the packet given at registration:

- ✓ Emergency Information
- ✓ Physician's Statement/Immunization Record
- ✓ Signed Parent Participation Contract
- ✓ Preschool Workday scheduling information
- ✓ Photo Release
- ✓ Volunteer form
- ✓ Field Trip form
- ✓ Fingerprint Information packet

**Note: If you would like to or have registered in more than one School Readiness class in our program, we highly recommend you register for a class that does not meet on the same days and times. Our goal is to provide consistency in your child's daily routine and attendance and to support teachers in the classroom.**

## **WARNINGS AND ATTENDANCE POLICY**

Warnings will be given to parents who do not fulfill their classroom volunteer responsibilities, are late on their co-op day, fail to attend mandatory meetings, family events, clean-up days, or are late picking up their child from class. Please note that disruptive or disrespectful behavior toward teachers and other parents may result in your family being dropped from the program.

Your first warning will be verbal (and not count towards the three warnings policy)

Your second warning/first written warning and subsequent warnings will count toward the three warnings allowed before you may be asked to leave the program. In extreme

circumstances, make-up assignments may be given if the teacher decides it is appropriate and with the approval of the Program Coordinator.

The minimum required attendance for the Twos and Threes program is at least five classes in a four-week period and for Pre-K, at least eight classes of attendance is required in a four-week period. Failure to attend required family events, clean-up days and parent education meetings will result in dropping you from the program.

## **EMERGENCY CASES**

If you or your child becomes sick, or there is an unforeseen emergency on your assigned co-op day, and you have not found another parent to work for you, please let your teacher know and contact the Parent Education Office at 685-7340, ext. 6720.

Switching days with another parent should not be more than three times during the school year. Please talk to your teacher if you know you and/or your child will be out more due to medical reasons. **We cannot let your child go home with anyone not listed on the emergency form.** The Teacher will ask for identification.

## **GOING ON FAMILY VACATION**

If you are going to miss your workday(s) due to a vacation, you must notify the teacher at least two weeks in advance.

## **TWINS AND MULTIPLES**

Parents with two children in class must work in the classroom 1.5 times per week, so every other week, you will work both days and get one day off. See your teacher or Program Coordinator for triplet and above work requirements.

## **SIBLINGS**

Older or younger siblings are NOT allowed in the classroom on a parent's workday except as noted in the maternity policy (babies up to eight months only). Exceptions may be made for older siblings for special classroom events.

## **MATERNITY LEAVE AND BRINGING BABY TO WORKDAY**

There will be a six (6) week leave of absence from working in the classroom after the birth of a new baby. If you bring your baby to your workday, you must carry her/him in a front carrier at all times up to eight months. Strollers must be left outside the classroom. If you need to breastfeed your baby, please notify the teacher first so another parent can cover your classroom work area.

## **COMMITTEES**

One parent from each family is required to serve on a committee (class assignments). All parents should sign up for a committee during the first week of school. See Committee Description on page 21 for details.

## **PARENT EDUCATION MEETINGS AND FAMILY EVENTS**

You are required to attend the Parent Education meetings and Family Events. Parent Education meetings are for adults only and the Family Events are for the whole family.

## **CLEAN-UP DAYS**

Each family is required to participate in one clean-up day. The clean-up days are for **adults only** and are scheduled in advance. **Check your packet or ask your teacher for the schedule.** You must stay the entire clean up time to satisfy the requirement.

## **COMMUNICATIONS**

We always recommend parents communicate directly with the teacher about any problems or concerns either verbally or via email.

Program and class information will be distributed in the following ways:

- Memos and newsletter
- School bulletin boards
- E-mail
- Class Calendar

If you need further assistance, you can contact the Program Assistant at (925) 685-7340 Ext. 2710 (message only). If you need additional help, you can contact the Parent Education Coordinator at (925) 685-7340 ext. 6722 (for English and Spanish speakers) Communication should adhere to the following:

Teacher → Program Assistant → Program Coordinator → Administrator

## **VISITORS**

All visitors must come to the Parent Education office and complete a daily registration form and get a visitor's pass. This is for safety regulations. Please notify the teacher if you plan on bringing a visitor to the classroom. You must stay the entire time the visitor is in class.

## **SIGNING IN TO CLASS**

Every day you come to school, you must sign your child in and sign your child out when picking up.

## **CELL PHONES**

Cell phones must be on silent/vibrate and should only be answered in cases of emergency. (Notify teacher)

## **BATHROOM POLICY**

Parents must stay outside the bathroom stall while children are using the facility. If a child needs assistance, please refer to the child's parent or the teacher. The working parent can help with the handwashing.

## **WITHDRAWAL FROM OUR PROGRAM**

**Two weeks' notice is required for the Three's and Pre-K Combo classes.**

(Your monthly fees -- if applicable, will be due for the last month attended.)

## **SNACKS (SEE HEALTH AND FOOD POLICY)**

This is a Nut-Free program. Each child will bring their own snack. Snack time is about 10-15 minutes, “no meals please.” We suggest no sharing of snacks for allergy and safety reasons.

### **HEALTHY SNACK FOOD SAMPLES**

1. 10 small carrots
2. Small piece of fruit or sliced fruit
3. Half of a sandwich
4. Yogurt
5. Small bottle of water
6. Granola bar (nut free)
7. One stick of celery with or without dip/dressing
8. Jicama sticks
9. Cucumber slices ( $\frac{1}{2}$  a cucumber)
- 10. Water only, please.**



### **PLEASE DO NOT BRING**

**(These items will return home in your child's lunchbox and will not be consumed at school)**

1. Doughnuts
2. Cookies
3. Soda
4. Fast food (McDonalds, Burger King, Taco Bell, etc.)
5. Chips
6. Candy
7. Microwaveable food
8. Peanut butter or nuts of any kind; NO Nutella
9. Juice of any kind



## **ALLERGIES (See Health and Safety Policy)**

Let the teacher know about your child's food allergies. If your child may require medication while at school, you will need to fill out an "Authorization to Administer Medication During School Hours" form and have it signed by your child's doctor. Ask the teacher or Parent Education Secretary for the form and information. Provide the teacher with your child's allergy medication (EpiPen®, etc.), which will be kept in the classroom in the safety cabinet.

## **HEALTH AND SAFETY**

### **(Please read our Program Health and Safety Policy)**

Any child sent to school is expected to be in good health and will be encouraged to participate in all class activities, which may include outdoor play. Any indication of illness or simple fatigue, where a child cannot participate in a normal school day, will result in parents being notified. If you are ill on your co-op day, please do not come to work. You may not bring your child to school on your workday when you are not working and have not arranged a substitute.

If you and your child are not able to attend class, please notify the teacher and contact the Parent Education Secretary.

The State Department of Health regulates that all children, upon entering school, must have all their immunization records up to date and a physical examination. Forms are furnished for your doctor's signature. **Children must have all immunizations up to date to begin or continue class enrollment.**

Please notify the teacher immediately of any communicable diseases/diagnoses, such as Hand, Foot, and Mouth (Coxsackievirus), Slap Cheek, Chicken Pox, and Strep. The County Health Department and school district policy is to inform other students of exposure to communicable diseases, but the student's name will be kept confidential.

**Please DO NOT bring your child to school if your child has exhibited any of the following signs or symptoms of suspected illness:**

- An elevated temperature of 100 degrees or more or has exhibited a fever in the last 24 hours
- Has vomited within the last 24 hours
- Has had repeated episodes of diarrhea in the last 24 hours
- Has had chills, loss of appetite, and/or lingering headache
- Has a significant amount of untreated nasal discharge, particularly if the discharge is yellow or greenish color
- Has a persistent cough. Reminder: A sneeze or forceful cough can travel up to three feet!
- Complains of an earache or sore throat
- Has an undiagnosed rash



## SAFETY REGULATIONS

- Smoking/vaping on campus is not allowed.
- Spanking or striking a child is not permitted.
- Children, when outside, are to be accompanied by an adult.
- Keep an eye and ear open for all of the children in the room, not just the ones in your area.
- Children will not be dismissed with someone other than their parent unless the parent notifies the teacher (ID will be required).
- Participation in the school emergency drills is expected. Earthquake and fire emergency information is posted inside the room next to the door.
- All accidents/incidents that happen at school should be reported to the teacher immediately.
  - Shoes must be worn at all times unless otherwise directed for a special activity.
- No climbing the fence or the railings.
- After class is dismissed, parents are responsible for the behavior and safety of their child. Make sure your child is not running ahead of you.



## DISCIPLINE POLICY

As a parent assigned to work with the children, we expect that you will use these guidelines along with your naturally good instincts to help the children have fun and make friends.

- It is the responsibility of the parents and the teacher to ensure that the children are safe. Violent and aggressive behavior from children and parents that threatens the well-being of other families is not acceptable in our classes.
- Children need to know that they must treat their friends and toys with care. Explaining this to your child on the way to class, along with the fun activities the child can expect to do, can be highly effective.
- When you are in class, get on your knees and look at the room from the children's eye level. The commotion can be overwhelming. Respond to the children who look insecure by helping them interact with others and giving them quiet one-to-one contact.
- **Separations:** We encourage gradual and gentle parent/child separations during the toddler and preschool years. We expect and accept some tears and sadness from the child and hope that other parents will comfort a child whose own parent has left the room. If a child is too distressed and inconsolable (i.e., loud crying, which lasts more than five minutes), someone should notify the parent who has left so that they can return to their child. In the programs, parents who leave the room should remain available and close by until they are certain their child will be able to handle an entire class period without them.
- **Aggression:** Whenever possible, we encourage the children to develop their own relationships without parental or staff interference. However, if it is apparent or likely that one child may injure another, you should take charge immediately and notify the teacher. If you can, assess and address the situation and make sure the children involved are safe.
- If there has been an injury, be sure to notify the teacher. She will determine the need for treatment and will make sure the child's parents are aware of the situation.

- If you are concerned about repeated aggressive behavior in a child, please discuss your feelings with the teacher. She will be able to assess the behavior and may be able to work with the child's parents to help correct it.
- In rare circumstances, the teacher may decide that a child's presence in the group jeopardizes the welfare of other children. In these situations, the teacher will work with the parent to address the behavior in find ways to help by doing the following:
  - ✓ conversation with the child
  - ✓ constant and close supervision by the child's own or another parent
  - ✓ provide more structured activities
  - ✓ limit the number of activities or areas of the room
  - ✓ positive reinforcement
  - ✓ quiet time away from activities
  - ✓ temporary removal from class (as needed)
  - ✓ take the child to the playground for a walk or run
  - ✓ observations by coordinator or specialists (per parents approval)
  - ✓ other resources and assistance in locating a more appropriate program for the child
- When volunteering, think of yourself as part of a teaching team, with the purpose of supervising the room as a whole. For instance, if you are working in Free Art, but observe a spill at the snack table please be available to help clean up.
- Children like to know that there are limits and that the adults are in charge. They also like to know that they can go to the adults for help, hugs, and comfort. Your participation is essential to our classes, and we appreciate the value of your work and play with the children.



## **PROBLEM-SOLVING STEPS**

### **(Actions and Phrases)**

Place yourself between children, on their level. Use a calm voice and gentle touch.

- “So, the problem is...”
- “What’s the problem?”
- “You look really upset.”
- “What can we do to solve this problem?”
- Encourage children to think of solutions.
- Stay near until the problem is resolved.

Never force a child to apologize. You can suggest an apology, and if one is not given, always make sure you check on the child who has been hurt. Also, let the other child know that you would like him or her to check on the child who has been hurt.





## ACTIVITIES PROVIDED FOR CHILDREN

General Suggestions: Give minimum direction, but you can offer help if needed. Sometimes a question or suggestion by an adult can give new dimensions to child's play. Encourage children to help at cleanup time. Enjoy yourself!

Activity or Material	Value to Child	Parent Participation
Puzzles, Beads, Pegs, Manipulatives	<ul style="list-style-type: none"> <li>• Eye-to hand coordination</li> <li>• Small muscle development</li> <li>• Learning colors, size, space relationship</li> <li>• Challenge and achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Rotate materials to keep children interested</li> <li>• Let the child have the satisfaction of success</li> <li>• Help a child who seems to need it</li> </ul>
Clay, Finger Paint, Playdough, Cutting, Pasting, Collage, Easel Painting, Creative Arts	<ul style="list-style-type: none"> <li>• Sensory experience</li> <li>• Small muscle activity</li> <li>• Opportunity for self-expression</li> <li>• Experience with color, shape and texture</li> <li>• Tensional outlet</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Do not make models</u></li> <li>• Emphasize the experience, not the product</li> <li>• Set up materials attractively</li> <li>• Offer simple suggestions which will aid child in satisfying use</li> <li>• Invite child to write name on the project and offer to do it for him/her</li> </ul>
Blocks Accessory Toys Wooden Trucks, Trains, etc.	<ul style="list-style-type: none"> <li>• Offer creative construction</li> <li>• Opportunity for eye-hand and muscle coordination balance</li> <li>• Stimulates imagination, dramatic play</li> <li>• Recognition of basic three-dimensional shapes, math concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Keep area reasonably neat before clean-up time by encouraging children to put away toys not in use</li> <li>• Pay attention to play and conversation in area in order to give suggestions if needed</li> <li>• Do not allow blocks to be thrown</li> </ul>
Dramatic Play Area	<ul style="list-style-type: none"> <li>• Dramatic, imaginative play</li> <li>• Emotional outlet; social contacts</li> <li>• Opportunity to act out our life experiences, feelings</li> </ul>	<ul style="list-style-type: none"> <li>• Occasionally arrange material, if needed, to stimulate play</li> <li>• Give simple suggestions if a child needs help in entering a situation</li> </ul>
Storytelling Looking at Books	<ul style="list-style-type: none"> <li>• Opportunity for quiet, restful activity</li> <li>• Learning to listen</li> <li>• Love and appreciation of books</li> <li>• Vocabulary development and speech</li> </ul>	<ul style="list-style-type: none"> <li>• Provide comfortable atmosphere</li> <li>• Choose books wisely</li> <li>• Show interest in reading</li> <li>• Invite child to describe pictures or "tell" the story</li> </ul>
Music: Dancing, Singing, Rhythms	<ul style="list-style-type: none"> <li>• Awareness of different sounds and rhythms</li> <li>• Appreciation of songs</li> <li>• Vocabulary and speech development</li> </ul>	<ul style="list-style-type: none"> <li>• Share talents to provide musical experiences for children</li> <li>• Encourage spontaneous and informal music opportunities</li> </ul>

**PARENT COMMITTEES**  
**This will depend upon classroom needs**

**Birthday Crowns Coordinator**

Assist child with crowns decoration.

**Class Photographer**

Photographs for special events, classroom activities, special days, etc. Make arrangement with teacher about picture display.

**Laundry**

Keeps kitchen towels, costumes and aprons washed. Responsibility alternates between classes.

**Playdough**

At least two or three parents will be taking turns making playdough. Teacher will provide the ingredients.

**Class List; e-mail**

Call or e-mail parents as requested by teacher for special events such as field trips, or special announcements, etc.

**Book Reading Program**

Collects books from the reading program to distribute to children on a weekly basis. (Ask the teacher for specific details).

**Bulletin Board**

Maintains classroom bulletin boards, replaces artwork with new theme or children's art once a month or as requested by teacher.

**Bike and helmets**

Puts bikes away; cleans and disinfects the helmets daily.

**Classroom Activities**

Parents will create/contribute one or two age-appropriate classroom activities. Materials will be provided by the teacher.