

**Woods Creek Montessori School (WCM)  
Cooperative Model and Responsibilities  
Parent Team Affiliation Form**

WCM is a not-for-profit school and is reliant upon the participation and assistance of our parents for the well being of our school. For instance, all families directly support classroom operations by providing snack and laundering classroom towels and rest mat covers two times during the academic year.

WCM's co-op system is designed to fit the diverse needs of families, foster a sense of community, and increase equitability across families' contributions to the school. In the spring of 2009, the WCM parent body democratically selected the following model to structure parents' co-op contributions.

There are two options for families to fulfill their co-op contribution:

- 1) Actively seek opportunities to contribute at least 6 hours of labor during each semester (i.e., fall and winter/spring).
- 2) Pay into a Co-op Fund that is used to hire subcontractors for buildings and grounds work, at a rate of \$20 per hour of labor (i.e., \$120/semester, \$240/academic year). Families may pay into this fund up front (August 1<sup>st</sup> and January 1<sup>st</sup>) and opt out of formal co-op labor for the year.

Families are responsible for logging their co-op labor hours with WCM. The WCM administration keeps a record of this labor and sends an individualized Co-op Fund bill at the end of each semester for labor hours that have not been contributed. That is, on December 15<sup>th</sup> families are billed for the Co-op Fund at a rate of \$20 per hour for each of the 6 hours that has not been contributed during the fall. On May 15<sup>th</sup>, families are billed for the Co-op Fund at a rate of \$20 per hour for each of the 6 hours that has not been contributed during the winter/spring.

Co-op labor is organized through parent teams that have two objectives at WCM. From a community perspective, teamwork provides parents with a tangible way to support our wonderful teachers, become more familiar with the workings of our children's school, and connect with other WCM parents. From an institutional perspective, it helps WCM to make ends meet. As a non-profit agency, WCM struggles to cover all of the operational costs of our school. Parent teams are absolutely critical in accomplishing much of the work required on campus.

As part of the enrollment process in the spring, parents rank their preferences for parent team affiliation. A member of the Board of Directors serves as the liaison between the Board and each of the parent teams. Parent team assignments, along with Board liaisons for each team, are announced in June so that some work can begin during the summer.

Leaders and/or co-leaders are needed for each team. Team leaders meet with the Board liaison to establish goals for the team, prioritize and organize the tasks of the team, and correspond with team members.

Parent team members work on specific tasks throughout the year. The available volunteer tasks are numerous and diverse. Although some tasks are time-specific (e.g., driving for a field trip), and others will be completed in groups on WCM workdays, others can be completed in small groups when it is convenient, and many jobs can be completed independently according to parents' unique time preferences.

**Please complete the Parent Team Affiliation Form below and submit it with fall enrollment materials.**

**Parent Team Affiliation Form**

Name(s): \_\_\_\_\_

Initial here to opt out of parent team affiliation by contributing \$120 to the Co-op Fund on August 1 <sup>st</sup> and \$120 on January 1 <sup>st</sup> .
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Co-parents are welcome to sign up for different teams, with a total family contribution of 6 hours per term. If this is the best option for you, please include relevant parent initials beside rankings below.

Please indicate whether you are willing to serve as a team leader. Circle one:      YES      NO

Rank 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> choice.	Woods Creek Montessori Parent Teams (page 1)
	<i>The Buildings and Grounds Teams maintain and improve our campus.</i>
	<b>Repairs and Maintenance</b> General upkeep of the buildings and grounds: <ul style="list-style-type: none"> <li>▪ minor repairs and cleaning</li> <li>▪ painting</li> <li>▪ replacing and/or fixing worn or damaged equipment, furniture, and play structures</li> <li>▪ mulching playgrounds</li> <li>▪ caring for plantings</li> <li>▪ maintaining safety and functionality of fence and gates, parking lot, playgrounds, walking paths</li> </ul>
	<b>Construction, Campus Development and New Projects</b> Coordinate structural changes and improvements to the buildings and grounds: <ul style="list-style-type: none"> <li>▪ problem-solving and addressing functionality and safety of parking lot and walking paths</li> <li>▪ making campus changes necessary for optimal implementation of emergency and evacuation plans and routes</li> <li>▪ attending to erosion on campus</li> <li>▪ constructing appropriate trash receptacle on campus</li> <li>▪ coordinating any renovations to campus buildings</li> <li>▪ implementing new initiatives on playgrounds so they may serve enhanced educational functions</li> </ul>
	<b>On-Call Adverse Weather Team</b> Respond to snow, ice, and flood conditions at the behest of the Director to maintain safety of entry and exit points as well as debris removal due to such events. Insure that adequate tools and supplies are on hand to respond to such events.
	<i>The Community Events teams orchestrate WCM family gatherings.</i>
	<b>Lake Robertson Hike Team</b> (September)
	<b>Family Potluck Dinner Team</b> (February)
	<b>End-of-Year Picnic Team</b> (May/June)

Rank 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> choice.	Woods Creek Montessori Parent Teams (page 2)
	<p><i>The Classroom, Teacher, and Community Support teams assist with the following areas:</i></p> <ul style="list-style-type: none"> <li>• <i><u>Material Preparation</u>: Provide material support on a routine basis (e.g., cutting paper towels) and on an as-needed basis (e.g., preparing materials on short notice for a specific art or science project).</i></li> <li>• <i><u>Learning Documentation</u>: Assist in documenting children’s activities at WCM. Help take pictures, transcribe classroom activity, and/or put together children’s notebooks documenting learning throughout the year.</i></li> <li>• <i><u>Field Trips / Classroom Events</u>: Assist with special curricular events, programs, and projects in the community and on the WCM campus.</i></li> </ul>
	<b>Pre-Toddler Classroom Support Team</b>
	<b>Toddler Classroom Support Team</b>
	<b>Primary I Classroom Support Team</b>
	<b>Primary II Classroom Support Team</b>
	<i>The Public Relations teams maintain and improve the visibility of WCM in the local community.</i>
	<p><b>Web Design and Maintenance Team</b> Perform weekly updates to the WCM website. Assess needs, write relevant text and problem-solve technical aspects of the website.</p>
	<p><b>Community Outreach/Liaison Team</b> Investigate opportunities for communicating the WCM mission to the local community. Assist Director in representing WCM in local discussions and collaborations regarding child care in Lexington. Communicate newsworthy WCM stories to the local press. Invite press coverage of special events.</p>
	<i>The following teams work to ensure the financial health of WCM.</i>
	<p><b>Annual Fund Team</b> Work with WCM Director and Board Member to administer Annual Fund Campaign.</p>
	<p><b>Grants Team</b> Work with WCM Director and Board members to research funding opportunities and orchestrate grant writing.</p>
	<p><b>Special Events / Art Auction Team</b> Coordinate the Art Auction and a small number of minor fundraising events.</p>