

**CHILDREN AND COMPANY
MEMBERSHIP COORDINATOR
Board Position**

AVAILABILITY REQUIREMENT: Attend Board Meetings, August through June. Work spans the entire year, but the majority of the work occurs in January and February. Must be accessible by phone and able to do daily checks of school's voicemail. Must have access to word processing software and a copy machine. The Secretary will assist you as needed.

Administrative Duties

1. Create and distribute Membership Directory to all members at August general meeting via the Class Chairs. Be sure to include parent and teacher cell phone numbers. Provide emergency directory for the teachers with both parents' cell phone numbers (if applicable); get these phone numbers from parents at the August General meeting.
2. Keep a list of associate members. Remind members who may not have a child in the school the following year to contact membership when younger siblings are eligible to enroll.
3. Keep information leaflets at the school. Keep some at home to mail when needed.
4. Serve with the Job Coordinator and Class Chairs on the Job Selection Committee.
5. Give a copy of the waiting list to the Board when you will be absent. The Board needs to find someone to replace you while you are absent.
6. Create newsletter articles each month (topics include Open House dates, information about class openings, and enrollment reminders).

Enrollment During The School Year

7. Recruit new members and fill openings as they occur during the school year and over the summer. Give information over the telephone about our school.
 - a. Tell about the fees, tuition, school hours and class size.
 - b. Describe our philosophy (developmentally appropriate practices).
 - c. Describe the teachers (education/experience) and the classroom.
 - d. Inform potential members of parent's responsibilities: holding a job, taking turns cooping, attending approximately six meetings during the year, participating in fundraising, helping with monthly clean session, and filling out necessary forms.
8. Inform the following people when a member joins during the school year:

President	Health and Safety	Monthly Calendar
Class Chair	Coordinator	Website Coordinator
Job Coordinator	Classroom Maintenance	Treasurer
Teachers	Secretary	
Newsletter Editor	Fundraising Chair	

9. Inform people who join in mid-year that they must assume the job of the member they replaced. If they cannot hold this job, their acceptance must be conditional on a swap arranged.

10. When someone joins mid-year discuss fee schedule with the Treasurer. Give the school calendar and membership directory to new members.

Recruitment – Open Houses

11. Send potential members a brochure and letter expressing thanks for their interest in our school. Invite them to an open house, usually held in December and February.

12. Plan Open Houses with the President and Teachers for late Fall, if the Board decides to hold them. You may need to find a time when the 3's are on a field trip or on a scheduled snow day in order to accommodate parents of children who nap. Schedule afternoon open houses on Friday afternoons or when the 4's are on a field trip. Find a date that works for the teachers and inform the Board of the dates (post dates on Website). Do not schedule open houses on the afternoon of a monthly clean because too many toys are missing from the school. Confirm that teachers can attend and if desired, advertise it in local publications such as Columbia Flyer in the Education Section (usually free), Howard County Times Education Section (usually free), PATH and MOMS Club newsletters. Send out invitations to new members.

Recruitment – Observations

13. Only do observations when necessary so as not to cause too much disruption to our current students (it's preferable to have prospective members attend an open house). Check with the teachers before scheduling observations. Observations should be ½ hour (typically 9:30-10:00 in the morning classes and 12:45-1:15 in the afternoon class.) Notify the teachers and class chair of the scheduled observation and ask the class chair to inform the co-op parent (take into consideration who the co-op parent is on the scheduled observation day as you will want a parent who can effectively communicate with prospective members). At the beginning of the year, put a note in the newsletter explaining to members about observations and what to do when co-opping during an observation. Also send out an email to all members explaining co-op parent responsibilities regarding observations. Once the classes are full for the following year, discuss with the teachers whether to continue to do observations.

14. Make a follow-up contact after prospective parents have visited the school. Answer any questions they have and inform them about the registration process. If their visit takes place prior to the preschool fair, ask if they are interested in being on the paid waiting list. If it is after the preschool fair, send them a contract to sign and return to your home with a non-refundable registration fee if they choose to enroll their child.

Marketing

15. Organize and attend Children and Company's presentation at the preschool fair in January. Call in advance to make sure we are with the other cooperative preschools. Tell the teachers the date of the fair ASAP so that they may attend. Give the teachers at least one month's notice.

- a. Fill out the registration form, obtain a check from the Treasurer to cover the fee, and mail it.
- b. Make sure there are enough brochures (we usually need around 150)
- c. Create the insert for the brochures.
- d. Bring:
 - sign up sheet – spaces for phone number, email, name, etc.
 - flyer for the Open House

- Children and Company hand printed rectangular tablecloth
- pens & clipboard (at least one)
- display board (tri-fold)
- brochures and inserts
- sample monthly calendars
- power point presentation and laptop
- paper to create wait list
- sunshine stickers

16. *With Board approval*, if necessary for enrollment, place ads in Columbia Flyer, Kid Street News, Parents' Guide to Howard County and Early Childhood Education Guide and other local publications.

17. In October, contact the Columbia Flyer, Kidstreet News, Parents' Guide to Howard County and Early Childhood Education Guide and Baltimore's Child to ensure that they have our contact/school information for their preschool issues.

18. Count how many brochures we have left and obtain more if needed.

Enrollment For The Following Year

19. Maintain the paid wait list from September until the preschool fair. Prior to the preschool fair, a place on the waiting list requires a \$20.00, non-refundable deposit, not applicable towards the registration fee. Enrollment for those on the paid wait list is on a first-come, first-serve basis for any remaining spaces after current members, children of teachers, siblings of current members and associate members have registered. After the preschool fair, no deposit is required. The wait list after the preschool fair is done in order of when the person contacts the school. Collect the following information: child's name, parents' names, address, phone number, email, child's birth date, and in which class they are interested.

20. Registration

- Registration is accomplished when a written contract and a non-refundable registration fee are received and approved by the Membership Chairperson.
- The first part of the enrollment process lasts two weeks (and usually takes place three weeks prior to the Preschool Fair). Contracts are distributed the day prior to the start of the enrollment period to current members and teachers. Contracts are also mailed to any former members who have notified the Membership Chair of their interest in enrollment as described in Section d. below.
- Enrollment of children in a program is (in the following order):
 - a. A child who is currently enrolled in the Co-op Program
 - b. A child of a teacher/assistant teacher in the Co-op Program;
 - c. A sibling of a child who is currently enrolled in the Co-op Program;
 - d. A child of a former Co-op member who, prior to January 1, has provided the Membership Chair written notice of their desire to enroll their child (and who has received written notice from the Membership Chair of receipt of such notice); and
 - e. A child on the Priority Wait List.

- For categories a-c above, contracts may be returned either to the Membership Chair's folder at the school or to the Membership Chair by mail. For categories d & e above, the only acceptable method of returning a contract to the Membership Chair is by mail.
- During the above mentioned two week period, registration is open to children with an enrollment preference described in a-d above. If there are more contracts returned than there are spaces in a particular class, a lottery is done for each category in which applications exceed spaces. The lottery will be held on the day after the enrollment deadline. Anyone who does not get a spot is placed on the waiting list in order of lottery number, ahead of any Priority Wait List candidates (e).
- The day before the close of the registration period for categories a-d is over (regardless of number of a-d applicants and whether spaces remain), contracts will be mailed to all those on the Priority Wait List. All materials will be mailed to all candidates on the same day. On the day after registration closes for categories a-d, enrollment begins for the Priority Wait List. Once enrollment begins for the Priority Wait List (the week before the pre-school fair), the Membership Chair fills any vacant spots in the classes on a first-come, first-served basis. If more than one contract is received on any given day, a lottery is held to determine the order of enrollment for those on the Priority Wait List. Any materials returned during this Priority Wait List enrollment period are considered to be in category e, even if the applicant belongs to categories a-d but returned their contract late. If there are no spaces available, the lottery will determine their numbers on the waiting list behind any waiting list members from categories a-d.
- On the day of the pre-school fair, enrollment opens to the general public. If anyone designated by categories a, b, c, d or e above does not return registration materials before the Preschool Fair, they are considered in the same manner as the general public. If there are remaining spaces at the time of the Preschool Fair, registration materials will be distributed at the Fair to interested parties. The general public fills any remaining spots on a first-come, first-served basis, determined by order of receipt of contracts with registration fees. Anyone who does not obtain a spot is placed on the waiting list in the order that they return contracts. In the event that there are no spaces available at the time of the Preschool Fair, interested parents will be placed on the waiting list in the order that they give verbal or written notice of their desire to enroll a child. In this case, applicants from the general public will not be given registration materials until a space becomes available.
- As spots become available due to withdrawals, the Membership Chair fills them in order from the wait list. The Membership Chair contacts the first name on the wait list and communicates a reasonable time for that person to respond.

22. Send welcome letter to all new members. Also, distribute a copy of each member's *signed* contract at the May general meeting. Phone or email new members in May, prior to the May general meeting, to invite/remind them of the date, time, location, and directions to the meeting.

YOU give the first impression of the school. Express friendly interest and give helpful and accurate information. Be accessible and follow up promptly on anything you said you would do. Call people back quickly if you are unavailable when they call. It is important for you to communicate your enthusiasm for our school and portray a well-run, efficient system.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

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