

BROADMOOR

Parent Participation Nursery School

2017-2018 Membership Packet

Age Requirements

Broadmoor serves the needs of children for the two years prior to their public school eligibility.

- **To enroll in our AM Class**, a child must be 3 years old by December 1, 2017.
- **To enroll in our PM Class**, a child must be 4 years old by December 1, 2017.

Please note that in order to start Kindergarten, children must turn 5 by September 1 of that year. If your child is born between September 2 and December 1, s/he will be eligible for Transitional Kindergarten after completing our program, but may not go on to Kindergarten with their Broadmoor peers if they do not make that cutoff.

Registration Requirements

In order to register for the 2017 - 2018 school year, **both a completed Registration Form and a deposit of \$135** must be received by March 30, 2017. **Applications will be accepted March 1-30, 2017.**

All new applicants MUST attend either Parent Info Night, Open House, or take a School Tour before their applications will be accepted. No exceptions.

Alumni and currently enrolled students are welcomed back into the co-op, as long as they've turned in registration forms and deposits before March 30. **All remaining openings will be filled by a lottery.** Once openings have been filled, those not drawn will be placed on our waiting list. Remaining paperwork and payments detailed in the Membership Packet are **due June 30, 2017.**

Applications may be dropped off during school hours, or mailed to:

Broadmoor Preschool
PO Box 3493
San Leandro, CA 94578

For more information: <http://broadmoorpreschool.org/enrollment-process/>

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Broadmoor Parent Participation Nursery School 2017/18 Registration Form

Date: _____

Child

Name (First & Last)

Preferred Name/Nickname (if different)

Enrolling in (check one):

AM class PM class

Birthdate

Parents/Legal Guardians

Name (Primary Contact)

Address

Phone _____

Email _____

Other Parent(s)/Legal Guardian(s)

Address (if different)

Phone _____

Email _____

Working Parent

The parent working at Broadmoor will be:

Working parent's birthdate (MM/DD/YY):

Language(s) spoken by the working parent:

First choice workday (Tue, Wed, Thu, or Fri):

Second choice workday:

Any day you CANNOT work?

Please note: Parents may bring infant siblings on their workday if secured in a baby carrier on the parent's body, but families will need to make childcare plans for any other children not enrolled at Broadmoor.

(Continues on next page)

Committee Jobs

Read through the job descriptions included in this packet, and indicate your preferred job assignment.

First choice:

Second choice:

Please list any special skills or areas of interest that would be of help to the co-op (e.g. sewing, graphic design, carpentry, computer skills, accounting)

How did you hear about Broadmoor (check all that apply)

Newspaper Ad

Online Ad

Internet Search

Word of Mouth

Signage on Dutton or Dowling Blvd

Other (please specify) _____

If you are Broadmoor alumni, please give the name(s) of the student(s) and year(s) attended.

Name(s)

Year(s)

New Applicants—attending at one of the following is REQUIRED for your application to be accepted.

Please initial which event(s) your family attended:

Parent Info Night _____ Open House _____ School Tour _____ Date of Tour _____

I have read the entire Membership Packet and understand Broadmoor's Rules, Guidelines, and Membership Commitments.

Signature

Date

What are My Commitments?

This is a brief summary of the commitments required of all Broadmoor parents, taken from the Membership Contract, the Rules and Regulations, and By-laws of the school.

The 2017-2018 school year runs from mid-September, 2017 through early June, 2018. Holidays will be the same as the San Leandro School District.

Classes are held Tuesday through Friday, **with no school on Mondays.**

Schedule:

Working Parents arrive to set up	8:30 AM	11:45 PM
Drop off children/school begins	8:45 AM	12 noon
Pick up children/school ends/ Talk time begins for working adults	11:15 AM	2:30 PM
Talk time concludes/working adults leave	11:45 AM	3 PM

When I enroll my child at Broadmoor I am promising to:

I. Work Day:

- A. Work at the school one day per week on my assigned work day.
- B. Arrive 15 minutes before school starts to set up my projects and stay 20 minutes after school to clean up and have "talk time". (Talk time is for work day parents and the teacher to discuss the day's events and plan for the next week.)
- C. Plan and prepare projects (curriculum) for each of my work days. (The first ten weeks of curriculum will be provided. Curriculum planning will be done at evening meetings. Teachers and books will be available for help with ideas.) Expenses may be incurred.
- D. Provide healthy snacks for children when you work at the cooking station.
- E. Find a substitute to fill in on my workday if I am sick or absent for ANY reason. (Exchange work days or pay parent substitute \$30)
- F. Pay an emergency substitute fee of \$35 to Broadmoor if I can't arrange a substitute for ANY reason.

II. Parent Education Classes:

- A. Attend all parent education classes. These are held twice per month on Tuesdays from 7:00 to 10:00p.m. These meetings are generally the second and fourth Tuesday of the month.
- B. The orientation meeting is scheduled one week before school begins. **Attendance is required.**
- C. You may miss one evening meeting each trimester, but any other absences require a make- up to be arranged with the directors.
- D. Provide dinner at one meeting during the year.

III. Maintenance: Work three hours per trimester to clean and repair school facilities. Maintenance days are typically held on the first Saturday of each month. Maintenance hours must be completed before the end of each trimester (September - December; January - March; April - June). At the beginning of the school year, Broadmoor will collect a \$135 Maintenance Deposit check from each family. Checks will be held but not deposited unless your family fails to complete the required three hours per trimester.

IV. Committee Job: Each member is required to serve on one committee and will be assigned a committee job. Committees will meet briefly during the parent-ed meetings. Most jobs require a few hours of time each month and can be scheduled at your convenience. Your committee job should maximize the use of your special talents for the benefit of the co-op. Jobs will be decided based on your stated skills and job preference on the registration form, and the co-op's needs.

V. Reservation/Security Deposit: The non-refundable deposit you paid to reserve a spot for your child of \$135 turns into a security deposit to be held by Broadmoor once you have started the school year. The full amount of this deposit will be applied toward your May 2017 tuition minus any amount of damage or loss incurred by Broadmoor on your account. If you leave Broadmoor mid- year, this deposit is forfeited.

VI. Tuition: \$135.00 per month is due on the first of each month. A late fee of \$5.00 per school day will be charged on all payments received after the 10th of the month.

Have a great time learning and growing with your child!

Payment Schedule

A non-refundable **Registration Deposit** of \$135 is due at the time of registration to reserve your spot for the 2017 - 2018 school year.

- If for any reason you are not able to join our program, you will forfeit the deposit.
- If you do join our school, the deposit will be applied towards your May 2018 tuition, provided you have not lost or damaged any Broadmoor property.
- If you leave prior to May 2018, your deposit will be forfeited.
- If you are placed on the waiting list your check will be returned to you. If a space becomes available, the deposit will be collected along with all necessary paperwork at that time.

Start of Year Payments for 2016/17

Registration Deposit	Due with enrollment application	\$135
Enrollment Fee <i>Includes Adult School registration, all supply fees, and a red Broadmoor t-shirt for new students.</i>	Due June 30, 2016	\$150
Tuition payment for Sept 2016 + June 2017 <i>Both are partial school months</i>	Due June 30, 2016	\$135
Total collected prior to the start of school:		\$420

For the remainder of the year (October – April), tuition payments are due on the first day of each month.

Membership Contract

I understand that the required duties of the adult members of the Broadmoor Parent Participation Nursery School include:

1. To spend three hours each week on an assigned workday participating and engaging with other parents and children in the nursery school.
2. To attend and participate in the scheduled adult education classes held twice monthly on Tuesdays from 7:00 to 10:00 p.m.
3. To fulfill the attendance requirements.
4. To secure a parent substitute when absence on my participation day is necessary. To pay Broadmoor the emergency substitute fee if, for any reason, I cannot arrange a substitute.
5. To give two weeks written notice to the Board if it becomes necessary to withdraw from school at any time during the school year, and to make up all missed participation days and night classes before departure.
6. I attest that my child is independently toilet-trained.
7. To perform three hours of maintenance per trimester at the school.
8. To hold and perform the duties of an established committee job.
9. To pay my monthly dues and any other applicable fees on time.
10. To arrive on time to all Broadmoor commitments.
11. I agree to abide by all the health standards of the school.
12. I herewith release the school from all liability.
13. I authorize the person in charge to call a physician and/or ambulance in case of emergency.
14. I consent to my child taking part in supervised excursions on the Roosevelt Campus.
15. To abstain from personal cellphone use while on the school premises.
16. I agree to abide by the rules, regulations, and bylaws of the Broadmoor Parent Participation Nursery School. I understand that these rules and bylaws are not connected with any requirements of the San Leandro Adult School and are rules and by-laws of the Broadmoor Parent Nursery School only.

Signatures of Parents/Legal Guardians

Date _____

Date _____

Rules of Conduct

1. Only parents are allowed to open and close gates to the school.
2. Children are not to be sent to school with gum, candy or lollipops.
3. Toys brought from home (other than sharing day items) are discouraged; however, if a child "must" bring something, the item is to stay in the child's cubby during class time.
4. No climbing on fences, porch railings or to the top of play structures.
5. Only one child at a time is allowed to ride the horse. Keep children away from the back feet of the horse (the horse might kick!).
6. Bicycles or wagons are to stay off the porch or ramp area.
7. The painted "red zone" and storage-shed area are for adults only.
8. Sandbox:
 - a. Please refrain from standing or walking on the sandbox cover.
 - b. Please keep the sand low and out of each other's eyes.
 - c. Sand is to stay in the sandbox.
9. Children must remain in the assigned school area and are never to leave school grounds unless accompanied by an adult who is authorized by the parent(s)/guardian(s).
10. Removal of supplies from any cupboard should be done by an adult or under adult supervision.
11. For children's safety, only adults are allowed to be in the co-op office.
12. Only one child is to be in a bathroom stall at a time.
13. No pushing, hitting or other use of physical force is allowed at Broadmoor.
14. No spitting or biting.
15. Language may not include profanity, vulgarity, obscenity or derogatory or degrading remarks.

Consequences

Repeated or consistent inability to follow these rules may result in one or more of the following:

- a. Parent/Teacher Conference
- b. Parent or emergency contact may be called to pick up child from school.
- c. Dismissal of parent/child from the program, after consideration by and at the discretion of the Broadmoor Executive Board.

Signatures of Parents/Legal Guardians

Date _____

Date _____

San Leandro Adult School

Student Behavior Agreement

Students attending San Leandro Adult School are expected to demonstrate a commitment to learning and the ability to behave in an acceptable manner. Acceptable behavior is defined as:

- Being prepared for class with appropriate tools (i.e. pens, pencils, paper, etc.)
- Being prepared for class mentally and physically (i.e. sober, alert, ready to concentrate on class work).
- Being on time for start of class.
- Being respectful of school property, school rules, and other people attending school (i.e. not littering, defacing property, harassing students or teachers, being defiant with teachers, bringing visitors on campus, not bringing pagers or electronic devices on campus, not wearing gang related apparel).
- No smoking is allowed anywhere on campus.

I, _____, understand that I am expected to demonstrate a commitment to learning and demonstrate acceptable behavior as I attend San Leandro Adult School. I realize that any behaviors I exhibit which are not in keeping with these expectations will be cause for dismissal from San Leandro Adult School.

Date _____

Date _____

Medical Records

Date _____

Child's Name

Child's Birthdate

Parents/Legal Guardians

Address

Medical History

Does your child have any of the following conditions?

- Asthma Diabetes Epilepsy Allergies

Does your child receive any medications on an ongoing basis?

- No Yes (if so, please describe) _____

Has your child had any accidents or hospitalizations that may affect his or her preschool experience?

- No Yes (if so, please describe) _____

Does your child have any known allergies to food or medication?

- No Yes (if so, please describe) _____

Does your child have any dietary restrictions?

- No Yes (if so, please describe) _____

Does your child have any other condition requiring ongoing medical care?

- No Yes (if so, please describe) _____

Immunization Records

New students are required to provide immunization records to Broadmoor. Returning students need not complete this section.

Please have your child's physician fill out the form on the next page, including physician's signature, OR attach documentation of vaccination and physical on your physician's letterhead.

Physical exam must have occurred within the last 6 months. If your family has chosen an alternative immunization schedule, contact the Membership Chair for the appropriate form.

Immunization Record

This form is to be filled out by your child's physician.

Child's Name _____

Immunization Dates

DPT	Polio	HepB	Hib	MMR	Varicella
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

The child was examined by me on _____ (date) and was found to be in good health, with all immunizations up to date.

Physician's Name (please print)

Date

Signature

Healthcare Provider's Stamp

Emergency Form

Child's Name _____ Birthdate _____

Home Address _____

Parent/Legal Guardian's Name _____ Parent/Legal Guardian's Name _____

Primary Phone _____ Primary Phone _____

Secondary Phone _____ Secondary Phone _____

Other Phone _____ Other Phone _____

Person(s) to be notified in case of emergency, if Parent(s)/Legal Guardian(s) cannot be reached

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Physician's Name _____ Phone _____

Physician's Address _____

Insurance Provider _____ Medical Record Number _____

Child's known allergies _____

Persons Authorized to Pick Up Child from School

Please list names of relatives, friends, neighbors or baby sitters who you wish to be authorized to pick up your child from school. It is a good idea to include another Broadmoor parent on this list. Persons picking up a child not familiar to the teacher will need to present picture identification before the child is released to them. Please add to or change this list throughout the year.

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Under no circumstance will the child be released to anyone not known to the school without authorization from parent(s) or legal guardian(s).

I understand that, per Broadmoor's Rules and Regulations, in the event that my child is not picked up from school, no emergency contact can be reached, and the directors have not been notified by the participating parent/legal guardian for any alternative plans for the child, my child will be turned over to the San Leandro Police Department.

Signatures of Parent/Legal Guardian

_____ Date _____

TB Test Results for All Working Adults

To protect our children, a tuberculosis test is required of workday parents. This includes **ALL** adults who will be working at Broadmoor (Examples: both parents, legal guardian, grandparent, childcare provider). TB tests are valid for two years.

Please repeat test anytime you have reason to suspect exposure to tuberculosis.

Negative TB test results for one workday parent MUST be submitted with your Membership Packet by June 30, 2017 and any other work day parents for your family **BEFORE** the start of school to safeguard the health of our families!

Please supply us with a copy of your negative test result from your medical provider. It should include your physician's signature and healthcare provider's stamp. TB tests can take several days to process. Please make sure to have a test initiated in plenty of time.

San Leandro Adult School

STUDENT REGISTRATION FORM

Today's Date ____/____/____
Month Day Year

Print Clearly. Fill out Completely.		Please note: The CA Department of Education requests demographic data for all who enroll in classes. This information may assist our school in qualifying for state and federal funds. Information is confidential but may be shared with other educational or government institutions. All class fees are non-refundable, unless classes are cancelled.									
Please check one.		<input type="radio"/> Returning		<input type="radio"/> New		<input type="radio"/> Concurrent		Term: <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer			
Program: <input type="radio"/> ESL/Citizenship		<input type="radio"/> ASE or GED		<input type="radio"/> CTE		<input type="radio"/> Fee based classes		<input type="radio"/> Active older adult			
PART 1	For Office Use Only	Social Security # (Optional)				Student ID		Entered in ASAP:			
						May already have ID		Date By:			
		Fees Paid: Cash	Check #	Receipt #							
1. Name						2. Birth Date		3. Gender			
Last Name _____			First Name _____		Middle _____	Month ____/____/____	Day ____	Year ____	<input type="radio"/> Male <input type="radio"/> Female		
4. Address						5. Home Phone					
Number and Street _____					Apartment # _____	(____) _____-____					
City _____					State _____	Zip _____	6. Work Phone				
						(____) _____-____					
8. Email						7. Cell Phone					
_____						(____) _____-____					
Part 2	9. Economic Special Needs/Personal Status (check all that apply or leave blank)					10. Ethnicity		11. Are you Hispanic?			
	<input type="radio"/> Food Stamps		<input type="radio"/> Probation/Jail Program			<input type="radio"/> American Indian		<input type="radio"/> Yes <input type="radio"/> No			
	<input type="radio"/> Family Eligible for Medi-Cal		<input type="radio"/> Receiving CA Training Benefits (EDD)			<input type="radio"/> Asian		12. Highest school grade completed _____			
<input type="radio"/> TANF/CalWORKS Recipient		<input type="radio"/> Single Parent			<input type="radio"/> Filipino						
<input type="radio"/> SSI Recipient		<input type="radio"/> Disabled			<input type="radio"/> Black or African American						
<input type="radio"/> County General Assistance		<input type="radio"/> Family has housing assistance (Sec 8)			<input type="radio"/> White		13. Majority of schooling outside United States? <input type="radio"/> Yes <input type="radio"/> No				
<input type="radio"/> Child eligible for free/reduced school meals		<input type="radio"/> Homeless			<input type="radio"/> Pacific Islander						
		<input type="radio"/> None			<input type="radio"/> Alaskan Native						
					<input type="radio"/> _____						
Part 3 and 4	14. My Family (Household) Total Gross Annual Income before Taxes is (Check one)		16. Number of Dependents (younger than 18 years old)		18. Labor Force Status (Check One)		19. Primary Language		20. Employment Barriers		
	<input type="radio"/> \$0 (No income)		_____		<input type="radio"/> Employed		<input type="radio"/> English		<input type="radio"/> Cultural Barriers		
	<input type="radio"/> \$ _____				<input type="radio"/> Unemployed		<input type="radio"/> Spanish		<input type="radio"/> English Language Learner		
	15. Marital Status		17. Are you enrolled in CalWorks?		<input type="radio"/> Employed but received notice of termination		<input type="radio"/> Vietnamese		<input type="radio"/> Ex-Offender		
	<input type="radio"/> Single <input type="radio"/> Married		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Not in labor force		<input type="radio"/> Chinese		<input type="radio"/> Foster Care Youth		
						<input type="radio"/> Other		<input type="radio"/> Disabled			
								<input type="radio"/> Homeless			
								<input type="radio"/> Single Parent			
								<input type="radio"/> Long-term Unemployed			
								<input type="radio"/> Low Levels of Literacy			
21. Highest Diploma/Degree Completed				22. Emergency Contact Information				23. Reason for Enrollment – Attainable Goal within one Year (PLEASE check two)			
<input type="radio"/> None				Name _____				<input type="radio"/> Enter College or Training		<input type="radio"/> Personal Goal	
<input type="radio"/> High School Diploma				Relationship _____				<input type="radio"/> Family Goal		<input type="radio"/> Diploma/GED	
<input type="radio"/> HSE (GED) Certification				(____) _____-____				<input type="radio"/> Get a Job		<input type="radio"/> Retain a Job	
<input type="radio"/> Technical Certification				Emergency Contact Area Code and Phone Number _____				<input type="radio"/> Improve English skills		<input type="radio"/> U.S. Citizenship	
<input type="radio"/> Some College (No Degree)								<input type="radio"/> Improve basic skills		<input type="radio"/> Work-based project	
<input type="radio"/> AA/AS Degree (2 Years of College)								<input type="radio"/> Military		<input type="radio"/> Other	
<input type="radio"/> Bachelor Degree (4 Years of College)											
<input type="radio"/> Other _____											
My degree was earned outside the US											
<input type="radio"/> Yes <input type="radio"/> No											

Signature: _____

Date: _____

Photo Release Form

Child's Name _____

Please mark the box that indicates your preference:

- I release my child's photo for printed material, website, and the class photo book.
- I release my child's photo for the class photo book only.
- I do NOT give consent to use my child's photo for printed material, website, or the class photo book.

Signatures of Parent/Legal Guardian

Date _____

Committee Job Descriptions

Following are the job descriptions of positions that need to be filled by parents to make the school run smoothly. Jobs will be assigned based on the needs of the co-op, considering applicants' requests whenever possible. Job list and descriptions may be subject to change.

*PRESIDENT:

Presides over the business meetings of both the Executive Board and General Membership. Fills vacancies on the board by appointment. Creates or removes committees and committee jobs other than executive board positions. Acts as an ex-officio member of all committees.

CURRICULUM COMMITTEE:

*FIRST VICE PRESIDENT:

Chairs the curriculum committee. Assumes responsibilities of the President in his/her absence. Makes arrangements for class field trips. Develops proposed list of weekly curriculum themes for Board discussion. Creates curriculum-planning sheets. Enters parents' projects into database and prints weekly. Maintains a file of successful curriculum project ideas. Submits articles regarding upcoming events to the Broadcaster editor. Gives information to Webmaster to be included in calendar (field trips, curriculum nights/ deadlines). Arranges election of AM Representative in September, if needed, and general elections in April. A member of the Executive Board.

*Field Trip Coordinator:

Makes arrangements for class field trips, both off-site and in-house. Provides field trip details to 1st VP, Calendar Coordinator, Broadcaster Editor, Webmaster, and general membership.

*Animal Care Coordinator:

In charge of maintaining school aquarium. Brings in insects/animals throughout the school year to enhance the science area. Works closely with the directors in advance of project planning nights to integrate appropriate animal care needs into the curriculum. Work with directors to acquire supplies. Coordinates animal take-home program (if applicable), including the summer break.

*Art Supplier/Play Dough and Paint:

Keeps the school supplied with fresh play dough (at least once per month or at the request of a director), easel paint (at least once per week or at the request of a Director), and clay by checking stock weekly and making play dough and paint as needed. Attempts to keep paint cups and brushes clean. In September, organizes "Make-It-Plates" for both the AM and PM classes.

Dress Up Area/Puzzles & Games/Science & Math Coordinator:

Responsible for keeping the dress up area, the puzzles & games closet and the science & math closet clean and organized on a weekly basis. Keeps dress up clothing and props in good repair (sewing skills a benefit). Takes clothing home to be washed on an as needed basis, but at least once a month.

*Children's Librarian:

Maintains and organizes the Children's Library. At the end of each week, pulls a selection of books that complement the following week's curriculum theme, to be ready for display by Tuesday AM. Also selects appropriate seasonal or holiday specific books from the Broadmoor or public library. Keeps felt stories, records, and audio recordings neat and organized. Makes recommendations for children's book purchases to the Book Order Manager and to the Purchasing Chairman.

PARENT-ED COMMITTEE:

*SECOND VICE PRESIDENT:

Chairs the parent-ed committee. Schedules content for the bi-monthly Tuesday night Parent Education meetings. Responsible for contacting and verifying speakers scheduled for evening meetings. Is responsible for coordinating the Holiday potluck dinner and End of the Year party. Gives information about all events to the Webmaster to be included in the calendar. A member of the Executive Board.

*Social Host:

Sets up schedule of hosts for refreshments at Tuesday Night meetings. Provides reminders for parents hosting the night meetings to come at least 10 minutes early to set up chairs for the meeting and also to bring home the towels and smocks to launder. Assists 2nd VP in scheduling and coordinating the Holiday potluck dinner and End of the Year party.

*Health/Safety:

Will familiarize parents with established building escape routes, fire extinguishers, emergency supplies, etc. Responsible for updating and maintaining first aid supplies, portable first aid kit, flashlight batteries and fire extinguishers. Responsible for gathering earthquake supplies and keeping them in a safe, easily accessible, central location. Responsible for tracking and obtaining negative TB test results for all working parents and regular visitors during the school year. Will coordinate with parents of children with allergies, medical conditions or special needs, communicate requirements to Directors and post needs or restrictions in the kitchen.

Adult Librarian/Parent Ed Literature Coordinator:

Seeks out published and online parenting resources of interest to the membership, especially books or articles that supplement the topics covered at Tuesday night parent ed meetings. Disseminates literature via email, and/or contributes relevant articles to the Broadcaster. Notifies members of parent-ed opportunities outside of Broadmoor. Makes recommendations for adult-ed book purchases to the Purchasing Chairperson.

CORRESPONDENCE COMMITTEE:

*RECORDING SECRETARY:

Chairs the correspondence committee. Records minutes of monthly Executive Board meetings and school-wide business meetings. Types, posts and distributes the minutes within one week of a meeting. They should be distributed to the full membership, the Directors, the Principal of the San Leandro Adult School and all members of the Advisory Board. Also responsible for making word processing changes to the binder files (e.g. Bylaws, Rules & Regulations and Rules of Conduct). A member of the Executive Board.

*Mail Collector/Copier:

Picks up mail Roosevelt's office and at the San Leandro Adult School at least twice a week, and distributes it to the appropriate people. Makes photocopies at the San Leandro Adult School as needed by Directors or Board Members. Decides on weekly copying deadline and executes independently.

*Broadcaster Editor:

Determines the contents and layout of the Broadcaster, Broadmoor's newsletter. Responsible for putting together, copying, and distributing the newsletter. Sets the deadline for submission of articles and communicates this deadline to the membership. Sees to it that the newsletter is distributed to the full membership, the Directors, the Principal of the Adult School, and all members of the Advisory Board. Computer literacy required.

Broadcaster Reporter:

Works closely together with the Broadcaster Editor. Assists the Editor in any area needed and by writing features, soliciting articles from other members and Directors, and researching other pertinent content for the newsletter.

*Calendar Coordinator:

Maintains master calendar on the inside bulletin board, writes important reminders on the outdoor bulletin board, and ensures the Broadmoor online calendar is up to date. Maintains school Google calendar, shared with the membership. Responsible for adding seasonal decorations and borders and clearing out of date items. Also maintains the contents of the informational flyer stand and takes charge of simple class decorations.

MEMBERSHIP COMMITTEE:

*MEMBERSHIP CHAIRPERSON:

Chairs the membership committee. Responsible for enrolling new parents and children into nursery school/adult education class. Checks the school's answering machine for phone inquiries. Keeps an up to date waiting list. Coordinates Open House (March). Keeps new parent packets available including the Broadmoor Handbook and all registration materials. Makes sure all members have up to date records on file before the start of school. A

member of the Executive Board.

***ATTENDANCE SECRETARY:**

Keeps a record of members' workday and Tuesday evening meeting attendance. Posts this record as a matter of public knowledge in a subtle location (such as the office bulletin board or inside the door of one of the closets). Reports ADA hours to the President of Broadmoor and to the San Leandro Adult School. Coordinates the make-ups of parents for missed Parent Education meetings. A member of the Executive Board.

***Membership Assistant (1-2 positions):**

Organizes a buddy system for new members in September and throughout the year. Assists in running Parent Info Night, Open House, and tabling events. Responsible for showing any families who start the program after the beginning of the school year around the facility and helping them to understand all of the responsibilities and intricacies of the coop. Makes sure the new person has name tags and a mailbox and knows to check it. Checks phone messages and helps respond to inquiries, acting as a contact person for new parents who have questions about the program.

Public Relations Coordinator:

Responsible for generating publicity for Broadmoor. Tasks include placing newspaper and online advertisements for open house events, enrollment, and summer camp; sharing promotional information on social media sites such as Nextdoor and Facebook; and distributing flyers to neighboring schools, businesses, and homeowner's associations. Also responsible for submitting appropriate entries to special events such as preschool fairs, and community events such as San Leandro's farmer's market, the "It's a Wonderful Night" holiday event, and the Cherry Festival.

PR Designer:

Creates all needed print and digital advertising pieces, to be distributed by the Public Relations Coordinator. This includes promotional and informational materials for open house events, enrollment, summer camp, etc. Also creates flyers and any other supporting materials needed for community and/or fundraising events. May be called upon by the Directors or any other Board Member to create flyers, forms, etc.

***Webmaster:**

Administers the Broadmoor website (broadmoorpreschool.org), including web content, hosting, domain registration, members area, email accounts, forwarders, and mailing lists. Publishes a monthly calendar (both print and online) for all co-op members that includes dates for Parent Education meetings, field trips, themes of the week, fundraising, book orders and Broadcaster deadlines, and other significant dates. May aid in editing digital photos for the scrapbook.

COMMUNITY BUILDING/FUNDRAISING COMMITTEE:

*COMMUNITY BUILDING CHAIRPERSON:

Chairs the community building committee. Plans, coordinates and carries out the community building activities of the school, including at least two functions per trimester. Community building activities may include movie night, literacy night, family meals or other community building events that bring together Broadmoor member families. Responsible for online and automatic fundraisers such as eScrip. Consult with Treasurer on the financial details of all community building activities. Maintains and updates a resource listing of community building events that can be passed on to future chairpersons. A member of the Executive Board.

*Community Building Assistants (2 positions—1 AM and 1PM):

Assists the Community Building Chairperson in the planning and execution of community building and fundraising activities. Also coordinates Parent's Night Out/opportunities for parents to socialize away from school, and organizes get-togethers throughout the school year and during the summer, such as zoo meetups or park play-dates. May report to the Executive Board at a meeting in lieu of the chairperson but may not vote.

Donations Coordinator/Fundraising Assistant:

Researches available grants. Furnishes request for proposal information to the Board as needed. Oversees the writing of grant proposals, applying for at least 3 in a school year. Execution of grants received. Writes donation request and acknowledgment letters for goods, services and monetary donations to Broadmoor. Works with the Purchasing Chairperson to determine what items and improvements are needed by the school.

* Book Order Manager:

In charge of children's book orders: distributing book catalogs, collecting and tallying orders, placing orders, distributing books and determining how "bonus points" will be spent. Also coordinates book fairs or other reading events along with the Community Building Chair.

FINANCE COMMITTEE:

*PURCHASING CHAIRPERSON:

Chairs the finance committee. Chartered with purchasing all Broadmoor supplies including but not limited to kitchen and maintenance supplies, toys, furniture, playground equipment, and grant items, while controlling expenditures and staying within budget. A member of the Executive Board.

*TREASURER:

Collects and disburses school funds including, but not limited to, tuition payments, reimbursements, and bills. Maintains itemized accounting of all transactions. Corresponds with members who have delinquent tuition fees.

Makes a financial report for the Executive Board and general membership as needed. Meets periodically with accountant and/or tax preparer. Submits the books for audit to the newly elected Treasurer at the end of each school year. Oversees the Budget Committee that meets prior to the last general membership meeting for planning the new budget. A member of the Executive Board.

***Treasurer Assistant**

Works with Treasurer to ensure financial processes run smoothly. Collects mail from the P.O. Box, sends out monthly reminder to Membership that tuition is due, ensures Reimbursement Forms are available to membership and provides training on how to correctly fill in form. Acts as first point of contact for members who have questions about financial matters and directs them to Treasurer as needed.

***Purchasing Assistant (1 or 2 positions):**

Works closely with the Purchasing Chairperson to purchase needed supplies in a timely manner. Finds the most reasonable cost source for supplies. Puts supplies away when purchased, consulting with the Directors if necessary. Needs to have one's own Costco card and a relatively large car.

MAINTENANCE COMMITTEE:

***MAINTENANCE CHAIRPERSON:**

Chairs the maintenance committee. Responsible for the maintenance of equipment and supplies at the nursery school. Sets up clean-up/maintenance days for members to satisfy their maintenance hour requirements. A member of the Executive Board.

***Maintenance Assistant (1 or 2 positions):**

Assists the Maintenance Chairperson in coordinating, posting sign-ups and overseeing maintenance days along with assisting with the maintenance of equipment and supplies at the nursery school. Change the content of outside sensory table on a monthly basis per the Director's calendar. In the absence of a Gardener, maintains Broadmoor's plots in the community garden.

***Art Area Clean-Up Coordinator:**

Responsible for keeping the Art area neat and organized by putting away supplies and materials in their proper locations weekly. Cleans art utensils and drain board monthly. Sorts artwork into bags to take home. Informs Purchasing Chairperson in writing well in advance of needed art supplies.

***Laundry Mavens (2 positions):**

Responsible for laundering soiled towels, smocks, and dress-up clothes. Takes laundry home at the end of the week and returns it by the beginning of the following week. Easy access to a washing machine required.

Gardener:

In charge of all aspects of the school's garden beds. Maintains the compost and worm bins as necessary. Manages soil amendments and irrigation. Works closely with the Directors in advance of curriculum planning nights to integrate appropriate gardening activities into the curriculum. Coordinates garden maintenance in case of absence. Maintains relationship with Roosevelt regarding shared garden space.

CLASSROOM AID COMMITTEE:

*A.M. REPRESENTATIVE:

Along with the PM Representative, chairs the classroom aid committee. Acts as representative from the morning class to the Executive Board. Represents both morning and afternoon sessions in the absence of a PM Representative, while still casting one vote. Brings member suggestions to the attention of the Board. Works with PM Representative on quarterly member evaluations/surveys throughout the year that will be forwarded to the President of Broadmoor and the Principal of the San Leandro Adult School. Responsible for making a phone tree for the AM class and for ordering t-shirts at the beginning of the year. Attends monthly meetings of the East Bay Council of Parent Participation Nursery Schools (one evening a month). The Representative needs to take questions and information from Broadmoor to this Council and report back to the Broadmoor Board (via email) with information gathered at the meeting. The rep may also need to fulfill a small job within EBC. A member of the Executive Board.

*P.M. REPRESENTATIVE:

Along with the AM Representative, chairs the classroom aid committee. Acts as representative from the afternoon class to the Executive Board. Represents both morning and afternoon sessions in the absence of an AM Representative, while still casting one vote. Brings member suggestions to the attention of the Board. Works with A.M. Representative on quarterly member evaluations/surveys throughout the year that will be forwarded to the President of Broadmoor and the Principal of the San Leandro Adult School. Responsible for making a phone tree for the PM class and for ordering t-shirts at the beginning of the year. Attends monthly meetings of the East Bay Council of Parent Participation Nursery Schools (one evening a month). The Representative needs to take questions and information from Broadmoor to this Council and report back to the Broadmoor Board (via email) with information gathered at the meeting. The rep may also need to fulfill a small job within EBC. A member of the Executive Board.

DIRECTORS:

Employed by the San Leandro Adult School. Consulted regularly by the Executive Board. Responsible for the overall functioning of the nursery school and parent education. See Bylaws Article VI for more details.

*Birthday Coordinator:

Informs the Directors of birthday and half-birthday celebrations on a weekly basis. Each child has one birthday celebration during the school year; half birthdays are celebrated for children whose birthdays fall outside of the

school year. Creates a personalized crown (or other goods as instructed) for each child's birthday celebration. Contacts parents to ensure that treats they provide for class are consistent with birthday policy. Only one child per class, per day can celebrate their birthday at any given time.

Office Attendant:

Takes messages off the phone, writes them down in a phone log, and then clears the messages. Shreds documents as needed either at Broadmoor or the Adult School. Helps keep the office clean, organized, and supplied. Inventories what is in the office supply cabinet and organizes it on a regular basis.

*Dictation Book/Folio Creator (1 AM, 1 PM position):

Responsible for typing up dictation taken throughout the year, and making books for each child to be taken home as a memento at graduation.

*Photo Archivist/ Scrapbook Editor (1 AM, 1 PM position):

Responsible for collecting and archiving photos, and distributing images to members. Edits digital images where necessary. Tracks and manages a list of every family's photo preferences. Selects and forwards pictures to the Broadcaster for monthly newsletter. Creates a scrapbook and photo DVD at the end of the year.

Scholarship Application

Applications received by September 1, 2017 will be given priority.

Date: _____

Child's Name (First & Last)

Birthdate

Child's Home Address

Child's Home Phone

Parent/Legal Guardian's Name

Birthdate

Address (if different than child's)

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Parent/Legal Guardian's Name

Birthdate

Address (if different than child's)

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

(Continues on next page)

A. GROSS MONTHLY INCOME:		\$ _____
Less: Mandatory Deductions (please itemize)		
Federal Income Tax		\$ _____
Retirement		\$ _____
Union Dues		\$ _____
Social Security		\$ _____
SDI Worker's Comp		\$ _____
State Income Tax		\$ _____
Other Mandatory Deductions		\$ _____
B. Subtotal of Mandatory Deductions		\$ _____
C. NET MONTHLY INCOME (A-B)		\$ _____
Plus: Other Income		
Interest		\$ _____
Dividends		\$ _____
Child Support		\$ _____
D. Subtotal of Other Income		\$ _____
E. TOTAL MONTHLY INCOME (C+D)		\$ _____
F. MONTHLY EXPENSES		
Housing		\$ _____
Utilities		\$ _____
Medical Insurance		\$ _____
Auto Insurance		\$ _____
Clothing		\$ _____
Food		\$ _____
Car		\$ _____
Expense		\$ _____
Other		\$ _____
G. Subtotal of Monthly Expenses		\$ _____
H. CREDIT EXPENSES		
Creditor: _____	Monthly: \$	_____
Creditor: _____	Monthly: \$	_____
Creditor: _____	Monthly: \$	_____
Creditor: _____	Monthly: \$	_____
I. Subtotal of Credit Expenses		\$ _____
J. TOTAL EXPENSES (G+I)		\$ _____
TOTAL NET INCOME (E-J)		\$ _____

