

Name: \_\_\_\_\_ **Circle Class Registered For: T/TH or MWF**

Dear Parents,

Thank you for choosing Mundelein Cooperative Preschool for your child's preschool experience. Being a cooperative preschool, parents are responsible for participating in the operation of the school. **Active parental involvement is essential in maintaining a high quality preschool program.** Your participation is greatly appreciated.

In support of our cooperative philosophy, families asked to provide a minimum of 6 hours of active service. Service is fulfilled through enrollment and participation on one of the following committees. Parents are assigned to the committees based on the timeliness of which their completed registration is received as well as the workload needs of the committees.

**Please rank the following committees 1 through 4 in order of your preference:**

#	COMMITTEE	COMMITTEE RESPONSIBILITIES
	<b>Communications</b>	Assist the Communications Chairperson in publicizing MCP throughout the community. This includes posting notices for MCP events and producing and distributing a monthly newsletter to the parents.
	<b>Repair/Housekeeping/Clean-Up</b>	Perform minor repairs to the MCP facility, toys and equipment. Launder towels/rags weekly. Participate in three "clean-ups" of the preschool held in the fall, winter and spring. Help sterilize and clean various classroom toys throughout the year (5 positions).  _____ I am interested in being the Repair/Housekeeping/Clean-Up Coordinator
	<b>Special Events</b>	Provide snacks and/or refreshments for all MCP special events (i.e., Parent's Nights, Open Houses and Registration). Organize and run the end of the year picnic celebration. This committee also assists other committees throughout the year as needed (4 positions).  _____ I am interested in being the Special Events Coordinator
	<b>Ways and Means</b>	Assist the Ways and Means Chairperson in the organization and supervision of the various fundraising events for MCP during the school year, including the spring/fall fundraiser as well as the Auction (minimum of 20 positions).
	<b>Committee waiver</b>	<b><i>Please check here for those opting out of committee work. Tuition is \$190 for T-TH classes/ \$230 for MWF classes.</i></b>

When your registration deposit and fees are received, you will be assigned to a committee based on your preferences and remaining available committee space. **Committee positions will be assigned on a first come/first serve basis.** Committee assignments and duties will be discussed at **Orientation in August.**

Thank you again for choosing Mundelein Cooperative Preschool for your child and we hope this will be an enjoyable experience.

Any questions regarding committee responsibilities or placements please call 847-331-4671 or e-mail at kristinaswanson@hotmail.com

Sincerely,

*Kristin Swanson*  
2<sup>nd</sup> Vice President

Office Use: Date Rec'd \_\_\_\_\_ Time Rec'd \_\_\_\_\_