

## A NOTE FROM THE VOLUNTEER COORDINATOR

Dear Valley Preschool Parents,

Welcome to the 2011-2012 school year at Valley Preschool. Valley Preschool is a family operated school and we rely on our families to help maintain the facility and grounds. We do not employ a maintenance keeper and our maintenance policy is one way we are able to keep tuition down. Each family is asked to give a minimum of three hours of their time each school year towards maintenance tasks or fundraising efforts. In addition to fulfilling the volunteer commitment, working on school maintenance projects is a great opportunity to meet other families at Valley Preschool and build community. Families who feel they cannot meet this requirement may pay the \$45 maintenance fee, to cover the costs of having maintenance work professionally completed. We have added the \$45 cost of maintenance fees to the tuition (divided into the 9 school months at \$5/month). We ask that you have your 3 hours completed by June 1, 2012 to receive reimbursement for the 2011-2012 school year.

Attached is a list of maintenance tasks that need to be completed this year. Please fill out and return the attached pledge sheet to your child's teacher by August 10<sup>th</sup>, 2011 or on your first day of class if starting mid-year. You will be contacted in the future regarding those areas in which you expressed an interest in helping. Once you have completed the three hours, you will receive a credit of \$45 to your child's tuition. If you are interested in paying the fee rather than contributing hours, just check the box at the bottom of the attached pledge sheet and return to school by August 10th.

**We are looking for a new volunteer coordinator this year, as my kids have all moved on to the elementary school setting.** Please call and leave a message at 351-9538 (Stephanie Kapfer) or email [stephaniekapfer@aol.com](mailto:stephaniekapfer@aol.com) if you are interested or want more information.

Thank you for your commitment to Valley Preschool and we look forward to a great school year with your child!

Sincerely,  
Stephanie Kapfer  
(Outgoing)Volunteer Coordinator

# 2011-2012 MAINTENANCE TASKS

Please indicate on this form which maintenance tasks you may be able to help with and when you are most available. Return this form to school by August 10, 2011 or on your first day of class if starting mid-year. As a reminder, we have a \$5 per month maintenance fee included in the monthly tuition. Once you have completed your 3 hours, your tuition will be credited the \$45 maintenance fee. Thank You!

General Cleanup Days: (scheduled days for routine maintenance, cleaning and lawn care)

- \_\_\_\_\_ Before school clean up (Monday, August 15, 5-8 pm)
- \_\_\_\_\_ Fall Cleanup (date TBA- usually late Sept/early Oct)
- \_\_\_\_\_ Open House Cleanup (date TBA- usually mid Jan)
- \_\_\_\_\_ Spring Cleanup (date TBA- usually late March/early April)

Special Fall Tasks:

- \_\_\_\_\_ Paint safety strip on cement steps (south side of building)
- \_\_\_\_\_ Replace one or more rotted landscape ties
- \_\_\_\_\_ Waterproof landscape ties, picnic table, bench
- \_\_\_\_\_ Rake front yard and bag leaves after Maple leaves fall (usually October)
- \_\_\_\_\_ Clean leaves out of gutters after leaves fall (usually October)
- \_\_\_\_\_ Remove window air conditioner and bring to basement for storage
- \_\_\_\_\_ Clean carpet during MEA weekend
- \_\_\_\_\_ Weeding
- \_\_\_\_\_ Stain/touch up play structure
- \_\_\_\_\_ Paint/touch up playhouse
- \_\_\_\_\_ Secure loose boards on fence
- \_\_\_\_\_ Paint/touch up building

Special Winter Tasks:

- \_\_\_\_\_ Clean carpet during Winter Break week
- \_\_\_\_\_ Rake snow from roof to prevent ice dams
- \_\_\_\_\_ Remove snow from sidewalks (on your child's class days)  
(We need more than one family willing to help with this!)
- \_\_\_\_\_ Put winter greenery in the flower boxes

Special Spring Tasks:

- \_\_\_\_\_ Plant flower boxes
- \_\_\_\_\_ Clean carpet during Spring Break
- \_\_\_\_\_ Clean carpet at the end of the school year

Special Summer Tasks:

- \_\_\_\_\_ Lawn care (mowing and watering lawn and flower boxes)
- \_\_\_\_\_ Lawn care (weed, fertilize, seed, or sod as needed)  
(We would like a 1 month commitment. Mowing is needed from May through September.)

Other tasks come up during the year. Would you be able to help?

- \_\_\_\_\_ Painting                      \_\_\_\_\_ Gardening                      \_\_\_\_\_ Sewing
- \_\_\_\_\_ Carpentry                      \_\_\_\_\_ Assist teachers during class time

I prefer to pay the \$45 maintenance fee.

Your name \_\_\_\_\_ Email address \_\_\_\_\_

Phone number \_\_\_\_\_ Best time to call \_\_\_\_\_

Student name \_\_\_\_\_ Class \_\_\_\_\_