

# Delaware Cooperative Preschool

## Parent Helper Duties

### Preschool Classes(Afternoon)

#### Before Class

- ✓ Arrive 15 minutes early, help with classroom set-up as needed, Provide a snack

#### During Class

##### ❖ Arrival, 12:00 to 12:15 pm

- ✓ Remind parents to sign in and leave a contact phone number.

##### ❖ Lunch, 12:15 to 12:45 pm

- Sanitize the lunch table and preparation area, Wash your hands
- Invite children to have their lunch, assisting them with hand washing, setting their place at the table, and serving their lunch
- Clean up
- Set-up the self serve snack area

Assist the children as they wash hands and as they eat their lunch. Help them clean-up lunch areas. Wash table after lunch. They clean up their own lunch space or floor work. Help children get seated in circle.

##### ❖ Circle Time, 12:45 to 1:15 pm

Feel free to take your child onto your lap and enjoy being close with your child during circle time

##### Free Work Period, 1:15 to 2:15 pm

- ✓ Observe the classroom, Assist as needed, Play!

Read stories, play games with small groups, assist with the paint or art activities, and enjoy the activity in the room!

##### ❖ Outdoor Play Time

- ✓ Assist children with jackets, hats, mittens, etc., Bring out the play toys

##### ❖ Closing Circle, 2:15 to 2:25 pm

- ✓ Open classroom door so parents may join circle
- ✓ Join your child OR begin cleaning

#### After Class

- ✓ Complete the Daily Cleaning Duties
  - Clean and disinfect all table and counter surfaces.

- Wash any snack dishes. Wash and put away any paint, glue, and art materials.
  - Clean and disinfect the classroom sink.
  - Disinfect the bathroom sink, counters, and toilets.
  - Sweep the floor, Vacuum the carpet.
  - Empty the waste baskets in the classroom and bathroom and take the garbage to the dumpster in the parking lot.
- ✓ Reminder phone call to next scheduled parent helper, see Administrator for Parent Roster for contact number