

Delaware Cooperative Preschool

Parent Helper Duties

Preschool Classes (Morning)

Before Class

- ✓ Arrive 15 minutes early, Provide a snack

During Class

❖ Arrival, 9:15 to 9:30 am

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

❖ Free Choice and Work Period, 9:30 to 10:00 am

- ✓ 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, Clean up any remaining materials, keeping in mind that some children may wish to return to their activities after the circle.

❖ Circle, 10:00 to 10:30 am

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

❖ Snack Time and Free Choice/Work Period, 10:30 to 11:25 am

Each child must lay a place mat at his or her table place to indicate that he or she will be returning to the table. Then the child must wash his or her hands, select a plate, and take a serving to the snack table.

- ✓ Sanitize the snack table, Wash your hands, Prepare and serve the snack, Clean up
- ✓ Observe the classroom, Assist as needed, Play!

❖ Outdoor Play Time

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

❖ Closing Circle 11:25 to 11:40 am

- ✓ Open Classroom door so parents can join circle
- ✓ Join your child OR begin cleaning

After Class

- ✓ Complete the Daily Cleaning Duties
 - Clean and disinfect all tables 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