



## Preschool Class Parent Helper/Snack Duties

### ***Morning Parent Volunteers***

- Please arrive by 9:15 to drop/or set-up a prepared snack for the morning.
- Please write your name on dry erase board and write the number of children attending that morning. Make yourself a name tag.
- As needed help children wash hands and make sure parents sign-in their child.
- Remind children to check-in by hanging up their face clip.
- Check the Parent Volunteer binder for volunteer jobs.
- Work on an activity with your child.

### ***At approximately 10:30***

- Wash down tables, chairs, sinks with bleach water solution (recipe is on wall in bathroom, keep spray bottle with bleach out of reach of children!).
- *Check inside cupboard door to see if we have any food allergies that day. If we have food allergies do not set-up your snack on the table with four seats.*
- Set-up the prepared snack on tables so children can serve themselves.

**\*Since we do not have a food license all snack must be prepared at home. All containers need to be taken home and washed.**

### **Post Snack**

- Wash tables and sinks with bleach water solution, use Clorox wipes to wipe down placemats. Set out placemats for the next day/or for lunch.
- Sweep snack area and bathroom and outside hallway.
- Write what was served for snack on hallway whiteboard, write title of story that was read on hallway white board, date sign-in sheet for next day.
- Put any papers in child folders.

### ***At approximately 11:30***

- Set basket of child folders on cubbies.
- Please set-out next day face clips.
- Wipe down bathroom with Clorox wipes. Dump out water dispenser and take into Ms. Linda's sink to wash.
- Gather trash from wastebaskets – take out trash when you leave.
- Vacuum classroom rugs and entryway mat. Make sure entryway floors and stairs are clean.

**Thank you!**



### ***Afternoon Parent Volunteers***

- Please arrive by 11:45.
- As needed help arriving children wash hands and make sure parents sign-in their child upon arrival. Remind children to check-in by hanging up their face clip.
- Guide afternoon children to sit in circle upon arrival.
- Please write your name and number of children attending that afternoon on the classroom whiteboard. Please make yourself a name tag.

### ***At approximately 12:00***

- Before lunch wash down tables, chairs, sinks with bleach water solution (recipe is on wall in bathroom, keep spray bottle with bleach out of reach of children!).
- Please help children find lunchboxes, placemats and help them open lunch packages.
- After lunch sweep lunch area. Use Clorox wipes to wipe down placemats. Set out placemats for the next day. Wipe down bathroom with Clorox wipes.
- Please check the volunteer binders for any jobs that need to be completed.
- Work on an activity with your child.

### ***At approximately 2:00***

- Set basket of child folders on cubbies. Please set-out next day face clips.
- Put any papers in child folders.
- Dump out water dispenser and take into Ms. Linda's sink to wash.
- Gather trash from wastebaskets – take out trash when you leave.
- Vacuum rugs and entryway mat. Make sure hallways and entryway floors are swept and clean.

**Thank you!**