

Teacher's Assistant PM Classes Please arrive at 11:50AM

11:50-12:00: Fill hand washing tub with soap and water. Put out roll of paper towels. Rinse sponges.

12:00-12:10: Supervise table activities. (Table toys, play dough, and book area are open at this time. All other centers are closed until after opening circle.)

12:10-12:20: Assist teacher with circle time. Watch any child that does not want to participate in circle time in the book area. All toys are off limits during circle time. Children not participating in circle may remain quietly in book area and look through a book. Please do not read to children at this time- just watch them to be sure they are not hurting themselves or others, or distracting the group.

12:20-12:50: Supervise manipulative table, writing center and block area. Interact with all children in these areas. Rotate in and out of these areas. **Remind children to keep materials in the area where they belong and to put a toy away when finished playing with it. Encourage children to "take turns".**

12:50-1:00: Empty hand washing tub in hall closet sink and rinse. Restock paper towels if needed. (Located kitchen brown cupboard) Then join us at circle for music/game. Again supervise any child not willing to participate in circle time.

1:00-1:05: After circle time, Stand at door by circle rug. Lead 1 group of children and assist with hand washing. (First bathroom closest to entrance) Sing with the children while washing hands or waiting to return to class as a "group". Children should stay together as group and use walking feet inside.

1:05-1:15: Assist SNACK PARENT. Sit with group of children during snack and engage them in conversation. Encourage good manners, passing and cleaning up spot when finished.

1:15-1:20: **Get children's coats from cubbies and assist with putting them on** after story time.

1:20-1:35: Supervise outdoor tricycle or if playing indoors, supervise jungle gym When it is time to line up, please assist children in doing so. (If a child refuses, please let the teacher or child's parent gather him or her) Once children are lined up, please stand at gate or stairs if inside and "lead" your group to the first bathroom to wash hands.

1:35-1:40: Assist children with hand washing. Children move as a group and need to use walking feet inside. Have children wipe feet on rug by door before coming back in the room from playing outside.

1:40-1:45: Assist with circle time. Collect children's nametags while children are sitting in circle.

1:45: **Go to door in classroom once we have finished singing good-bye songs and Dismiss each child one at a time to their parent in the hallway (Only to those with permission to pickup) If a parent is running late or if the snack parent must sweep & vacuum after class, the TA will need to supervise children of these parents in book area.**

***In a fire emergency, please grab the first aid bag located by classroom door.**