

ART PARENT - Pre-K PM Class

Please arrive 15 minutes before class starts.
Please remember to check allergy list!

- 12:15 - 12:30 Prepare paints for easel, cut paper for easel if needed, ask teacher for instructions for preparing the art activity.
- 12:30 - 12:40 Assist children at the Library and writing centers.
- 12:40 - 12:45 Assist children in cleaning up for Circle time.
Put out art activity and have art helper put out paints.
- 12:45 - 1:00 Circle time – Assist children with listening and attending.
- 1:00 – 1:15 Small Group – Assist a small group of children with the activity.
- 1:15 – 2:00 Centers - Assist children at the easel and children at art activity. Make sure child has his/her name on his/her work.
- 2:00 - 2:05 Tables need to be cleared. Guide children with their cleaning jobs.
- For art clean up, use the rags and sponges under the art sink. Wash paintbrushes and paint wells each day. Rinse the children's sponges in the leftover bleach and detergent solution.
- 2:05 – 2:20 Group Time: Sort and distribute art work in the children's cubbies.
- 2:20- 2:40 Outside - Assist children on playground.
- 2:40 - 3:00 Small Reading Groups – Read your child's book to a small group of children. Ask what was their favorite activity today and hand out stickers.
- 3:00 Check art area and bathroom for supplies. Note on the supply list which items will be needed soon.
Empty classroom garbage cans after each class. Place all trash in the small garbage bin in parking lot. Replace the trashcan liner located in the storage closet. Check Recycle can, if full dump in recycle bin back parking lot.
Spray the sinks and toilet seats in the bathroom using the spray bottle with the bleach solution. Let them air dry.

The Art Parent will help the children with the jobs listed below:

1. Art Helper
2. Playdough Helper
3. Sweeper

IN AN EMERGENCY OR FIREDRILL, YOU WILL BE RESPONSIBLE FOR THE EMERGENCY AND FIRST AID KIT.

SNACK PARENT - Pre-K PM Class

Please arrive 15 minutes before class starts.

Please remember to check allergy list!

Bring a nutritious snack, enough for children & adults. Water will be served.

Please keep snack to one serving with reasonable amount, Self help skills emphasized.

12:15 –12:30 Wash hands at sink. Rinse pitchers with bleach water, if needed.

Set up snack, have ready to serve, leave snack on the counter until center time, then place it on the table.

Prepare the spray bottles for cleaning by filling with water and adding ¼ teaspoon of detergent in the spray bottle and ¼ teaspoon bleach water in other bottle, if needed.

Rinse sponges and place in container for children.

12:30 -12:40 Assist children at the play dough table and sensory table.

Have water and snack helper help with snack and pitchers during this time.

12:40 –12:45 Clean up - Assist children in cleaning up.

12:45 -1:00 Circle time - join us and help children to listen and attend.

1:00 – 1:15 Small Group – Assist a small group of children in an activity.

1:15- 2:00 Centers: Open Snack Center, have snack and water helpers help you. Use placemats, sit and converse with children. Remind them about how much time they have left for snack. Have children get their own placemats, cups and napkins from snack counter. Snack should be on the table as in family style dining. Emphasis use of manners and language (Please may I have...) Remember this is just a 10-15 min. snack.

2:00 –2:05 Cleanup snack items, wipe table with bleach solution, and help children with cleanup

2:05 – 2:15 Circle Time – when you finish cleaning up, sit with us at circle

2:15 - 2:40 Outside: You may vacuum the class if the Art Parent is coming outside. Please do not vacuum Circle rug til end of class. If not, you need to come out with the class to help supervise.

2:40 – 3:00 Small Reading Groups – Read your child's book to a small group. Ask what was favorite activity today and hand out stickers.

3:00 Call children to door when parent has arrived for pickup. Check Parent Notes if child is picked up by someone other than parent. Remind children to check writing folders.

VACUUM CLASSROOM AFTER CLASS. Please empty vacuum cleaner! If you have already vacuumed, please help Art Parent clean bathroom and empty trash and recycle bins. Pour bleach water over rinsed sponges to soak overnight.

The Snack Parent will help the children with the jobs listed below:

1. Whiteboard cleaner
2. Snack Helper
3. Water Helper

IN CASE OF EMERGENCY OR FIREDRILL YOU WILL BE RESPONSIBLE FOR THE COMFORT KITS.

TEACHER'S ASSISTANT - Pre-K PM Class

Please arrive 15 minutes before class starts.

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12:15-12:30	<u>Assist the children of the working parents with table activities.</u>
12:30-12:40	Help children find nametags, jobs and writing letter for the day.
12:40-12:45	Clean up – Help any children who have arrived late.
12:45-1:00	Circle – Assist children with listening and attending. Help late children join the circle.
1:00-1:15	Small Group - Assist a small group of children in an activity.
1:15-2:00	Centers - <u>Assist children in BLOCK area.</u> Accompany any child that may need to go to the bathroom. <u>Let another adult know where you are going.</u>
2:00-2:05	Cleanup – Help children cleanup blocks and dramatic play area.
2:05-2:20	Circle – Sit with group and help any child who may need help attending.
2:20-2:40	Outside - Lead a group game.
2:40-3:00	<u>Small Reading Group- Read your child's book to a small group. Do stickers, and ask each child what their favorite activity of the day was at school.</u>
3:00	<u>Stay with teacher until all children have been picked up by a parent. Read a story to remaining children in the circle.</u>

The Teacher Assistant will help the children with the jobs listed below:

1. Fish Feeder
2. Plant Tender
3. Turtle Feeder

IN CASE OF EMERGENCY OR FIREDRILL YOU WILL HELP ME GATHER CHILDREN TO THE DOOR AND TAKE ATTENDANCE.