

# ART PARENT - T-F 3's Class

Please arrive 15 minutes before class starts.

Please remember to check allergy list!

- 9:00 - 9:15 Prepare paints for easel, cut paper for easel if needed, ask teacher for instructions for preparing for art activity.
- 9:15 - 9:25 Assist children in the Library and writing center..
- 9:25 - 9:30 Assist children in cleaning up for Circle time. Clean-up - Tables need to be cleared. A bleach solution is used to wipe tables.
- 9:30 - 9:45 Circle time - join us and help children to listen and attend.
- 9:45 - 10:00 Small Group - Assist a group with writing/language activity.
- 10:00 - 10:45 Centers - Assist children at the easel and children at art activity.
- 10:45 - 10:55 Clean Up. 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.
- 10:55 - 11:15 Storytime./ Music Sort and distribute art into cubbies.
- 11:15 - 11:30 Outside - Assist children on the playground.
- 11:30 - 11:45 Ending Circle - Children of working parents share their book with group. If there is time will break into small groups and you read the book to 4 children. Ask what was their favorite activity today and do stickers.
- 11:45 - 12:00 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 trash bin in parking lot. Replace the trashcan liner located in the storage closet. Check Recycle can, if full take out to recycle bin in parking lot.  
Spray the sinks 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 - T-F 3's 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 limit snack to one serving and reasonable amounts only. Independent skills emphasized.

9:00 - 9:15 -Wash hands at sink.

-Rinse water pitchers with bleach water. If needed.

-Set up trays for snack.

-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 another bottle.

-Rinse sponges and place in container for children.

9:15 - 9:25 Assist children at the math and science table during table activities.  
Have water helper fill snack pitchers during this time.

9:25 - 9:30 Clean up - Assist children in cleaning up.

9:30 - 9:45 Circle time - join us and help children to listen and attend

9:45 – 10:00 Small Group – Assist a small group with writing/language activity. When done setup snack center.

10:00-10:45 Snack Center- Sit down at a table with the children Hold a conversation with the children at the table about nutrition, morning events, etc. Children get their own placemats, cups and napkin on snack shelf. Snack should be on table for family style dining. Remind them to use their manners, clear their table, wipe their table and plan for Centers. Remind them its only a snack and should take only 10 minutes of sit down time.

10:45-10:55 Clean-up – wipe table with bleach solution.

10:55-11:15 Storytime , music.

11:15-11:30 Outside - You can vacuum classroom if the Art Parent is done with cleanup and is coming outside with the class. Please don't vacuum the Circle rug until the end of class. When outside, help supervise the children.

11:30-11:45 Ending Circle - Join us at circle and help children attend and listen. Sharing of books. If time permits will do small groups for reading of books and what was your favorite activity today and stickers.-

Call children one at a time when parent has arrived for pick up. Check Parent note board if child is being picked up by someone other than his/her parent.  
Remind children to check writing folders.

AFTER CLASS VACUUM CLASSROOM. If you have already vacuumed the class, please help the Art Parent with cleaning the bathroom and emptying the trash and recycle cans.

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 ASISTANT - T-F 3's Class***

Please arrive 15 minutes before class starts.

Please remember to check allergy list!

- 9:00-9:15 Assist the children of the working parents with table activities while parents are preparing for the day.
- 9:15-9:25 Help children find nametags, jobs and writing letter for the day.
- 9:25-9:30 Clean up - Assist children in cleaning up for Circle time. Help any late children that may be coming in.
- 9:30-9:45 Circle - join us and help children listen and attend. Help late children come in have them join the circle.
- 9:45-10:00 Small group – Assist a group with writing/language activity.
- 10:00-10:45 Centers - Assist children in BLOCK and Dramatic Play area. Accompany any children that may need to go to the bathroom. Let another adult know where you are going.
- 10:45-10:55 Clean Up. Assist children in cleaning their areas.
- 10:55-11:15 Storytime
- 11:15-11:30 Outside - Lead a group game.
- 11:30- 11:45 Storytime. Sharing, and farewells. If time permits will break into small groups for reading of books, what was your favorite activity today and stickers.
- 11:45 Stay with teacher until all children have been picked up by a parent. Read a story to remaining children in the circle.

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.**