# Teacher’s Assistant PM Classes please arrive at 11:50 AM

# 11:50-12:00: Put out roll of paper towels. Rinse sponges. Assist children of the working parents with table activities.

# 12:00-12:10: Supervise children at sensory tubs/ puzzle table

# 12:10-12:25: 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.

**12:25-1:10:** **Supervise manipulative table, writing center and block area.**

1:10: **Please assist in clean-up – encourage children to help put items away. Again supervise any child not willing to participate in circle time. After toys put away pull out sponges to clean tables.**

1:20-1:50: **Stand at door by writing center. Assist children with coats, lining up, and accompany teacher and group outside. Supervise slides, and climbing toys**

# 1:50: Assist children in far bathroom for hand washing.

# 2:00: Go outside to check for parents and dismiss each child one at a time. Help child with coat and backpack. Release only to those with permission for pickup.

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

**Snack Parent PM classes**

**Please arrive at 11:50AM**

**CHECK ALLERGY LIST. “PEANUT FREE SNACKS”**

**11:50- 12:00p: Fill 2 water pitchers. Prepare tray to take outside with snack, paper towels, wipes, cups and water.**

**12:00-12:10: Monitor families entering the building to ensure we have only 3 families in the building at a time.**

**12:10-12:25: Join us at circle time**

**12:25-1:10: Supervise Sensory table and car/trucks area and dramatic play 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”.**

**1:20-1:50: Accompany us outside, bring prepared tray and serve water and snack if needed. Ensure each child washes hands before eating and remains seated while eating.**

**1:50-1:55: Assist with hand washing in the far yellow bathroom.**

**1:55: Join us for goodbye circle.**

**2:00:-Please hand out snack to take home**

# Art Parent PM classes Please arrive at 11:50 AM

# 11:50-12:00: Become familiar with art project(s) and help set up materials needed for that particular day.

# 12:00-12:10: Supervise playdoh/manipulatives table play. Ensure children find their individual mats and playdoh.

# 12:10: Join us at the rug for morning circle time.

# 12:25-1:10: Supervise art table and Easel during this time. Assist children at the art table. (2 children at art table at one time) Label child’s art with their name and date and hang to dry. Try to encourage all children to participate in the art project for the day.

# 1:10: Close art table and easel. Wipe easel down. Wash all paint pots if empty, paint brushes, paint trays or any other paint materials used. Only cap paint if there is a sufficient amount left. Please check to see if there is art from your class from previous day and put in cubbies. Sweep and vacuum classroom. Vacuum located in hallway closet. Wipe playdoh mats and tables with bleach solution and any toys in tub that had been mouthed.

# 1:50: Assist 3 children with hand washing in classroom.

# 1:55: Join goodbye circle and help TA dismiss children to families at the door

# Take out garbage and recycle. Replace liners in garbage bins.

# \*Please Note: Garbage is located behind school and ours is the smaller of the two. Please do not put plastic bags in recycle bin.