

TEACHER'S ASSISTANT - 3's Class

9:00-9:15	Assist children of the working parents with table activities
9:15-9:25	Help children in play dough and writing areas
9:25-9:30	Clean Up - assist children with clean-up. Assist any late children that may be coming in
9:30-9:45	Large Group - join us and help children attend/listen
9:45-10:00	Small Group - lead a small group in a designated activity
10:00-10:45	Centers - assist children in blocks area and dramatic play areas or activity designated by the teacher
10:45-10:50	Clean-Up - assist children in cleaning up
10:50-11:05	Large Group - join us and help children attend/listen
11:05-11:25	Outside - encourage children to play safely and inclusively
11:25-11:30	Bathroom - take half of class to the bathrooms for hand washing and remove name tags
11:30-11:45	Sharing and Reading Groups - You will read your child's sharing book with a small group and give "listening stamps" to the group, then return to the rug
11:45-	Stay with teacher until all children have been picked up. Read a story to working parents' children in the library area.

*Help these children with their jobs:

1. Plant Tender
2. Sweeper

In an emergency, you will help me gather children to the door and take attendance.

ART PARENT - 3's Class

9:00-9:15	Prepare paints and paper at easel Discuss preparations for art activity with teacher
9:15-9:25	Help children sign up for sharing books, complete survey, etc.
9:25-9:30	Clean Up - assist children with clean-up.
9:30-9:45	Large Group - join us and help children attend/listen
9:45-10:00	Small Group - lead a small group in a designated activity
10:00-10:45	Centers - assist children with art activity and easel
10:45-10:50	Clean-Up - clean and clear art table Transfer dry, completed artwork to children's folders or cubbies.
10:50-11:05	Large Group - join us and help children attend/listen
11:05-11:25	Outside - encourage children to play safely and inclusively
11:25-11:30	Bathroom - take half of class to the bathrooms for hand washing and remove name tags
11:30-11:45	Sharing and Reading Groups - You will read your child's sharing book with a small group and give "listening stamps" to the group, then return to the rug and assist with dismissal.
11:45-	Spray down used toys, bathroom sinks, and toilets Refill class and bathroom paper towel holders and soap pumps Empty trash cans and dump in the lower parking lot on way out

*Help these children with their jobs:

1. Paint Helper
2. Cone Helper

In an emergency, you will be responsible for for the emergency first aid kit.

SNACK PARENT - 3's Class (TAKE HOME SNACK)

- 9:00-9:15 Prepare bleach bottles (1/4 teaspoon bleach per bottle)
Prepare snack, water pitchers, placemats, napkins, sponges, etc.
- 9:15-9:25 Take children's temperatures as they arrive
Help children in science area or where needed
- 9:25-9:30 Clean Up - assist children with clean-up
- 9:30-9:45 Large Group - join us and help children attend/listen
- 9:45-10:00 Small Group - lead a small group in a designated activity
- 10:00-10:45 Centers - assist children with activities set up on circle time side of the classroom
- 10:45-10:50 Clean-Up - clean and snack table, spray placemats with bleach solution
- 10:50-11:05 Large Group - join us and help children attend/listen
- 11:05-11:25 Outside - you may vacuum the class if the Art Parent is coming outside. *Do not vacuum circle rug until the end of class.
If you are outside, encourage children to play safely and inclusively.
- 11:25-11:30 Bathroom - take half of class to the bathrooms for hand washing and remove name tags
- 11:30-11:45 Sharing and Reading Groups - You will read your child's sharing book with a small group and give "listening stamps" to the group, then return to the rug
- 11:45- Call children to the door when their parent has arrived. Distribute to-go snack. (Reference "Authorized Pick-Up" list as needed. Remind children to check writing folders.
Vacuum the classroom. *Please check and empty vacuum cleaner. If you finish first, please help Art Parent with spraying bleach solution and taking out the trash.

*Help these children with their jobs:

1. Table Wiper

In an emergency, you will be responsible for the comfort kits.