

Helper #1 Duties

These duties are guidelines. Be flexible and work cooperatively with the other helper and teacher. Pitch in whenever you can.

Snack

- Bring a nutritious snack for 15 children (3/4s class), or 17 children (4/5s class) and 3 adults.
- Be aware of any food allergies in the class. The teacher has a list.
- Every Wednesday (4/5's class) or every 1st Thursday (3/4's and 3/4/5's class) students will make a snack in the kitchen off of the Harvest Hall. In this instance, both Helper #1 and Helper #2 will be assigned ingredients to bring.

Fifteen Minutes before Class

- Find and wear your name badge. The badges are kept in the plastic containers in the class file-folder bins. Name badges are supplied for every parent with a background check. If you do not have a badge and/or background check, notify the teacher.
- Place the snack in the refrigerator (if necessary).
- Take art work off drying racks and assist other helpers with set up.
- AM Helpers, fill the paint containers, then put brushes and containers on easels.
- Help setup daily art projects and receive special instructions from the teacher.

Greeting Circle

Help children get situated on the circle rug (help children find name tags and places to sit).

- Sit with the children while the teacher explains the day's schedule and project.
- Help the children participate.

Free Play Time

- Painting – Let the child practice printing his/her own name when possible. If he/she is not at that level then print the child's name in the top left hand corner on the front of the page as soon as the child begins. Nameless art is hard to place... children often are not sure what is theirs. Asking the children to explain their art and offering to "title" the artwork is important to early literacy skills and really helps their parents know what it is.
- Supervise painting and art projects. Let the children do it by themselves. Allow for individual creative expression.
- When the child leaves the art table, straighten the place so it is inviting to the next child.
- Be flexible and float with the children. If they want their faces to have 6 eyes, let them.

Clean-Up

- Help the children clean up and put toys, games, puzzles, play dough, markers, etc. away in the proper place. Look for labels on the shelves or ask the teacher.

Circle Time

- Sit with your child until after Share Time (4/5s class).
- Clean the tables using the bleach and water mix (located in a spray bottle above the sink).
- Set out snacks and beverages family style. When setting snack on each table WEAR disposable gloves.
- If finished before circle time ends, join your child at Circle.
- After circle time, assist the teacher in taking the children to the bathroom. Make sure everyone washes hands.

Snack Time

- Sit at the table and talk with the children. One adult to each table.
- Encourage sharing and good manners.
- Encourage the children to pour their own water.

Outdoors

- Help children with outerwear. Ensure that coats are buttoned or zipped and hats and mittens are on. Encourage children to do as much as possible themselves. Extra coats are available (ask teacher).
- Stay inside and begin your clean-up duties. When you finish, go to the playground and supervise children.
- Sweep bark off of sidewalks.

Final Clean-up Duties

- Disinfect tabletops with bleach and water solution.
- Wipe up paint drips on easels and trays, and any spills on floor. Replace newspaper liners in paint trays if needed.
- PM Helper - Put lids on paints, wash brushes, and store bristle-side up in tray to dry.
- Vacuum carpeted area. Swiffer vacuum snack/art room, spot mop if necessary.
- PM helper - vacuum hallway out to the playground if dirty.
- Monday AM helper - empty vacuum cleaner dust bin, empty the swiffer and change the pad.
- Make sure everything is tidy. Do not leave a mess that will require the teacher to clean.
- Leave your name badge in the container so it will be available next time.
- Friday PM helper - mop floor (with bleach water and a soft cloth).
- Sweep up bark and pick up toys on playground.
- PM helper - make sure sand toys are put away in containers and placed in shed. Snap the cover over the sandbox.