

## **Helper #2 Duties**

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

### Snack

• Every Wednesday (4/5's class) or every 1<sup>st</sup> 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).
- Place any papers to go home in folders.
- AM helper: take playground equipment out of shed and remove cover from sandbox. Scoop and discard cat poop from around the sand box and rock area if there is any.
- Assist helper #1 in preparing art project for the day (if needed).
- Receive any special instructions from the teacher.

### Free Play Time

- Supervise play in the Circle Room. Encourage fair play and cooperation.
- Play games and read to the children if they wish. Offer guidance when redirection is necessary.
- Sit on the floor and play with the children. Allow the children to direct their own play.

### Clean-Up

- When the teacher plays the clean up song, all children and helpers will work together to put the room back in order.
- Help the children put everything away in the proper place, neatly on the shelves and baskets. Look for labels on the shelves or ask 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 centers.
- Help the children participate.

### Center Time

The teacher will assign you to a center to supervise. Our centers will range from science and math to art and writing.

- Explain the directions of your center to your group of children
- Help children when needed
- Encourage and praise children for their efforts

Centers last until the bell rings and then they will rotate through each center.

### Circle Time

- Help the teacher get children situated on the circle carpet.
- Sit with your child until after Share time (4/5s class).
- Fill the small pitchers with water from the drinking fountain located by the bathrooms.
- Assist helper #1 with cleaning up the art area and setting up snack. 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.
- Clean the bathroom. Disinfect the sinks and toilets with bleach wipe, which are located above the sink in the classroom.

### 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

- Fill the left side of the sink with hot soapy water for the glasses and pitchers.
- 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.
- Stay inside and begin your clean-up duties. When you finish, go to the playground and supervise children

### Final Clean-up Duties

- Wash the dishes. Follow the instructions posted above the sink. Wipe down sink and countertop.
- Finish straightening the room. Check to see that everything is put away properly.
- Take the classroom trash out to the dumpster if it is past half-full. Take out bathroom trashes out if they are at least half full.
- Make sure everything is tidy. Do not leave a mess that will require the teacher to correct.
- Leave your name badge in the container so it will be available the next time.

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