

Parent Volunteer Responsibilities

9:05-9:20 Arrival/Morning Choices/Sign In

- Arrive early to discuss day with teachers, put personal things in the office or "grown up bathroom."
- Begin documentation as children arrive.

9:20-9:45 Collaboration/Small Groups

- Join us for collaboration!
- You may want to offer to read a book on the couch after collaboration.

9:45-11:30 Morning Exploration/Snack

- You will be inside or outside depending on where the teachers need extra adult supervision.
- You may be asked to supervise snack. Do not leave children unattended while eating.
- Make written documents of children's activities and dialogs unless you are supervising snack.
- When the bell rings, help children wash hands and move toward music.
- Children who have eaten or been outside need to wash hands.

11:30-11:45 Music/Movement

- Prepare the room for lunch. Clear the 3 round tables.
- Use the soap/water solution and spray the tables and wipe off with a towel. Then spray the surfaces with the bleach water solution, let set for a minimum 10 secs. and wipe again with a fresh towel.
- Younger children may be released from music earlier and may need assistance washing hands and setting up their lunch.

11:45-finish Lunch

- Supervise the children during lunchtime. You may sit with your child but help supervise all children at this time.

After lunch-1:45 Learning Choices

- During the transition from lunch to learning choices, supervision is very important especially while the teacher is changing diapers.
- After all children have cleaned up their lunch, sanitize eating surfaces as listed above and sweep.
- Resume documentation.

1:45-2:15 Snack/Indoor Exploration

- You may be asked to supervise snack. Follow the same steps as above for

not enough room. One of the teachers will also supervise snack if this occurs.

2:15-2:30 Cleanup

- It is important for children to take part in caring for their school—even if they only clean up one small thing. The teachers will offer guidance during this time.

2:30-2:45 Stories/Quiet time

- Clean up is important at this time. Cleaning up painting supplies, re-organizing the collage shelf, sweeping, washing any dirty dishes, picking up and putting away toys and supplies.
- One of the teachers will read to the children while the other teacher will help you continue to straighten up the classroom.

2:45-3:00 Closing and dismissal/Sign Out

- Thank you for your help today!
- Leave your notes in the teacher's basket by the sign-in sheet. Your notes will help enrich the daily documents.

*****In the Event of an Emergency...**

Fire/Drill

- Assist teachers in leading children to the meeting place (against the fence by the tires).

Tornado/Drill

- Assist the teachers in gathering the children into the hallway at the water fountain.
- Stay with the children and teachers

Lockdown/Drill

- All children will be gathered into the grown-up bathroom.

Medical Emergency

- If 911 is called, direct all children to the collaboration room, pull the child's file from the top filing cabinet in the office and open the driveway gate.
- Be attentive to directions from the teachers. In the event of an emergency, you may be asked to supervise the children.
- The teachers have a cell phone on hand at all times. It is acceptable for you to do so as well, but please refrain from using it during the school day. If you must make/take a phone call, notify the teachers and step into the kitchen area or the office.