

Please remember the following when you are the Assisting Parent to make the day go smoothly. If you ever have any questions or concerns, please contact the Director, the Board Chair or the Teacher.

### **The Assisting Parent Day – Duties, dos and don'ts**

- Parents are required to provide a nutritious snack and be on duty at the preschool once a month. A sign up schedule is posted on the communication board prior to each new month so that parents may choose their volunteer day a month in advance.
- If you are unable to come on your scheduled day for any reason, it is your responsibility to arrange to have your day covered by trading duty days with another parent. Immediately send out personal emails or texts a Rally message requesting a substitute and text the Director to let them know. When alternative arrangements are made, please immediately notify the Calendar Coordinator and the Director so that they may update the calendar and be aware of the changes.
- Be prepared to work a 4 1/2 hour shift beginning at **8:30 a.m. and ending at 1:00 p.m.** Alternative starting times may be arranged with prior approval from the Director or the Chair.
- Dress comfortably. Expect to get dirty/messy along with the children.
- Parents are not to volunteer at the preschool with any symptoms of a cold or other contagious disease.
- Assisting Parents should not bring any children who are not enrolled in the preschool with them on their assisting days.
- Alcohol, drug and tobacco use is prohibited while on duty or at any time in the schoolhouse or on any other Church property.
- The Director is the final authority at the preschool. Should differences arise, parents should carry out the Teacher's/Director's wishes and discuss the matter with the Director and Board Chair or the Executive Board after preschool hours in a scheduled meeting.

**Clean-Up:** This is an overview of the cleaning duties for Assisting Parents:

- Parents are asked clean and sanitize kitchen tables and surfaces prior to and after snack and lunch.
- Sweep the kitchen and under art tables and clean up art supplies according to teacher's directions.
- Wash, rinse and sanitize the dishes.
- Clean and sanitize the bathroom.
- Help to organize and clean the classrooms. Clean floors according to schedule.
- Use the checklist provided at the preschool, and please check with the teacher to be sure all cleanup obligations have been met prior to leaving.

### **Suggestions for working in the environment**

- The licensed caregivers at school are the teachers. Parents are there to assist and support. All direct care involving restroom use, feeding, hand-washing, health care, etc is to be done by teachers only (with exception of your own child or a medical emergency).
- In providing quality care for our children it is important to conduct ourselves in a professional manner. It is important that Parents never discuss any of the children's behavior during class time.
- Expect spills and messes – this is a part of learning.
- In setting a positive example for our children, any conflicts that arise between Parents or the Director, during school hours, should be discussed in a calm and respectful manner after school hours, as appropriate.
- Be consistent with the standards set by the Director and Executive Board.
- Safety Rules for the children are set and posted by the Director for the classroom and playground. These positively stated rules will be sent home with each parent at orientation. To reduce the risk of injury to a child we ask that you please abide by these rules before, during and after school hours of operation. This is in an effort to provide consistency for the children as well as respect for the liability issues of the school and Church.
- Do not expect your child to behave typically on the day you volunteer. Your child might not be as cooperative as usual. Remember, you are a parent first and a volunteer second. As a general guide, if your child is having difficulty with the class routine or behavior, the Teachers will be supportive as you attend to the needs of your child in helping them feel secure and in managing their behavior. The Teachers will not intervene unless she believes it necessary. This promotes more positive interaction between the parent, child and Teachers. It also makes it less confusing for the child during their time of adjustment to the school setting. This is especially important at the beginning of the school year until the Teachers have had time to build rapport and a positive working relationship with the parent and child.

### **Successful Classroom Techniques (working with children)**

- Be constantly alert to the safety of the children, telling children what to do rather than what not to do. For example instead of, "Don't throw the toys," a more helpful comment might be "Balls are for throwing; blocks are for building."
- Be genuine and friendly in working with the children.
- Get down on the child's level. Make eye contact with the children when you speak with them. Be sure to approach the children when you speak to them to ensure you have their attention; then speak briefly and simply.
- Be generous and sincere in giving praise. Hugs are certainly permissible.
- Remember that manners are caught rather than taught. Give the children the same respect you would give adults. "Catch Them Being Good."
- When conflict between children occurs do not be too eager to help. Many times children can settle their own conflicts and learn in the process.
- Expect cooperation and you will usually get it.
- Give choices when possible. Where compliance is necessary or expected (such as at clean up time, or at fire drills), use a matter-of-fact, no-nonsense tone. In some situations, a humorous approach works well.
- Foster independence by helping children help themselves.
- Remember it is the child's "doing" not the "finished product" that is most important.
- It is best to warn children in advance of a change in activity to help them transition from one activity to another. This will be accomplished through transition activities and songs.
- Do not expect all children to participate in all activities at all times. A child may choose to simply look on so long as they do not disturb those who are participating.
- Never laugh at a child's efforts.