

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, be sure that you are healthy before coming to school. Parents are not to volunteer at the preschool with any symptoms of a cold or other contagious disease.
- If you are unable to come on your scheduled day for any reason, it is your responsibility to arrange to have your day covered. You can trade duty days with another parent. Immediately send out a Rally message and personal emails or texts requesting a substitute and text the Director and Calendar Coordinator to let them know. When alternative arrangements are made, please immediately notify the Calendar so that they may update the calendar and the Director so that they are aware of the changes.
- Be prepared to work a shift beginning at **8:15 a.m. and ending at 1:15 p.m.** Alternative starting/ending times may be arranged with prior approval from the Director or the Chair.
- Dress comfortably. Expect to get dirty/messy along with the children.
- Assisting Parents should not bring any children who are not enrolled in the preschool with them on their assisting day.
- Alcohol, drug and tobacco use is prohibited while on duty or at any time in the schoolhouse or on any other Church property. This includes parking lots and playground areas.
- 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 just a quick overview of the cleaning duties for Assisting Parents:

- Parents are asked to clean and sanitize kitchen tables and surfaces **prior to and after** snack and lunch. After center time and lunch, sweep the kitchen and under art tables and clean up art supplies according to the teacher's directions. Wash, rinse and sanitize toys as needed. Clean and sanitize the bathroom.
- After students clean up centers, help to organize and clean the classrooms. Clean floors according to schedule.
- Clean and sanitize frequently touched surfaces.
- Empty all trash at the end of the day.
- 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**

- 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 adults, 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 by the Director and Teacher for the classroom and playground. These rules are set 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.
  - Before coming in to assist, prepare your child by talking about what you will be here to do and remind them that you are going to be at the preschool to help the teachers and the class. Help them set the expectation that you will have tasks to complete and that they may not get your undivided attention the entire day.
  - That said, 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 they believe 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.
  - If your child is particularly clingy, it's ok to encourage them to play with their friends while you get some work done. Suggest an independent activity or a child/children that they can join in play. Assure them that you will join them in play in just a few minutes and follow through.

- Help foster independence in all children by allowing them to **ask** for help before providing it. Opening/closing containers, dressing oneself, using words to ask for help and solving problems are all skills that we work on throughout the day, every day. Preschool is a time and place where we have the freedom to wait, to make messes, and to work things out with adult support as necessary.
- Rule #1 is safety. Rule#2 is respect. We respect each other, the earth, our school and our things. Children should be encouraged to behave in a way that is safe and respectful. We find these will lead to a harmonious, caring environment where we allow the children freedom to explore and take measured risks.