

## PARENT/GUARDIAN HELPER DUTIES

9:00	<p><b>Check with teacher for day's instructions.</b>  <b>Snack Parent/Guardian</b> - Put papers in tote bags.</p>	12:30
<b>Gathering Time</b>		
Arrival Time	<p><b>Both Parents/Guardians</b> - Greet children as they arrive and try to make an observation or comment to each child. Supervise large toy room.</p>	Arrival Time
<b>Group Time</b>		
Circle Time	<p><b>Both Parents/Guardians</b> - Join children on the rug, feel free to participate in songs, finger play, etc. Let the kids answer the questions!</p>	Circle Time
<b>Activity Time</b>		
Activity Time	<p><b>Drink Parent/Guardian</b> - Supervise art area.  <b>Snack Parent/Guardian</b> - Circulate with children throughout centers and participate in activities. Carry out structured activity (when planned) per teacher's instructions.</p>	Activity Time
<b>Clean Up</b>		
Clean Up	<p><b>Drink Parent/Guardian</b> - Clear tables, art area. Spray all tables with bleach water solution and sponge off. (P.M. only - clean paint brushes.) If time allows, assist children in straightening room.  <b>Snack Parent/Guardian</b> - Assist children in straightening room.</p>	Clean Up
<b>Both Parents/Guardians</b> – Join children at rugs and when dismissed: Fill out snack/drink form on refrigerator.		
Calendar & Story Time	<p>With child helpers, set up snack. Set up all three tables. Place a napkin and cup at each place.  <b>Drink Parent/Guardian</b>- may assist with hand washing when snack is ready.</p>	Calendar & Story Time
<b>Both Parents/Guardians</b> - Supervise children as they seat themselves. (One adult at each table; talk to children during snack.) After snack, clean tables with bleach water solution, and utensils using three- step sanitation process (posted in kitchen) and sweep floors. Check bathroom and kitchen for cleanliness, empty trash and remove from school premises. (Please conserve trash bags whenever possible)		
Snack Time		Snack Time
<b>Both Parents/Guardians</b> - Assist children with coats, mittens, hats, etc		
After Snack		After Snack
<b>Both Parents/Guardians</b> - Complete indoor chores: vacuum carpet in classroom, sweep sand around indoor sandbox, wipe down bathroom and snack tables, sweep around snack tables, wash any dishes and empty all trash. If time allows, go outside to help supervise children.		
Playground Time		Playground Time
<b>Dismissal- Both Parents/Guardians</b> - Complete chores. Help parents/guardians with their children. Exit quickly.		
Dismissal		Dismissal



## SCPC Parent Helping Hints

As a parent/guardian helper please remember to:

- Arrive at school (9:00 a.m. for the morning classes and 12:30 p.m. for afternoon classes) in order to receive your instructions from the teacher for the day.
- Bring a small nutritious snack or beverage. (See SCPC Snack Policy for specific information.) Cups and napkins are provided by the school and can be found in the kitchen. Write snack and drink information on chart on the refrigerator.
- All information that is put in the mail bins is for distribution to children's bags. Please put names on copies for absent students. When all materials are labeled properly you are assured that every family is informed, even when children are absent. This includes all Scholastic materials, reminder notes, newsletters, Policy Changes, etc.
- Contact your CLASS REPRESENTATIVE if you have a problem helping on particular days of the week or if an extended absence is expected so the parent/guardian helper schedule can be planned accordingly.
- Find your own replacement if you cannot parent/guardian help on the day you are scheduled to work. Schedule changes can be made in advance with other members, but don't forget to indicate changes on the parent/guardian helper list posted on the bulletin board. (A parent/guardian helper who has volunteered to switch dates with someone is responsible for providing the snack or juice on the date.). Contact class immediately as soon as you realize an emergency miss (sick kid) and work to find a replacement. Confirm with your class-rep.
- **SMOKING IS NOT PERMITTED ANYWHERE ON THE DFRC SITE.**
- Our teachers are responsible for the education of our children and the smooth running of the classroom. So please remember to:
  - Respect their lunch hour by picking up children and departing promptly.
  - Be punctual. Consistent late arrivals and early departures from the class disrupt the entire class & take away from the effectiveness of the teachers. Do not take your child into the building prior to the time scheduled below. If you arrive early, please wait outside. School hours are:
    - 9:00 - 11:30 for the 3 A.M. class
    - 9:00-12:00 for the 4 A.M. class
    - 12:30 - 3:30 for the 4 P.M. class
- Inform the teacher in writing if your child is being picked up by someone other than his normal ride.
- Notify the appropriate supply chairman if you notice supplies are low. Please also write this on the supply list posted on the refrigerator. Please do not wait till the last roll of toilet paper!

## SPECIAL HINTS FOR WORKING IN THE CLASSROOM

1. When printing a child's name on their artwork, always make sure it is spelled correctly. Capitalize the first letter only. Check chart by doorway if you are unsure of the spelling. Many children can print their own name. Have them print their name on the back before starting their artwork.
2. Let the child draw for themselves; encourage the child's creativity. The finished project doesn't need to look like the sample.
3. When working in the art area use the color names as they are being used. Encourage the child to use the names. This also applies when working with letters, numbers and shapes.
4. Encourage the child to do as much as possible for themselves.
5. Our role is more of a responder and observer to the children, helping them discover things for themselves rather than simply giving answers. Young children learn best from physical involvement with a learning process.
6. Children need praise and encouragement; however, make sure it is meaningful. Give lots of it.
7. Do not correct a child's grammar. Answer their questions or statements using correct English. Teach by example.
8. Let children work out their own disagreements and problems using their minds when possible. Be alert to the need for adult intervention.
9. If at a loss as to what to do, read to the children. They love to read, and they can never have enough. Sit on the floor with them if possible. They like to be close to you.
10. Enter into the creative play that is going on. Be part of it—don't change or direct it.
11. When clean-up time comes, assist the children and encourage them to do as much of it as they are capable.
12. When sitting with the teacher(s) and children at group time, please sit in with the group. The children love to sit close to you and on your lap.
13. REMEMBER this is a cooperative and as such you are encouraged to involve yourself in all parts of the program. Contribute your talents. This is a learning situation for you also; you are in for many pleasant moments - don't hold back - become involved!