

# *COOPERATIVE PRESCHOOL PROGRAMS*

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Parents will be asked to serve as aides in the classroom for morning classes on a rotating basis. With class sizes of thirteen children, parents in the Tuesday- Thursday classes will be required to work approximately once each six weeks, and parents in the Monday- Wednesday- Friday classes will be required to work approximately once each month. The parent helper is responsible for bringing the snack, preferably one of a healthy nature. The snack should be in unopened store packaging. **Siblings should not be brought to class;** parents should make alternate arrangements for their care.

If a parent is unable to assist in the classroom on his scheduled day, he should first attempt to trade days with another parent. If this is impossible, the scheduled parent should contact the Parent Helper Committee to hire a substitute from outside of the class roster. The substitute fee of \$25 will then be charged to the scheduled parent. All changes/trades in parent helper assignments must be submitted to the teacher & Parent Helper Committee so that the master schedule can be updated.

The cooperative preschool takes part in field trips. Due to state law, it is imperative that each child has a seat belt, and all children must be in an approved child restraint for all field trips. Any child who will not comply with child restraint laws will not be allowed to accompany the class. Because of the need for constant parental supervision, **no siblings** are allowed on any field trips, etc.

## A.M. Parent Helper Guidelines

### Before class:

- Please arrive at 8:30 a.m. On Mon, Tues, and Fri. mornings there is free parking in back lot in the spaces marked First Steps staff only. If these spaces are full or it is Wed or Thurs. morning you will need to park on the street.
- Put out magnetic shapes on board to the right of doorway. These are found in a Ziploc bag in your child's class tub just inside the room.
- Fill water pan by snack table with a small amount of soap and water
- There is a small refrigerator down the hall for snack items. It is on the bottom right and looks like part of the cabinets, just press the button and it should open, sometimes I have to pull it open with my foot from underneath. Snacks must be pre-packaged from the store. **Even on birthdays.**
- Discuss with the teacher and prepare for the daily project. I will have your supplies sitting out. If you run out, there is a supply closet in the kitchen.
- First Steps has a phone line. There is a cordless phone room but you do not need to answer it. The answering machine will. This phone only need to be answered if it rings two sets of rings in a row, then it is most likely an urgent call.
- The phone on the wall in the classroom across the hall is a church phone if a parent has an urgent message they will call the church and it will be transferred down. Please answer. Try to take the message, if needed have the teacher come to the phone.

### Starting class:

- Greet the children and help them out of their cars at 8:40. Take the class clipboard with you, so that the parents may sign the child in. Sonitrol is scheduled to be off for the car line so that you can freely go in and out.
- The children will walk themselves to the classroom. The children will work on transitional papers until class time (those who arrive late will need to finish at home).
- There is a doorbell for late arrivals.
- Join the class at 8:50. Those arriving late will need to walk their children in.
- Finish any before class tasks. Prepare for snack and/or craft.

### During 1st Group time:

- Check your classes' box and the bench in the hall for any notes or pictures that need to go home and put them in assigned cubbies.
- Check backpacks for notes, book orders, checks, etc. Book orders and checks go in the marked hanging boxes to the left of the door. Any notes for the teacher should be placed on her desk, just make sure you make her aware of them.
- Count out cups and napkins for the children to pass out
- The older classes will pour their own drinks from small pitchers. Usually 2 pitchers for water and two for juice. These are found on the shelves just to the right of the door.
- At the end of group time, it's bathroom time; turn on the water for them. ***You must get the parent helper/aide from the other classroom! This is for the children's safety as well as yours!***
- **Please** be sure to check on them, it is tempting to play in the bathroom. I try to keep 2 boys and 2 girls in the bathroom at a time.

### Snack time:

- After prayer pass the snack out and give seconds as needed.
- Help them to remember good manners and compliment them when they do so.
- Clean up the table and set out the special project

### Center time:

- Typically you will be in charge of the special project often painting (so dress Appropriately). You will need to **assist** them as needed.

- Help to watch for safety and kindness in the classroom play. Please make the teacher aware of any situations she may not be able to see.
- Encourage children to clean up toys before changing activities.
- Use Latex gloves which are provided whenever dealing with blood or any other bodily fluid. Dispose of the gloves immediately and wash hands with soap.
- Help to supervise and interact with children.

### **2nd Group time:**

- Wash all tables
- Check all centers to be sure they are neat and that **all marker & glue stick lids are on!!!**
- If project papers are wet they may dry on the hall bench, if not they should be placed in cubbies to go home
- Put all children's papers in backpacks
- Empty water pan
- Clean up special project items
- Sweep the floor

### **Playground/ indoor play:**

- Assist in supervision of walking to and from as well as during playground time
- While the class walks to the playground –Parent helper walks at the end of the line
- Help getting out and putting away toys
- The teacher will take any children who need to go to the bathroom inside.

### **Departure of children:**

- Supervise the children at the water fountain if needed. Counting to 3 is a good way to allow everyone to have a turn.
- Help them gather their things
- Supervise the children by standing at the bottom of the stairs. Also look for the next car and have that child waiting by the door
- The children should sit by the wall so that others can get by.

### **After class:**

- Vacuum carpets. (Vacuum is behind the screen just across the hall) AM classes
- Finish any jobs
- Flush all toilets
- Remove magnetic shapes
- Dispose of the water in pan

### **A few rules for the playground are:**

- 1) No throwing rocks or toys.
- 2) No shoving or pushing, especially on the play equipment.
- 3) No jumping off of the play equipment.
- 4) No climbing on the fence.
- 5) No leaving the playground without an adult.
- 6) No going down the covered slide backwards.

(Please note that I will usually not return to the classroom but will go directly to eat my lunch. However, feel free to finish the parent helper classroom duties in my absence. Please leave the room open) Thank YOU!

## First Steps Cooperative Preschool Program

### Daily Routine:

- 8:30** Parent helper arrives and helps prepare room
- 8:40** Parent helper greets and accepts the children from their cars in the alley
- 8:50** 1<sup>st</sup> Group time: Helper chart, weather chart, calendar. MWF learn about their letter for the week through: song, story, puppets, show and tell, letter board, and games. T-Th. work on their colors, shapes, letters and numbers through games, songs and Show and tell
- 9:10** **Get the other parent helper/aide to assist you with bathroom break for the children's safety and your safety.** Four children at a time are asked to use the restroom while the rest sing songs at group time. Cup and napkin helpers pass these out.
- 9:15** Prayer helper leads the prayer. Then we eat the snack the parent helper has provided for that day. The MWF class pours their own drink from small pitchers.
- 9:30** The teacher explains about the activities for the day (craft and writing center) then names are called for them to choose a center to play in. The children are free to play where they choose, but are also called or allowed to do the craft and writing center during this time. Writing Center is where the teacher works with the children two at a time on fine motor skills, letter and number recognition, etc.
- 10:15** **Clean** Up time. Children are asked to put away whatever they get out as they play so that the toys stay safe and neat, as well as helping the children learn responsibility
- 10:20** **2nd** Group Time: We discuss our theme, bible thought, sing, read stories, etc. During this time the parent helper is asked to do "housekeeping" and put the children's work in their backpacks
- 10:45** **Playground** or gym
- 11:15** **Put** toys away and head to the room
- 11:20** Get backpacks, line up, and then sit on the alley stairs. While the Parent helper oversees their safety, the teacher loads the children in their car and inform the parents on the day.