



PARENT HELPER DUTIES

1. Set up easel with: newspaper, paint, brushes and art paper (when designated by the teacher).
2. Set up art activity with the teacher's direction. Print children's names on all projects.
3. Assist children during free play.
4. Join children on carpet during circle time
5. Prepare play dough activity and art activity.
6. Assist children with art projects.
7. Assist children in retrieving and returning smocks to the cubbies.
8. At the end of art time, soak paint brushes and clean-up paint, cups, and the classroom.
9. Wipe the tables with disinfecting wipes and wipe the chairs as necessary.
10. Assist children during bathroom break. Be sure each child washes his/her hands.
11. Set-up the tables for snack with the help of the two children whose parents are working. Allow 1 place setting for each child, teacher, and parent helpers.
12. Place newsletters, art projects, or items as directed by the teacher, in hall mailboxes. Place absent children's items in their mailbox too.
13. Join the class in the playroom for activities and assist children in returning toys and materials to their proper place.
14. Prepare the children for outside play (weather permitting).
15. Assist children when necessary.
16. Briefly engage children during dismissal time while teacher speaks to parents.

Both working parents are required to arrive at school 15 minutes early to help the teacher prepare the classroom for the day. The SNACK Parent for the day is responsible for locking the entry door to the preschool before the lesson of the day begins. Both working parents are required to remain after dismissal to sweep and mop floors, vacuum carpets, and put away any missed toys in the playroom.

Afternoon Parent Helpers: Close and Lock all cabinets.

Friday Afternoon Parent Helpers: Arrange rooms for Sunday School.

Monday Morning Parent Helpers: Restore classroom for preschool.