



## **Working Parent Classroom Responsibilities**

Each family will be scheduled 1-3 times per month to assist the Teacher in the Classroom, as the assigned Working Parent. You will be assigned as either a Snack Parent, Drink Parent, or Substitute Parent. On occasion, as deemed necessary by the Teacher, we will have an additional working (third) parent scheduled to be in the classroom.

No other children or siblings are permitted on your working day.

In the event that you are unable to work on your scheduled day, it is your responsibility to find a replacement. The scheduled substitute should not be asked to switch to a working parent – but kept available until the start of class in the event that they are need to sub. The scheduled substitute MUST keep the day open and make child care arrangements for siblings as though they are the working parent.

- Arrive 15 minutes before the start of class
  - Prepare crafts and/or materials for the days lesson
  - Play with children on the carpet during free play
  - Do not bring hot drinks into the classroom.
- Lock the door 15 minutes after class begins
  - Both the school entrance and church hallway
- Sit on the carpet with the children during circle time
  - Assist with any children struggling with participation
    - Sit next to them
    - Quietly remind them how to sit, where to put their hands, etc
- Escort children to the potty as needed.
  - Help students practice good hand washing skills.
- Each parent assists with a table activity during center time
- Clean tables and set up snack/drink
  - Provide nutritious snack/drink. NO Nuts.
  - Bring enough snacks/drinks for all students, working parents, and teachers

- Keep record on the Snack & Drink Calendar posted above sink.
- Play with the children in the playroom or playground
  - This is NOT the time to clean the classroom.
- Fill the students backpacks and/or mailboxes with their work and papers
- Stay 15 minutes after school to clean up at the end of the day
  - Vacuum all carpets (including the playroom and hallway)
    - Mop if necessary
  - Sweep around snack tables
  - Wipe tables and other surfaces with Clorox wipes
  - Clean/fix any toys that need immediate attention
  - Make sure tissues and paper towels are stocked

Additional Responsibilities:

- Know where the following items are located.
  - First Aid Kit
  - Phone
  - Fire Extinguisher
  - Emergency Cards
- Keep children safe and within eyesight at all times.
- Help children to follow the rules and instructions as per the teacher.
- Complete the tasks of your job as outlines in the Job Description List
- Refrain from using your cellphone during class, unless to take pictures to be used in the Yearbook or Slideshow.