



Classroom Helper Responsibilities

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

No other children or siblings are permitted in the classroom on the scheduled working day.

In the event that you are unable to come in on your scheduled day, it is your responsibility to find an approved replacement (parent, grandparent, etc.) from your class roster. The scheduled Substitute should not be asked to switch to a Classroom Helper as a replacement – but kept available until the start of class in the event that they are needed to substitute. The scheduled Substitute **MUST** keep the day open and make child care arrangements for siblings as though they are the Classroom Helper (this is an on call designation). The Substitute may be called on up until the start of the assigned class time.

- 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 to encourage group participation
 - Sit next to them
 - Quietly remind them how to sit, where to put their hands, etc.
- Each Classroom Helper assists with a table activity during center time as directed by the teacher.
- Clean tables and set up snack/drink
 - Provide nutritious snack/drink. **NO Nuts.** See approved Snack List
 - Bring enough snacks/drinks for all students, working parents, and teachers
 - Keep a daily record on the Snack & Drink Calendar posted above the 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 (AM classes) and hallway(PM classes)
 - Mop if necessary
 - Sweep around snack tables
 - Wipe tables and other surfaces with cleaning solution
 - 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 cell phone during class, unless to take pictures to be used in the Yearbook, Slideshow, or private class Facebook pages. ***DO NOT** photograph children on Photo Opt Out List