

Parent #4: Library (Rm. 1) and Creative Play Center (Rm. 2)

1. **Arrive 15 minutes early.** On work schedule, cross out your name and initial next to it. Put out traffic slowers (one in each area with lines) in the parking lot. Turn on the lights in both bathrooms by 2 year old classes. Close the boys bathroom door to the Creative Play room (Room 2) and put stopper in the boys bathroom door by 2's class. Check soap dispensers, put trash in trash can, and make sure toilets are flushed.
2. **Arrival:** When students are arriving, answer the door: Open door only for adults who know the password or you know are part of the Co-op (picking up or dropping off). Do not allow children to open the door without an adult. Refer anyone on business for the church to the church office (next door to the left with an arch over doorway).
3. **In Room 1:** Interact with children in library before circle time and during free play time to assist with learning activities. Sit with the children at all group times. Assist other working parents, when necessary. Join children on the rug for circle time.
4. **When go outside:** Assist with coats, etc. Take outside toys at the end of the hallway to the playground. Supervise the *small climber and playhouses*, as needed, unless instructed otherwise by teacher.
5. **Bathroom break before snack:** After playground, supervise/assist in the bathroom while children use the toilet and wash hands. If you are a CBC parent, you will supervise in one bathroom and the teacher will supervise in the other bathroom. If you are not a CBC parent, you will assist the teacher or CBC parent in the bathroom.
6. **In Room 2:** Supervise the housekeeping, blocks, and creative play areas. Help children with the directed activity, if needed (playing store, delivering mail, etc.). Encourage creativity and participate in their play. Suggest things which could be built with the blocks, ask to see a puppet show, suggest a pretend role, or ask someone to prepare a meal for you in housekeeping.
7. **Clean-up:** Direct the children at clean-up time. Assign specific tasks, such as telling one child to put the food in the refrigerator please, another to put all the dishes on the shelves please, etc. You can also give children something to put away and say "Put this car away, please."
8. **After freeplay we will return to Room #1:** Children will go to the big rug with me, while I am on the rug with the children, please sit with me on rug, then when I am finished "Closing" supervise children in library area.
9. **Before Leaving:** Vacuum the rugs in Room #1. Consolidate all trash into 1-2 bags and throw in dumpster (please don't forget the trash can by the refrigerator, the bathrooms and 2's classes). Assist other working parents with clean-up procedures, as necessary. Please check Room 2 to see if anything in housekeeping or creative play needs to be put away. (As a general rule, working parents should leave within 5 minutes of one another.)
10. **On Friday's:** Do jobs for "before leaving" and put away valuable dress-ups in the closet under snack storage in Room #1. Put cars container either in blocks or on top of blocks shelves. Turn the block shelves around so they face the wall (flip the rug up first). If big blocks are out, put all cars and blocks in the alcove for big blocks.

FIRE DRILL PROCEDURE: Close classroom windows and doors after checking rooms and bathrooms for stragglers and get Emergency binder. In a real emergency, call 911.