

Parent #1: Math Center (Rm. 1) and Arts & Crafts Center (Rm. 2)

1. **Arrive 15 minutes early.** On work schedule, cross out your name and initial next to it. Set up easels with paint cups (Pre-k: 2 paint colors and 2 paintbrushes per easel; 3's: 1 paint color and one paintbrush per easel), brushes and fresh paper on easels. Ask teacher about art project for the day.
2. **In Room 1:** Interact with children at table activities or rug activities in the Math Center 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.
3. **When go outside:** Assist children with coats, etc. Supervise the *swings*, unless instructed otherwise by teacher. Children waiting their turn to get on swings, sit at the bottom of the climber until you call them over. Count to 20 slowly or time them for 1 minute, then switch the children on the swing. Close the playground door after the children come in from outside.
4. **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.
5. **In Room 2:** Supervise and assist as needed in the art area during free time. Help with smocks. Write name on the upper left-hand corner of paper in manuscript form, beginning with a uppercase/capital letter, followed by lower case letters. Slide paintings onto the rack to dry. Supervise the art project for the day.
6. **Clean-up:** Assist in clean-up of the activities. Direct the children to put away the toys by giving specific assignments such as: "put this costume on the hook, please". Put paintings in children's cubbies, if dry. If not dry, put on drying rack. All other art projects, please ask the teacher before putting in cubbies. Some art projects will be decorating the classrooms and hallway.
7. **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 check to see which parents are in the lobby. When the "Closing" is finished and the children leave the rug, choose two children whose parents are present and tell them to go over and get their stamp from the teacher. Then, grab materials from their cubbies and take the materials and the children to their parents. **Please make sure that you close the bottom of the classroom door when coming and going, thanks!**
8. **Before Leaving:** Wash brushes in boy's bathroom sink (make sure to rinse well and clean the sink) and place them back on easels. LEAVE paints on easel unless we are having a general meeting, then store the paint in art cabinet. Store brushes with bristles up in cup. Replace easel foil as necessary (upper left hand side of art closet). Please ask before putting art materials away because the teacher might need the materials for the next day, thanks. Wipe down top of art table with wet towel/cloth. Refill glue, if necessary. $\frac{3}{4}$ glue, $\frac{1}{4}$ water and mix. Assist other working parents with their clean-up procedures, as necessary. (As a general rule, all working parents should leave within 5 minutes of one another.) Sweep bathroom floors and flush toilets.
9. **On Friday's:** Wash brushes and place them and paint containers from the easels in the art cabinet. Close-up easel and store them between the file cabinet and art closet. Place science table materials inside sensory table and cover with green table cloth (behind pink curtain in the art shelving units or already on the sensory table).

FIRE DRILL PROCEDURE: Assist babysitter with children in Room 202 and then go immediately to the parking lot with the teacher and other children.