

Parent #2: Snack and Floater

- 1. Arrive 15 minutes early.** On work schedule, cross out your name and initial next to it. Bring snack and beverage for the class and adults, according to the snack calendar. Prepare snack if necessary. Help children select a puzzle or game to work with until Circle Time. **Check the music room door (refrigerator room), which should be closed at all times.**
- 2. Circle time:** Make sure the bottom of classroom door is closed and join children on rug for circle time.
- 3. When go outside:** Assist with coats. Supervise the *large climber and slide*, unless instructed otherwise by teacher.
- 4. Preparing Snack:** *If you are the only CBC parent working, then the teacher will ask one of the other parents to prepare snack so you can remain with the group.* During last 10-15 minutes of outdoor/social hall play, wash tables with disinfectant sprayer (under kitchen sink), put sprayer back under the kitchen sink (full), wash hands in bathroom next to kitchen and then prep and set up the snack. Place snack, plates and cups on blue table by teacher's desk. When children come in, snack helpers will distribute plates and cups. The teacher and the parents will distribute the snack to each child after the "Thank You Song". This is a good opportunity to practice table manners, and please and thank you's.
- 5. Bathroom break before snack:** If you are the only CBC parent, you will be with the group and supervise in one bathroom while children use the toilet and wash hands.
- 6. In Room 1:** *In the Prekindergarten class*, put all snack foods and drinks away. Then, interact with children in library, at table activities or rug activities before circle time and during free play time to assist with learning activities. *In the 3's class*, put snack foods and drinks away and move on to #7 after all children have moved onto Room 2.
- 7. Before joining class in Room 2:** After children have gone into Room 2, wipe down all the tables (including circle table) and snack prep area in kitchen with disinfectant sprayer, as before, (DO NOT EMPTY SPRAYER, JUST PUT BACK UNDER SINK), sweep and Swiffer mop floors under and around snack area. Join us in the other room when you are finished.
- 8. In Room 2:** Float as needed, or at the direction of the teacher. Help the children with activities in the centers.
- 9. Clean-up:** During clean-up, assign specific tasks, such as telling one child to "put away 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."
- 10. 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 put out coloring pages (from coloring pages container either from math or writing center), blank paper and crayons/markers or pencils on tables in writing center area, then please go down to wash and sanitize all dishes. **Please make sure that you close the bottom of the classroom door when coming and going, thanks!**
- 11. Before Leaving:** Wash and sanitize all dishes using the Directions for Sanitizing Dishes on the back of this card/paper. *Please remember to take all opened snack foods home with you.* (As a general rule, working parents should leave within five minutes of one another.)
- 12. On Fridays** – Do jobs for "before leaving" and close all the folding shelf units. Store the phone, radio, library books, etc. in the white cabinet between the window in Room #1.

FIRE DRILL PROCEDURE: Hold open the exit door and count all children as they exit.