

**Parent #3: Language Arts / Writing Center (Rm. 1) and Workbench Center (Rm. 2)**

1. **Arrive 15 minutes early.** On work schedule, cross out your name and initial next to it. Check the playground for glass, trash, etc., and clean up as necessary (gloves and plastic bags are on shelf next to snack supplies). Set up the workbench (get out tools, decoration materials, pieces of wood, wood glue, and safety glasses. Help children find activities to do in Room #1 centers until opening.
2. **In Room 1:** Interact with children at table activities in the Language Arts and Writing Center before circle time and during free play time to assist with learning activities. Sit with the children at all group times. Sit with children at all group times. Assist other working parents, when necessary.
3. **When go outside:** Assist with coats, etc. Open storage unit with sand toys. Supervise the *sandbox*, unless instructed otherwise by teacher.
4. **Bathroom break before snack:** After playground, supervise/assist in the bathroom while children use the toilet and wash hands. If you are one of the fingerprinted parents you will supervise in one bathroom and the teacher will supervise in the other bathroom. If you are not fingerprinted you will assist the teacher or fingerprinted parent in the bathroom.
5. **In Room 2:** Supervise the workbench, making sure that the children understand the limits and how to handle the tools. Write child's name at the bottom of their project. Hold nails and screws with pliers while children hammer or screw into the wood. **ONLY TWO CHILDREN are ALLOWED** at the workbench at one time. Tools are used only at the workbench and are used only for their intended purposes. Wood to be cut must be held in a miter box. Put finished projects into the workbench closet to dry. **Children and working parent must wear safety glasses at all times.**
6. **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."
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:** Vacuum the rugs in Room #2. Thoroughly clean workbench glue brushes in boy's bathroom sink (please rinse) and return to workbench closet. Refill glue container, if necessary. Wipe down top of workbench with wet towel/cloth. Distribute dry wood projects for the other class into cubbies. Assist other working parents with clean-up procedures, as necessary. (As a general rule, working parents should leave within five minutes of one another.)
9. **On Friday's:** Do jobs for "before leaving" and cover woodworking bench with orange table cloth. Lock the workbench closet. Consolidate trash bags from bathrooms, Room #1 and #2 and place them in the dumpster, located in the parking lot. Put new plastic liners in trash cans.

***FIRE DRILL PROCEDURE: Get the first aid kit (small red medical purse in metal medicine cabinet, 1<sup>st</sup> or 2<sup>nd</sup> shelf) and Attendance Book. Assist with children.***