

Helper #1 Duties

Fifteen Minutes Before Class

- Find and wear your name badge.
- Place the snack in the refrigerator (if necessary).
- **AM Helper:** Sweep and mop the snack room floor before 9:00
- **PM Helper:** Refill the paint containers and check drying racks for art to file.

Circle Time

- Sit with the children while the teacher leads circle and explains the day's projects.
- Listen for instructions at the center you will be helping with.

Centers

- Each of the four groups will spend 5 minutes at each center and rotate when the bell rings, meeting on the circle rug after the last rotation.
- Clean up your center. Wash any painting tools or cooking dishes and utensils.

Work Time

- Monitor free choice areas: each area has a maximum number of children posted.
- Check for the child's name on any artwork they make (help write name if needed)
- Keep paint and sensory table areas tidy: wipe paint drips and sweep table spills.
- Be flexible and float with the children. Help them find the words to ask for a turn with a toy or at a play area, and suggest alternatives if an area is full or another child is not done with a toy yet.
- Help organize the blocks and dramatic play area during clean-up.

Snack Set Up *use disposable gloves when handling food

- When the next circle time begins, after clean-up, both helpers will set up snack.
- Sanitize the tables with the bleach water in the spray bottle above the sink.
- Set out cups and water pitchers. Serve snack in bowls or baskets, leaving plates and cups empty so children can practice serving themselves and passing.
- Leave a spot at each table for one adult to sit and supervise/encourage manners.
- Fill the left side of the sink with warm soapy water and set the bucket from under the sink in the right, then fill with bleach water (use one tablespoon of bleach).

Bathrooms

- Accompany the teachers and children down to the bathrooms and assist with with the boys or girls. Make sure everyone washes their hands.
- Bring cleaning wipes to disinfect sinks and toilets after the children are finished.

Final Clean-Up: Helper #1

- Wash the dishes: wash, rinse, sanitize, dry. Wipe down the sink and countertop.
- Easel: Clean up paint drips on easel, trays, and floor. Replace paper liners.
PM Helper- replace lids on paints and wash paint brushes.
- Trash: take all classroom trash out to the dumpster and replace bags. Take bathroom trash if at least half full. Restock paper towels in bathrooms as needed.
- Make sure the classroom and snack room are clean and tidy.
- Join the teachers outside on the playground, return your name badge, and help pick up sand toys and/or close the sandbox before leaving.

Thank you for making our cooperative school a success!

Helper #2 Duties

Fifteen Minutes Before Class

- Find and wear your name badge.
- **AM Helper:** Open the sand box, set out 3 big tricycles and helmets, teeter totter, and one other item of your choice from the shed (balls, chalk, pop up tube, etc.)
- **PM Helper:** Place cubby tags and name tags in each cubby. Sanitize all tables.
- Receive instructions from the teacher to help prepare any other project.

Circle Time

- Sit with the children while the teacher leads circle and explains the day's projects.
- Listen for instructions at the center you will be helping with.

Centers

- Each of the four groups will spend 5 minutes at each center and rotate when the bell rings, meeting on the circle rug after the last rotation.
- Clean up your center. Wash any painting tools or cooking dishes and utensils.

Work Time

- Monitor free choice areas: each area has a maximum number of children posted.
- Check for the child's name on any artwork they make (help write name if needed)
- Keep paint and sensory table areas tidy: wipe paint drips and sweep table spills.
- Be flexible and float with the children. Help them find the words to ask for a turn with a toy or at a play area, and suggest alternatives if an area is full or another child is not done with a toy yet.
- Help organize the blocks and dramatic play area during clean-up.

Snack Set Up *use disposable gloves when handling food

- When the next circle time begins, after clean-up, both helpers will set up snack.
- Sanitize the tables with the bleach water in the spray bottle above the sink.
- Set out cups and water pitchers. Serve snack in bowls or baskets, leaving plates and cups empty so children can practice serving themselves and passing.
- Leave a spot at each table for one adult to sit and supervise/encourage manners.
- Grab the wipes to take down to the bathroom and share with Helper #1

Bathrooms

- Accompany the teachers and children down to the bathrooms and assist with with the boys or girls. Make sure everyone washes their hands.
- Bring cleaning wipes to disinfect sinks and toilets after the children are finished.

Final Clean-Up: Helper #2

- Tabletops: Wipe down with a rag and bleach water solution in the spray bottle.
- Snack room floor: Sweep the room and wipe or mop up any spills or sticky spots.
- Vacuum carpeted areas: Vacuum the classroom including under the tables, the hallway, and the rugs at back door. If the vacuum has any issues, please tape a note to it for the maintenance committee.
- Make sure the classroom and snack room are clean and tidy.
- Join the teachers outside on the playground, return your name badge, and help pick up sand toys and/or close the sandbox before leaving.

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