



Working in the Classroom

1. **Arrival:** Please arrive at the school 15 minutes before your scheduled session starts so that the teacher can go over the schedule for the day, and familiarize you with the day's activities and the center you will be running.
2. **Sharing floor.** Help the teacher during sharing floor and show and tell. Some children may become distracted or wander away from the group. Please refocus them or bring them back to the group.
3. **Center time:** You will be in charge of one center. Explain to the children what they are expected to do and give them a lot of praise. Make sure that every child attends your center (a checklist will be provided). After everyone is finished, clean up your center and put the materials away in the proper place. If unsure, ask the teacher for direction.
4. **Clean up:** Everyone helps to encourage the children to clean up. This shows the children what teamwork is all about. Paint brushes, stamps, and bowls may need to be washed. Floors need to be swept and/or vacuumed at various times during the school day (e.g., after a messy center, snack, and at the end of the day).
5. **Prepare for snack time:** Wash all tables before and after snack with the proper sanitation procedures. Procedures are posted in each classroom and need to be done in the correct order. Parents are asked to prepare a snack while the teacher takes the class up to the bathrooms to wash hands. One working parent may be asked to assist the teacher at the bathrooms. Set out napkins on the tables and pour juice for the students.
6. **Papers and projects:** Parents transfer any work or projects to the students' mailboxes in the hall before class is dismissed.
7. **End of the day:** After children are dismissed, make sure floors are swept and/or vacuumed, tables are cleaned, take out the trash, and re-line the wastebaskets.
8. **When in doubt:** Always ask a teacher if there is anything else that needs to be done.