

Parent Helper Job Duties

Parents Cooperative Preschool

- Arrive at the preschool by 8:00 am to help with learning materials and supplies needed for the day. (You do not need to arrive early.)
- The teacher will have a schedule posted for you to see how the day will go.
- Aide teacher in classroom management. If you see children that need assistance, please help.
- During play time, interact with the children. Help supervise games and activities.
- During clean-up time, encourage children to help pick up materials and toys and place them in the proper place.
- Prepare materials for art projects and activities and assist children when needed.
- Clean tables with cleaning solution before and after snacks and after art time. We use a two-step process with a soap solution first, then a bleach solution to sanitize. Children should not sit at tables until they are completely dry.
- Provide and serve a NUTRITIOUS snack at snack time. (100% juice or milk, 2 or more choices of healthy snack)
- Papers to be sent home should be placed in mailboxes.
- While the children are in Gym, vacuum the floor.
- Help children with coats, boots, or backpacks when preschool is over.
- Please remain in the room until all the children are gone and help with final cleanup.
- Please take out the garbage on the way out.

Thank you for your assistance!