

# Juneau Community Preschool

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# Parent Handbook

Policies set forth in this Parent Handbook were last updated Spring 2024

Parents will be given 30 days notice of changes to these policies.

## **Introduction**

### **What is the Juneau Co-op Preschool?**

The Juneau Community Preschool is a cooperative effort administered by the membership. Membership is open to families with children ages three to kindergarten, of any race or religion, who are willing to comply with health rules, do their share of the participation requirements agreed upon by members, and pay fees when due. Morning classes meet five mornings a week.. Each half-day class is limited to 20 children, with three paid teachers and one parent volunteer present each day.

### **Philosophy**

The preschool values play as the child's natural way of learning. The curriculum evolves from the interests and concerns of the children. Teachers provide experiences that will build on and extend the children's knowledge. These experiences occur through a variety of different curricular activities in the classroom as well as field trips into the community.

We foster children's natural curiosity by encouraging them to explore their environment through questioning, manipulative experiences, and experimentation. We work to help children build positive relationships with one another.

### **History**

The Juneau Cooperative Preschool was developed from Head-Start programs in the area. A group of interested parents first met in the Episcopal Church in 1967.

### **Organization**

The Board of Directors consists of elected officials (a President,, Secretary and Treasurer) as well as class representative, registration coordinator, and other volunteers or appointed positions. Election of officers takes place during May, with a term of office of one or two years.

## **Preschool Enrollment Requirements**

### **Age**

A child who is at least three years old on or before September 1st may be registered and begin attending preschool at the beginning of the school year. Children who turn three after January 1st. cannot enroll in the program until the following school year unless exceptional circumstances are taken into consideration by the teachers and the current board. These considerations would not set a precedent for future years.

### **Potty Trained**

In addition to the age requirement, a child's readiness for preschool is indicated by reliable bowel control and freedom from wetting accidents. Potty training competency is an important indicator of developmental readiness for the independence experienced at preschool. The use of "Pull-Ups" does not demonstrate successful potty training.

Exceptions may be made for a child experiencing health or physical problems or for a child with special needs as defined in the bylaws. It is expected that preschoolers will, nonetheless, occasionally wet their clothing, a situation that is handled in a caring and nonjudgmental manner. Parents should discuss their child's situation with a teacher prior to beginning preschool if there is a concern in this area, or any time a concern arises.

### **Family Responsibilities**

Each co-op member family is required to participate in the work necessary for running the preschool,

including:

**Work Days** - Working as a parent volunteer in the classroom. Each workday will include providing a healthy snack for the class. Approx. 10-12 days/year.

**Family Job** - Serving as a board member, doing maintenance, editing the newsletter, laundry, set up, or other job that supports the co-op

**Financial Contribution -**

- **Tuition** - Members are expected to pay first and last month's tuition in the fall and on time thereafter.
- **Fundraising** - Participation in fundraising activities is mandatory. In addition to their assigned family job, every family is expected to assist with the Thanksgiving Pie sale (fall), Raffle (winter), and other events throughout the year.

Families are encouraged to participate in the community aspects of Preschool, such as:

**Reading** - Announcements, Fundraising information and other notices delivered via email, and posted at the Preschool

**Sharing** - Comments and concerns with teachers, class reps and/or personnel committee

**Attending** - Parent Ed nights, board meetings, preschool gatherings

## Registration Procedures

### Lottery

A class lottery is held in the spring. Priority is given to current and returning preschool members, followed by substitutes from the previous year, siblings of current students, siblings of alumni and then new members. Spaces remaining after the lottery are filled on a first-come, first-served basis. Teachers reserve the right to restrict enrollment for the purpose of balancing gender ratios and ages of children in each class.

Registration consists of:

- Completion of an application form
- Payment of the registration fee

In addition, the following must be provided prior to student attendance:

- A copy of the child's updated immunization record or a notarized waiver
- Emergency Contact/Medical release form
- Parent Background Check form
- Payment of first and last month's tuition

### Immunizations

All children must have a copy of a current immunization record or a notarized medical/religious exemption form on file before they can attend preschool. Immunizations must be up to date and compliant with state law.

### Background Checks

Each parent volunteer or driver is required to complete the preschool background check form. Our background check consists of a review of public records available through the Alaska Court System and the Alaska Sex Offender Registry. Parents who have been convicted of any sex-related offense, or any crime of

domestic violence, may not volunteer in the classroom or drive students (other than your own) on field trips. Members of the preschool board, those whose family jobs deal with confidential information, and individuals volunteering more than 8 hours in one month will also need to have their fingerprints processed through the state Background Check System.

## **Tuition**

Members are expected to pay tuition promptly on or before the first (1st) of the month. Checks are payable to the “Juneau Community Preschool” and given to the treasurer or deposited in the treasurer’s envelope in the coat room at preschool. Some members prefer to pay a lump sum at the beginning of each semester. Tuition payment by credit card may be made online with PayPal. There is a nominal fee for this service. ACH payments and autopay are also available on Brightwheel.

Tuition is determined by calculating the annual expenses required for operating preschool and then dividing by the number of months in session, so the amount is the same each month regardless of the actual number of preschool days in any given month.

For substitutes, bi-monthly invoices will be sent to families. Payment may be made after each day attended or at the end of the month for all the days attended by the substitute. Check the attendance record for an accurate count of days.

If difficulties are encountered with payments, contact the treasurer.

## **Sibling Discount**

A 10% discount applies to the second and all subsequent concurrently enrolled students from the same immediate family.

## **Tuition assistance**

Tuition assistance is available to a limited number of families with financial need. Applications are available at orientation and throughout the school year. They will be reviewed in December of each year by a board-appointed committee. Applicants for tuition assistance are required to pay the registration fee.

## **Alternate Payment Agreements, Late Fees and Non-Payment**

Tuition is paid in advance and due on the first of the month. If circumstances arise which make timely payment difficult, it is a member’s responsibility to contact the treasurer as soon as possible to make a payment plan, which must be documented on the Alternate Tuition Payment Agreement form and signed by the member and the treasurer.

If payment for the current month is not received by the 10th, and a signed Alternate Tuition Payment Agreement is not in place, a late fee of \$2.00/day will accrue until tuition is paid in full. Please respect the time of our treasurer by calculating and remitting applicable late fee at time of late payment.

If tuition and late fees are not paid by the 25th, the “last month” tuition will be applied, and the student may be dropped from the class roster effective the first of the following month.

Possible reinstatement after a drop for non-payment will be on a space-available basis, and will require payment for the current month, and tuition deposit.

It is the goal of Juneau Co-op Preschool to make membership accessible to as many families as possible. In light of that, we are happy to work with alternate payment plans according to family paycheck schedules or other limitations, and will do our best to be flexible when handling crisis situations and extreme extenuating

circumstances. However, to ensure fairness to all co-op members, and maintain our ability to fulfill the co-op's financial obligations, under no circumstances may a child continue attending when tuition is more than 30 days past due.

The teachers and Board of the Juneau Co-op Preschool will respect the confidentiality of personal financial circumstances and any other sensitive personal information regarding member families and their preschoolers.

## Daily Schedule

### Arrival

Children should arrive between 9:00 and 9:15 a.m. when a teacher will be available in the coat room to greet them. Be aware that earlier arrivals can disrupt preparation time, and late arrivals reduce the children's activity time. Clean-up time comes very quickly for a child who has arrived a half-hour late.

### Pickup

Children should be picked up promptly at noon. Parents/caregivers need to sign out on the attendance sheet and check in with a teacher before taking their preschooler home.

**Once a parent arrives on the play yard for pick-up, they are responsible for their child. When other siblings accompany parents, it is especially important that parents supervise them and their exit from the preschool. Although this is a wonderful time for parents to socialize, it is important to do so with the understanding that children are no longer under teacher supervision.**

### Parking for Drop-off and Pick-up

The entrance for the preschool is the single-wide door located on "A" Street. Please use this door when dropping off or picking up your child or doing preschool related business, instead of the main church doors (double set of doors located off of W. 11th Street). As a courtesy to our neighbors, please do not park in or block the alley between the play yard and the church.

### Typical Day

A typical day is divided into several blocks of time. For at least one hour every day, the children choose activity centers, which may include: art, science, manipulative games or puzzles, woodworking, easel painting, cooking, sand or water play, or dramatic/role play, among other offerings. Another block of time allows children to gather together as a class group for activities that may include discussion of group concerns, singing, stories, and movement. Eating snacks with friends in large or small groups is an everyday occurrence.

Time is also provided for outside play, group games, and other gross-motor activities. Small groups of children with an adult may explore new materials, play games, or pursue special interests. The schedule is flexible and changes with the seasons, weather, and the children's needs and interests.

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|-----------|--|
| 8:30      | <b>Parent volunteers and their children arrive. <u>Please arrive on time.</u></b> Teachers and parent volunteers meet to discuss and set up activities for the morning. Snack parent begins with snack prep. |
| 9 – 9:15  | <b>Preschoolers arrive</b>   |
| 9 – 10:15 | <b>Open centers</b> in the classroom such as art, literacy, science, manipulatives & puzzles, play dough, and sensory table.   |

9:15 – 10:15	<b>Climbing room opens</b> for large muscle activities, blocks and dramatic play. Alternately, wood working room or outdoor patio are available on a regular basis, often with special projects.
10:15	<b>Clean-up time</b>
10:30	<b>Group time</b>
11:00	<b>Snack time</b> for preschoolers, teachers, and parent volunteers. Bathroom time.
11:15	<b>Outside play</b> for large muscle activities, including slide, swings, blocks and sand. Occasional neighborhood walks.
12 noon	<b>Half-day preschool ends</b>
12 – 12:30	Parent volunteers clean up.
12:45 – 1:15	<b>Lunch time (brought from home)-</b> for extended day preschoolers and teacher. Washing hands and bathroom time.
1:15	<b>Story Time</b> whole group story time, literacy exploration and language development
1:45 – 2:45	<b>Quiet/Nap time-</b> preschoolers not needing nap time will engage in a quiet activity or craft.
2:45	<b>Craft/group activity/individual choice time-</b> depending on weather and season, preschoolers can use manipulatives, participate in gross motor activities and or work on a special craft or project.
3:00	<b>Preschool Plus ends</b>

### Supervision of Children

Children are supervised at all times. Three teachers and one parent volunteers are on duty during class hours for a class of 20 children to maintain a five-to-one ratio. As the children move from room to room, including to the bathroom and outdoors, caregivers are always aware of the whereabouts of the children and will move with them to maintain this ratio. Teachers are on site between the hours of 8:30 - 3:30. For extended day students, the ratio is one to seven.

### Behavior Guidance Practices

At Preschool, we think of discipline as instruction, training and correction which develops self control. We try to be:

- **Fair** by setting rules that are age appropriate and necessary for the safety and enjoyment of the group (i.e. no harm to self, others or preschool property),
- **Firm** by insisting that the limits be recognized consistently, and
- **Friendly** by expressing disappointment or disapproval concerning an action without expressing judgment of a child.

We use the following methods of guidance: redirection, communication, natural consequences, logical consequence, and reinforcement. Children are asked to keep others' bodies, feelings and property safe and free from harm. Physical restraint or containment of a child will only be applied by the child's parent or JCP teachers except in situations requiring immediate intervention by the nearest adult for the child's own safety or that of others.

If a child engages in out-of-control behavior, an adult caretaker will sit with or redirect the child to another activity until the child feels calmer and ready to try again. If out-of-control behaviour is chronic, a written plan will be developed with the child's parents to address the behavior issues. This plan may include a temporary break from preschool but suspension will be a last resort and only used in cases where a child's behavior is dangerous to others and staff feel unable to keep everyone safe. As mandated, staff will file suspected child abuse and neglect reports with the Child Protection Agency.

## Outdoor play

We believe it is important for children to spend some time each day out of doors and will go out daily unless the following unsafe weather conditions are present: temperature of 10 degrees Fahrenheit or lower, winds blowing 30 mph or greater, unsafe ice conditions on surface of play yard.

## Field Trips / Transportation

We enjoy exploring our community with the children. We occasionally take walking trips through the surrounding neighborhood, as well as field trips riding in private cars or on the city bus. Parents will be notified of dates, times and destinations prior to each trip and are welcome to join us whenever possible.

We sometimes rely on parents to provide transportation in private vehicles for our field trips. Each child must be seat belted in compliance with current state car seat laws. Parents are required to fill out the Field Trip Release form in order for your child to participate in these outings. In order to use your family car for preschool outings, you, your car and passengers must be insured and the Insurance Certification section of the Field Trip form must be signed.

## Clothing at Preschool

- Many of the preschool projects are wonderfully messy. You may want to dress your child in casual, washable clothing rather than party best.
- Each day, outdoor playtime is planned. Please have your child bring outdoor clothing (boots, hats, and, when appropriate, mittens, gloves and snowsuits) every day.
- Parents should provide a spare set of clothing (shirt, pants, underwear, socks) in a Ziploc bag labeled with their child's name to be kept at preschool in case of accidents.
- Please label all clothing, shoes and boots with your child's name.
- We like to encourage independence. For children who are not yet skilled in tying laces, shoes and boots that slip on or have Velcro closures are easiest for children to put on and take off by themselves.

## Attendance

### Attendance Sheet

State child care licensing requires the preschool to maintain child attendance records that reflect the time children are in our care. Children will be checked in and out via Brightwheel. State Licensing also requires that you notify us in writing when a child will be leaving preschool with someone other than a parent. Please let the teachers know carpool schedules and names of other people responsible for picking up your child or add them to Brightwheel.

### Absences

If a regular member plans to be absent (i.e. vacation), they are asked to provide advance notice of the dates for substitution. This allows parents of substitute children time to prepare for preschool both physically and emotionally well in advance of the day. Absences, vacations, and alternate pickup arrangements should be written on the white dry-erase board in the coat room. The sub coordinator will check this board regularly to plan for substitute children's attendance.

If your child is sick or not attending class for an unplanned reason, please call the Sub Coordinator as soon as possible so they can notify a substitute of an opening. Calling the same day of absence can mean a very rushed morning to get a sub child to preschool on time, so any advance notice is appreciated.

### Sick Children

Please do not send sick children to school. A child who has a fever over 100 degrees F, vomiting, diarrhea,

pink eye or an undiagnosed rash, or has been otherwise sick, should not return to preschool immediately. Doctors recommend 24 hours free of fever or other signs of sickness before resuming full activity. It is common for a child who has been sick to feel better in the morning, be free of fever, and insist that they are fine. Unfortunately, it often follows that the child's fever returns later in the day.

Parents will be contacted to pick up a child who appears to be ill. Until the parent arrives, the child will be provided a quiet area, away from activities with other children. In an emergency, if immediate attention is needed, 911 will be called. The staff will then contact the parents or others listed as emergency contacts on the child's medical release form.

All parents will be contacted promptly via a notice posted at preschool if a child in the class contracts a communicable disease (chicken pox, measles, lice, pinworms, etc.)

Teachers will not administer medication, except in response to an emergency allergic reaction.

## **Substitutes**

Substitute privileges provide an occasional opportunity for children to attend preschool who are not able to enroll as regular members because of full classes, or because their family is unable to participate fully in the cooperative.

- Substitute privileges are granted to children who meet all preschool enrollment requirements (see Enrollment Requirements and Procedures section). Priority is given to substitutes who were not able to enroll as regular members due to full classes and are on class waiting lists.
- Registration requirements are the same as for regularly enrolled children.
- A maximum of four substitutes may register for each class.
- The sub fee per class attended is paid directly to the preschool by the end of the month for all the days attended by the substitute. \$30/half-day and \$60/Preschool Plus day.
- Registration for a substitute membership is open until March 1 of each school year if space is available.

## **Closures**

If the Juneau School District closes for weather, preschool will also close. Radio stations will be notified to announce these closures. The preschool does not strictly follow the JSD calendar regarding in-service and conference closures. Consult the Preschool calendar regarding our conference and holiday dates. In the unlikely event that the Preschool Administrator and Administrative Designee(s) are all absent, the preschool will close, as required by State Child Care Licensing regulations.

## **Visiting**

Parents are welcome and encouraged to attend preschool with their child any time to share in preschool activities. You will meet the children your child talks about and learn much about your preschooler's independence at preschool.

## **Health & Safety**

### **Allergies**

If your child has any allergies (food or other), please note them on the form posted on the refrigerator door. All parents need to check this list before they bring snack. If your child has an allergy, teachers can help your child decide what to eat from the snack provided or you can send a special snack.

### **Fire Drills**

Each month teachers will lead the preschoolers in emergency evacuation drills, as required by state child care



licensing.

### **Firearms**

Firearms are prohibited on the preschool premises.

### **Non-Smoking**

The Juneau Co-op Preschool, as well as the entire Northern Light Church where the preschool is housed, is a non-smoking facility. Smoking is also prohibited on the preschool play yard as well as at preschool sponsored events.

### **Poisonous Plants**

The preschool does not keep poisonous plants on the premises. Any harmful plants brought in for observation (i.e. mushrooms) will be contained and displayed in such a manner as to be kept out of reach of children.

### **Animals**

Preschool usually has a guinea pig and goldfish on the premises as class pets, with occasional visits from other animals.

### **Television, Computers, and Video Games**

Electronic media are not used as learning activities at Juneau Community Preschool.

## **Parent Workdays – FAQ's**

**Who makes the schedule?** Parent workdays are scheduled prior to orientation and again in late December or early January. Class representatives schedule workdays, so please notify them of your scheduling constraints. Some workdays will include providing a healthy snack for the class.

**How many work days will our family have?** If the class is full, about 12 workdays/year for the MWF class, and 10 for the T/Th class.

**Who can work?** Parents are required to do at least 50% (1/2) of their workdays themselves (unless a consistent alternative is arranged such as a grandparent or close friend), after which they have the option to hire parent substitutes from their class, if any are interested. The parent background check form must be completed by each adult who will either act as a work parent or drive on field trips. (see Background Checks under Registration section.)

**What if I can't work on my scheduled day?** If you are unable to work on your day, you need to find another parent to trade days or take your place. Unless it is a trade, the usual payment is \$20 to the person who worked for you. If you are unsuccessful, you can contact your class representative for help, but it is not the class rep's responsibility to find a substitute for you.

### **What if I have an idea for an activity?**

Please share your special talents, resources, hobbies, interests, etc. Parents and teachers work together to provide a rich learning environment for the children. If you want to plan a special project, please talk it over with the teacher in advance. There are many activities you can do with a small group of children, such as baking (ovens are available), presenting an art project, playing a musical instrument, teaching a song, or

sharing your hobby. While we like to plan ahead, we also realize that wonderful activities sometimes occur spontaneously.

## **Parent Workdays: Before You Arrive**

### **Snacks**

Check your copy of the volunteer schedule to see if it is your day to volunteer or bring snack. The snack parent is responsible for supplying snack for 24 people on that day. Pitchers, cups, plates and napkins are provided by the preschool. You should bring a snack that is fully prepared, unless prior arrangements are made with teachers for child participation in making a snack item.

Because we know that children benefit from healthy, natural snacks, we ask parents to keep these suggestions in mind when preparing to bring snack to preschool:

- Snacks should be simple and nutritionally sound.
- It is a snack, not lunch, so 2 or 3 items are sufficient
- Please be sensitive to the fact that many parents limit their child's intake of sweets.
- A child will have an opportunity to choose if you bring complementary foods, such as raisins with carrot sticks or cheese with apples.
- **Allergies** - Some children in the class may have food allergies. Be sure to check the allergy list posted on the refrigerator door in the snack room before bringing snack.

Snack at preschool can be a wonderful time to share and taste new foods. You are welcome to bring something out of the ordinary, an ethnic food, or a family favorite. However, please remember that not all children enjoy new foods - those children appreciate finding a basic food also included at snack.

Cooking is great science, and we welcome your support in this area. We love it when the children can help prepare the snack at preschool. Children love to mix and bake things, and there are many cooking experiences of the non-bake variety. Preschoolers are capable of pouring, scrubbing vegetables, spreading with knives, rolling balls of food, peeling, cutting, grinding, beating with an eggbeater, grating, etc. Bring us your ideas ahead of time and let's make them happen. When teachers are planning a cooking project, we will let the snack parent know ahead of time, too.

### **Cell Phones**

Your full attention is needed when you are a scheduled volunteer at preschool. Cell phones should be put away and not used, except in the case of an emergency.

### **Dress for the Weather**

All adults will need to accompany the children outside for playtime and on field trips.

### **Younger Siblings**

Please arrange for child care for your younger children on your workdays. It is often convenient to trade child care with other preschool parents. Toddlers are not covered by our insurance policy, and you will be much too busy to give your toddler the attention s/he needs. Babies younger than six months may be brought in a carrier which leaves the adult volunteer's hands free to work with preschoolers.

### **Other children**

It is best to avoid bringing a carpool of children on your workday. Setting up and after cleaning up may be difficult with many children about.

## **Parent Workdays: Daily Schedule**

### 8:30 am ARRIVAL

- Workdays require that you arrive by 8:30 am. It takes time to set up the school and go over the daily schedule. Prompt arrival ensures that we will be ready when the children come to preschool.
- Teachers will meet with you to go over the schedule so that we can discuss where you would like to work and clear up any questions you may have at this time. The teachers will also discuss problems that may come up and how to deal with them.
- Both parent volunteers should refer to the specific task checklist posted on the wall near the kitchen sink at the beginning and end of their workdays.
- Snack parent should do the majority of snack prep before children arrive to avoid a rush at snack time. We serve family style, so 4 sets of serving dishes should be prepared. Your preschooler can help you with dividing plates and cups into 5 place settings and partially filling pitchers with water for each of the 4 tables. Use top of blue kitchen shelves and refrigerator for storing food until snack time.

### 9:00 PRESCHOOL BEGINS

#### General Guidelines

- One teacher is stationed in the coat room to greet children and one teacher and the two parent volunteers are in the classroom for the first 15 minutes of the morning.
- Observe the children. A shy child may want to just look around before participating in an activity. Respect his/her decision not to join in right away.
- The children need your attention and guidance. Limit your conversations with other adults.
- Cell phones should be put away and not used, except in the case of an emergency.
- Remember that minimum adult help assures maximum child growth. Allow the child to work at his/her own pace and level.
- Give choices when appropriate.
- Allow the children to learn by experience. Expect errors in judgment. Encourage children to try out their ideas, even if you know what the outcome will be.
- Suggest what to do, using positive phrases and avoiding negatives.
- Take notice of children's efforts and 'first-time' accomplishments.
- When conflicts arise, safety is the priority. When possible, wait to see if the children can work it out together.
- Make sure limits are clearly defined (e.g. "Sand is for playing with") If you don't know the 'limits' or rules, ask teachers. Give suggestions to children to help them problem-solve.
- Give verbal alerts to children about transitions (e.g. "We have five minutes before clean up time"). Suggest ways that children could wrap up their play or projects.
- Let teachers know if interest was strong enough to warrant extending an activity theme.

### 9:15 CLIMBING ROOM OPENS

#### Climbing Room Guidelines

- Close supervision is needed.
- Make sure mats are positioned under the ladder, slide and climbers. Position yourself in close proximity to higher risk activities. Allow children to find their own comfort level with risk taking.
- Double check latches on equipment.
- Leave clear paths around slide and climber for children to walk around.
- Make lists of children if more than a few kids want to have a turn swinging or on other one-at-a-time activities.
- Check in with the teacher when you need to leave the room. Never leave the children unattended.

### 10:15 CLEAN-UP

- Encourage all children to participate, even if in very small ways, but don't get into a power struggle.
- Suggest very specific job: "Can you be in charge of putting hats away?"
- Rely on their expertise: "Where do the wild animals go?"

- Make it fun: “Let’s drive these trucks back to the garage.”

#### 10:45 GROUP TIME

- Parents can read books to individuals or small groups of children who are finished with clean-up. Children will often bring you their selected books, but you can also choose one that you want to read. If you have a big group, remind them that there may not be time to read everyone’s book selections.
- We need both volunteer parents at group, though the parent in charge of snack may finish any remaining snack prep before joining group. Please do not actually put the food on tables until we excuse children to wash hands since it can be difficult for a story to compete with snack!
- It is important that all children participate in some way during group time. Encourage children to sit and join the group.
- Help children pay attention to the teacher’s cues. Assist children who are inattentive or become disruptive. A lap is a wonderful place for a wanderer to rest.
- As children are excused from group, assist them at sinks with washing hands.

#### 11:00 SNACK TIME

- Snack time is a time for learning and sharing. After children have washed their hands, they can help the snack parent by setting tables with cups, food, etc. Try to save jobs that are good for preschoolers to do.
- Children do not need to wait until all are seated to begin, but it is good to help with portion control.
- Children are encouraged to pour their own drinks. If a spill occurs, children should help with the clean up.
- One adult should be seated at each table to achieve a family-style snack experience. Talk with the children at your table. Some guidance may be helpful for appropriate conversation topics. They will follow your lead.
- Please encourage each child to clear his/her own snack spot.
- Parent volunteers should save larger clean up jobs for the end of preschool (washing dishes, vacuuming, paint brush cleaning). All adults are needed to help children transition through the bathroom, coatroom and outdoors.

#### BATHROOM

- A teacher will accompany any children who need to use the bathroom.
- If they haven’t already used the bathroom at preschool that day, all children are encouraged to try.
- Help engage children waiting for the bathroom (i.e. stacking chairs, clearing tables)
- When children finish snack and/or return from the bathroom, a teacher and one parent volunteer will accompany the first group to the coat room. The second group will follow after the first has gone outside.

#### 11:15 COAT ROOM / OUTSIDE PLAY

- Both working parent volunteers will be needed outside to help supervise children on the play yard.
- Supervise children getting their coats, boots, etc. in the coat room. Support the children in dressing themselves as much as possible. Help them focus on what needs to be done. Assist only when necessary.
- When children are ready, a teacher and parent volunteer will lead the group outside to the play areas.
- Offer guidance crossing alley, asking children to stop and look both ways before crossing.
- In the play yard, stay alert and positioned so that you can observe what children are doing.
- Be aware of things that affect safety (broken equipment, exposed nails, ice, etc.)
- Set limits clearly, positively, and consistently. Suggest alternative activities when problems arise.
- Assist children in resolving their own conflicts whenever possible.
- Stay outside until preschool is over or until parents begin to arrive for pick-up. Teachers will let you know when it is okay to go inside for clean up.

12 Noon

CLEAN-UP

- Review clean-up checklist in kitchen area and divide tasks between parent volunteers.
- Parents are encouraged to bring lunch for their child to enjoy while they finish clean up.