

# **LCDS Preschool & Kindergarten**

## **PM Parent Helper Duties**





# Welcome to LCDS Preschool & Kindergarten!!

Thank you for joining us today as our parent helper!!

This is a special day for your child, they love having the adults in their lives come and share their learning with them. Please enjoy these moments as the time goes by quickly and before you know it they will be grown. We enjoy having you here and appreciate all of the assistance you provide while in the classroom.

Please feel free to take photos while you are in the classroom; please take candid photos so you do not interrupt the learning activities. We would love it if you shared your photos with us; please remember to send them to the Yearbook Coordinators to use for the Student yearbooks.

Please remember, if you are posting photos to Social Media sites, you can post your own child wherever you like, but if the photo has other children in it, you need to get permission from those parents before posting or block out their faces.



## PM Parent Helper Duties



### Arrival: 1:00 pm

- Please have your snack ingredients checked by the office for any allergens or food restrictions.
- Please turn your cell phones off or to vibrate. If you need to take a call, please go into the hallway to do that.

### Preparation: 1:00-1:50 pm

- The Teacher or Educational Assistant will let you know what they are doing in class today and what they will need you to assist with.
- The dishwasher will be turned on when you arrive. The instructions are on the door of the dishwasher for its use.
- The cleaning solutions will be prepared for you already. If you need to make a new soap & water solution or a new bleach solution for disinfecting the tables. Use the measurements on the bottles/bucket or have a look at the instructions on the backsplash
- Please wipe down the kitchen counters with the soap & water solution, wipe with a white kitchen cloth; Spray again with the Bleach solution, wipe with a white kitchen cloth.
- Record the items you have brought for snack on the PM Snack Calendar on the fridge.

**Preparation:**  
**1:00-1:50 pm**

- Please wash your hands with soap and water before you begin preparing the snack items. Please use the food preparation gloves for preparing the food items.
- Please see the list of cautionary foods posted on the cupboards for special preparations if needed and make sure you use the appropriate cutting board for the foods you are preparing.
- Please prepare any foods that will be different for children with allergies first to ensure there is no cross contamination. Put all the prepared food onto serving trays and cover with plastic wrap. Store in the refrigerator until the children depart for the washroom. Snack items can now be plated for serving.
- All children with allergies will have a separate plate and their allergy card will be placed underneath their plate.
- All snack will be served on individual plates. Portion out the food items on the plate, 2-3 carrots, 2-3 cucumbers a few crackers, etc. Please remember it is a snack not a meal.
- Check for any leftover juice or milk in the fridge, we will use this up first before opening the new beverage you have brought.
- If you have finished preparing your snack items, let the educational staff know and they will have some cleaning jobs or craft preparations for you to do.

**Clean Snack  
Tables:  
1:25 pm**

- At approximately 1:25 pm, the teacher will give the transition signal for tidy up time.
- Once the children have tidied up the activities on the snack tables, please wipe the tables using a white kitchen cloth, the soap & water solution and then the bleach solution.



**Circle Time:  
1:30 - 1:50 pm**

- The teacher will take attendance and will let the children know what they will be doing in class today. The teacher will introduce you to the class.

**Washroom  
Break &  
Snack  
1:50pm-  
2:15 pm  
Library &  
Story time,  
Learning  
Activity  
2:15pm-  
3:00 pm**

- When circle time is finished, the students will line up to go out to the washroom.
- They will return and seat themselves at the snack tables.
- The staff will serve the snack to the children to ensure the children with allergies receive the correct snack.
- The children will go to the carpeted area for library time; they will share books with their friends and staff members.
- Please sweep under the snack tables. The broom and dust pan is beside the refrigerator.
- Please wipe the snack tables and ask if there is any preparation needed for the large group project. We may need the craft mats put out on the table. If you are done you may begin cleaning up the dishes you have used. If disposable dishes were used for the children, please throw them away with the leftovers, drain liquids in the sink before throwing away.
- If regular dishes and cups have been used, please rinse them before washing in the

dishwasher, especially if dip was used.

- Follow the directions on the front of the dishwasher.
- Please **DO NOT** turn on the dishwasher until **3:00 pm** as it is loud and will disrupt the story time.
- Please check the garbage, empty if needed and replace with a new garbage bag.
- Please go to the ladies washroom and check to see that it is tidy. Please use a colored rag and give the counter a wipe if there is water splashed on them, check to see that all of the toilets have been flushed and there is no debris left on the floor. (Dad's ask one of the Teachers to check the Ladies washroom for you). **ON FRIDAY** – please wipe the LCDS Stools and stack them in the far corner of the washroom under the baby changing area.

**Free Play**  
**3:00 - 3:15 pm**

**Clean -up**  
**3:20 pm**  
**Closing Circle**  
**3:25 - 3:30 pm**  
**3:30-**  
**3:45 pm**

- The Teacher may need assistance with the group learning activity; she will let you know if they need you to help. You may continue tidying up, or if you are done tidying the staff will have some extra jobs that need to be done.
- When the children are finished at the group project tables, you can wash the craft mats with a colored rag and soap and water. Let dry before folding up and putting away.
- Please sweep the kitchen area.
- The children will do a final tidy up of the classroom.
- Please sweep under the snack tables and the writing/art center.
- The children will meet on the carpet and finish talking about all of the important things they learned today.
- The Teachers will take the children to the hallway to get dressed and dismiss the children to their parents. During this time you will have about 15 minutes to finish up the remaining items: (Please use the bucket of bleach, soap & water solution to wipe)

**Good-bye**  
**3:45 pm**

- Please wipe the tops of the chairs where the children touch them to push them into the table. **ON FRIDAY – please put the children's chairs up on the tables.**
- Please run any toys the staff need for the afternoon through the dishwasher.
- Please wipe any large toys on the floor area and furnishings/white shelf in the play house.
- Please wipe all table surfaces and tops of room shelves.
- Please wipe the door handles on the main door.
- Please wipe the light switches in the classroom washrooms.
- Please take home any left over snack.
- Please take any garbage and leave it by the office door; if you have time ask for the key to the garbage bin and take it out.
- Thank you for all of your hard work today!! We really do appreciate it!!

