

# PG PreSchool: Guide to Working at School

## Daily Schedule

8:45	Arrival	12:45
9:00	First Circle	1:00
9:30	Small Groups	1:30
9:45	Open Time	1:45
10:45	Clean Up Time	2:45
	Wash Up	
	Snack	
	Circle Time	
11:30	Going Home	3:30

### ARRIVAL:

1. It is important that you arrive promptly at 8:45/12:45 on your workday. We will meet for a few minutes before the other children arrive to share plans for the day, discuss any ideas or questions, and prepare materials for small groups. This way there will be a staff ready when the day begins.
2. As the children arrive we will greet them, help them hang up their coats and put things in their cubbies.
3. Check the work sheet for your job assignment-check card activity list for ideas.
4. Visit with the children, welcome them, engage in short term activities until circle.

### FIRST CIRCLE:

Daily coordinator (#4 Person) should join us for first circle. Others may be setting up their activity for after circle and open time. If your project is ready, you may join us or relax a bit. ***Please do not bring coffee, food, water, etc. to circle.***

### SMALL GROUPS:

Art/Craft Person, Outside Person, and Floater will have a small group. We will start slowly but be in full swing by late September. These will be areas where activities will be available for children to participate in throughout the day (after circle to clean up time). When you are outside person, your activity will probably be shorter in length of time so that you are then able to supervise outside play. The daily coordinator or second outside person will see if you need help.

### OPEN TIME:

1. Kitchen Person
  - a. Check to see if the snack is preplanned. If not, “do your own thing” just keep it simple. Please remember that ***this is only a snack***, not lunch.
  - b. If snack preparation is lengthy, go ahead and begin at this time. You will need to keep an eye and ear on the bathrooms, book room and help with first aid if needed.
  - c. Help children with hand washing and going to the bathroom. You are responsible for this area.

- d. If snack preparation is simple, you do not need to start until later. Usually, AM class eats at 10:30, PM class has snack after clean up time. There are always household chores to do. Check the five minute job list.
  1. All tables must be washed before the snack—please use clean rags and a water/bleach combination.
  2. As children are washing, place appropriate number of cups with napkins inside on the low counter in the kitchen area. If spoons or forks are needed for the snack, they may also go inside the cup with the napkin.
  3. When all the children are seated and one adult is at each table, we will sing our snack song, after we have finished ***please bring the drink and snack to each ADULT seated at the table.***
- e. After snack, kitchen and craft persons will wash tables, clean up the kitchen (wash dishes or put them in the dishwasher, wipe off counters, stove top, and refrigerator). **Be sure to turn on the dishwasher so dishes are clean for the next class.**

## 2. Craft Person

- a. Craft should be pretty well planned and set up.
- b. The primary purpose of craft is the experience of doing it. The process is important, much more important than the product. Children should do their own art or craft. Help with cutting, etc. when they need help. Do not do it for them. Always be encouraging, complimentary, and positive. This is a time when you can talk and work with them one on one. There is a list of names on the cabinet in the craft area. **Use this to insure proper spelling of names. Please check it often.** If duplicate names are in the classes, please write the first and last name on the project to insure that the proper owner gets his/her project.
- c. Ask the child where he or she would like his/her name to be printed on the project. Use uppercase and lowercase letters, i.e., Joe. This helps them recognize their name and learn the letters. Encourage and assist them in printing their own name but do not pressure them. Name the letters as you print them.
- d. Ask the coordinator for help if you need it.
- e. Invite everyone to do the craft: use the positive approach. “It’s time to do our craft now.” Or “I see that you’re busy now so I’ll be back in a few minutes then we can start your craft project.” If the child refuses to participate in the craft project, that’s fine. He or she may be working on other areas of development. It is important that every child be given the opportunity to do the craft but we don’t demand that he or she does it.
- f. At clean up time, help children clean up then the help kitchen person set up for the snack. During snack you may need to help serve the snack or you may be cleaning up from craft. It will depend upon the situation. We all try to help one another to keep things running smoothly.

## 3. Outside Person

- a. Unlock the bike shed, take out bikes and scooters. Take out the sand toy box from the barn and prop open the door for access for the children. Take the tarp off the sandbox.  
Check outside for safety.
- b. When circle bell rings, help children come in for first circle. Set up your small group activity while we do circle. If it is already set up, you are welcome to join circle.  
Supervise your small group activity. As it winds down and other children start to come outside, you will need to begin supervising outside play areas.
- c. ***Wheel toys are only ridden on the area around the large play structure.***  
The exceptions are small tricycles and Little Tyke vehicles.
- d. With adult supervision, flowers may be cut (not pulled).

- e. Give a five-minute warning before clean up time. When time to clean up, HELP the children rather than cleaning up for them. When a child has done his/her share, give him/her a clean up sticker and send him/her inside to wash up for snack.
- f. Please empty sand from toys before putting them away in the toy bin. Bikes and scooters should be put away inside the shed. Please be sure things are tidy and accessible for the next class, lock the barn and bike shed. The afternoon class needs to cover the sand box.
- g. During snack help children pour their own drink. When this seems accomplished, you may begin to pass the snack. You will need to tell the children how many of each thing they may have, i.e., two crackers, three slices of fruit, etc. As with everything here, the process is our primary objective. The children need to be sitting in chairs and the food passed to them—not leaning over the table and reaching for food. In an effort to help prevent transmission of illnesses, it may be best for you to serve the snack to them individually. Sit with the children during the snack. Engage in conversation with them. You might want to ask them about their day or . . . ? We hope to create a calm atmosphere for sharing food and conversation.

#### 4. Co-Ordinator

- a. Join us at first circle.
- b. After small group you will assist “helpers” in feeding the pets, and watering the garden as needed. Afterwards, please check with other parent teachers to see if they need any help. It will be your responsibility to help keep things going during the day. You may see a child who needs encouragement engaging in activities, things that need to be put away, etc. If in doubt, ask.
- c. Check helping hands to see if there are any “helpful things to do”. Check five minute jobs list.
- d. When it is clean up time, take stickers to other parent teachers so they can give clean up stickers right after children have cleaned up. As you see children finish, help them to the bathroom to start hand washing. Squirt soap and supervise bathrooms. We want to avoid children having to wait in line. We’d like them to be able to wash up and sit down for snack as they finish helping with clean up.
- e. Sit at a table during the snack. Follow same procedure as you did when you were outside person.
- f. After snack clean bathrooms while the rest of us are at second circle. There are rags, brushes and rubber gloves under the back sink next to the hot water heater.  
***Sanitize drinking fountain, door knobs, etc. with bleach and water.***
- g. It is your job to keep co-workers on track and help them where needed. Please be sure everyone has completed their responsibilities before leaving for the day.

#### 5. Outside

You will do much the same job as you did as Outside Person #3 except you will be able to be a little more flexible. If there are not many children outside you may do activities in the classroom or take a group on a walk, etc. You will have an outside science group.