

3. Parents' Role on their Participation Day

The following checklist is based on the 4's duty schedule; however the 3's duty schedule would be very similar.

8:50am INSIDE	Clean bathrooms, caddy in far right cabinet Set out soap/towel tubs	
	Bleach/wash 3 snack tables	
	Fill 3 water jugs	
9am OUTSIDE	Unlock shed	
	Carabineers on gate latches	
	Scan yard, initial on clipboard	
	Pylon off play area	
	Pull out toys, set up hand-wash picnic table	
	Sandbox, uncover	
	Wash hands at picnic table	
9:15 on DUTY outside	Monitor climber & green space area	
9:45 am	Tidy outside area. Transition inside, help children in cubby area	
9:50-10 circle time	Set water jugs on tables, pull out placemats	
10am – 10:05	Hand washing. Line up, squirt hands with soap, and sing ABC song. Rinse 2 at a time.	
10:05 – 10:20	Enjoy Snack time	
10:20 – 11:20 free play	Clean up tables, bleach, wash placemats - allow to dry before stacking. File dry artwork. Monitor children in free play .	
11:20 – 11:30	Wash paint brushes, close paint pots. Wash paint off easel and cover. Empty wash bin	
11:30 – 11:35	Help children clean up /put toys away. Large blocks and dramatic play area.	
11:35-11:40	Join for quiet reading time	

11:40-12 circle time	Re-wash tables with bleach solution, put jugs out for lunch, pull out placemats	
12 – 12:05	Hand washing. Line up, squirt hands with soap, sing ABC song. Rinse 2 at a time.	
12:05-12:30	Assist children and enjoy LUNCH	
12:30 – 12:45 circle time	Clean up tables, bleach, and wash placemats. Allow to dry before stacking. Wash water jugs in warm, soapy water then dry and put away. Start sweeping	
12:45-1:15	Assist in cubby area to transition children outside. Duty parent is the last out. Help monitor in yard until a parent can relieve you.	
	Then complete clean-up:	
	• sweep floors and vacuum carpet	
	• Dry placemats returned to cabinet	
	• Dirty laundry in bin	
	• Take out garbage, recycling, compost, water bucket. Wash out buckets if need be.	
	• Tubs restocked and put away (see pictures for placement)	

When you are on a Participation (Duty) Day

Punctuality is of prime importance. Please arrive 25 minutes before class begins to assist in preparing the classroom and the outside play area. Plan to remain afterwards to fully clean up and discuss aspects of the program and your child with the E.C.E..

Arrange to have other children cared for by a reliable person so you can relax and enjoy yourself and your child. Many parents exchange baby-sitting on duty days so there is no cost involved.

If the duty day assigned to you is inconvenient, it is **your** responsibility to trade days with another parent and to mark the change on the Duty Schedule posted on the bulletin board and on our website. If a sudden illness or emergency does not give you time to arrange an exchange, it is **your** responsibility to obtain a replacement. You can contact an Emergency Duty Parent for your class and then arrange to do a duty day for them in repayment.

The day you are on duty is special for your child. Try to show your child special attention without detracting significantly from the others. Your child's behavior may change when you are on duty. For instance they may cling, hit or bite another child, refuse to take or give turns or cry a lot. Be reassuring. Help your child feel secure but make it clear that you also have work to do. The E.C.E. may have some helpful tips as a professional, unbiased observer. Keep calm. If you are upset, your child will be too. It can be difficult for children to share their parents on the first few days of duty but it will become easier each time.

Note: For legal reasons, at least one Duty Person must stay until all children have been picked up.

Bathroom Procedure Policy

(Note: This applies to all duty persons, male and female.)

Our preschool policy on bathroom care is that duty persons will willingly assist children with clothing and hand washing. Personal body care is the child's responsibility, so practice this at home to assist your child to be independent and comfortable in this situation. Duty parents will assist children outside of the cubicles only.

Personal body care will be given **only** in situations where a child is ill, or under other extenuating circumstances, and obviously needs assistance. It is recommended that duty persons use rubber gloves which are stored in the first aid kit in the E.C.E. cupboard.

Non-Duty Days

Dropping Off

When you are not on duty, please do not bring your child to preschool until 9:15 A.M. The duty parents need this time to ensure that preschool is set up completely. If you arrive early, please feel free to assist with the outside set up until 9:15.

If anyone else will be picking your child up that day, please let E.C.E. know and write it in the daily book on E.C.E.'s cupboard.

Picking Up

Once you arrive at the preschool and have made contact with your child, you, and not the duty parents, are then responsible for your child's safety. Please be sure that you are familiar with our safety guidelines, especially those regarding the parking lot (see Parking Lot Safety).

Your Role as Assistant to the Supervisor/E.C.E.

Assisting the E.C.E. is more than just being at the school on required days. It is more than performing routine duties and keeping children out of danger. Your presence is important to your child and may also be important to some other child.

Parents understand that the Supervisor/E.C.E. is in charge of the classroom and parents take direction from her. If it is not immediately obvious to you where you might be useful, the Supervisor/E.C.E. will suggest what to do. Times may arise when there will be no specific duties to be taken care of—use such opportunities to observe all the children.

You will be expected to give your full attention to the children and try to give every child a fair share of your attentiveness. Give each child the respect and consideration that you would accord a friend. Be constantly on the alert for situations where you can help and save chatting to other parents until the end of class.

Learn the children's names as quickly as possible. Spelling is important and the picture charts will help. Take time to gain some insight into each personality. Although the children in the group are approximately the same age, they are not all at the same stage of development and each may respond to you in a different way. If you experience any difficulties with the children, discuss them with the Supervisor/E.C.E. when the children have gone. Avoid talking about the children in front of them.

You will see many amusing things but don't laugh! Children are very sensitive; you may laugh with them, but never at them.

During an organized group activity (i.e. during a story or song) it is the Supervisor/E.C.E.'s responsibility to stimulate interest so that the children enjoy participating. A child need not join this group unless he wishes. An assisting parent should see that he is quietly occupied with something else, even just observing.

If a child comes to you for assistance, be friendly and help only as much as is necessary. Demonstrate how to manipulate and work with materials but not how to create. Please **do not model art work for the children to copy**. Let the child's own ideas and imagination have free rein. Remember it is the **process not the product** that is important to the children.

If you have a particular talent or hobby that you would like to share with the children, bring it to the classroom too. The Supervisor/E.C.E. welcomes new ideas. If you do not understand the reason for some aspect of the program, ask the Supervisor/E.C.E. She is always ready to explain or to answer any questions.

Finally, don't expect too much. Preschool is a stage for both child and parent to learn. Each child has his own rate of development. You can't hurry the growth process. Preschool is a time when your child gets a chance and the help to work out his relationships with other children.

Guidance Policy

Guidance and discipline are integral parts of the preschool program, whose aims are to provide a safe and healthy learning environment for children.

Children in co-operative preschool programs are encouraged to become self-disciplined as they learn appropriate and acceptable ways to treat themselves, others and their environment.

E.C.E.s are expected to be effective role models for parents, providing them with ongoing communication and feedback as discipline issues arise. The E.C.E. is responsible for the program, the set-up of the classroom and the overall discipline.

The E.C.E. and parents in co-operative preschools are both expected to:

- Be caring and respectful to all children, using appropriate verbal and physical interaction. Guidance strategies will focus on the child's behavior rather than the child.
- Provide clear, consistent limits.
- Use verbal direction and redirection for guidance, stating expectations in a positive fashion and allowing the children time to respond.
- Recognize and encourage positive behaviors in the program.
- Validate children's feelings.
- Encourage children to use adults as a resource when having difficulty.
- Supervise children at all times.

Where the parent participant is unsure about this guide, the E.C.E. should be consulted.

Co-operative preschools adhere to the Ministry of Health handbook, *Guidance and Discipline with Young Children*.

Behavior Management Techniques Used in the Classroom

Like their parents, preschoolers have good and bad days and sometimes go out of bounds. We should expect a great deal of “spilling over” of feelings, particularly in the early months. Remember that they are here to learn what is acceptable behavior and our role is to help them.

Your voice is one of your most useful teaching tools. Use a tone and words that will help the child feel confident and reassured. We do have limits to permissiveness. They are necessary not only for the physical safety of the child, but for his sense of security.

There are three basic guidelines we follow for safe play:

1. Consideration of others.
2. Safety.
3. Care of property.

These are firm rules to be enforced:

- No hitting or fighting.
- No throwing sand.
- No running in the classroom.
- No leaving the designated outdoor play area.

At other times an adult must intervene firmly, particularly in situations of:

- Continued disagreement.
- Lack of constructive occupations.
- Excited social play (loud voices, wild dashing about).
- Interference or destruction on the part of one child towards another.

The two methods of approaching behavior management we use are:

1. Accentuate the positive. For example, say, "Walk, John" rather than "Don't run, John"; "Hold on tightly" rather than "Be careful" (too much use of "Be careful" makes children afraid to use their bodies); "Thank you for sharing" and "Good listening!"
2. Establish curbs and limits. See the Classroom Rules Chart on the wall for guidance and use terms like, "I can't let you jump from the chair" or "I can't let you run inside."

There are three steps to effectively channel behavior or provide an alternative:

1. Suggest a child try another area, "It's time for you to choose another activity now."
2. Limit the choice to two quieter activities, playdough or books.
3. Let the child try the original activity fairly soon, and physically stay nearby to help them settle in successfully.

The Supervisor/E.C.E. is nearby if you feel a situation is getting out of hand or if you feel uncomfortable in any situation.

Caregivers Information Sheet

Please pass this information to all caregivers (fathers, baby-sitters, nannies, relatives or friends) who transport your children to and from school. This will keep your children **safe** and our preschool running smoothly.

- **Parking Lot Safety.** Please park cars in parking spaces, well away from the school entrance and exit to leave a clear open space in which children can be seen easily as they move in and out.
- **Enter and Exit** preschool with your child rather than having your child run ahead. If you are involved in discussion in the parking lot, see that your child is seated safely in the car with the doors closed.
- **Opening Time for Preschool is 9:15 a.m.** Please do not bring children earlier in order to give the E.C.E. and Parent Assistants time to set up the classroom and to be ready to greet your child and settle them in for the morning. Please help us get off to a good start for the day. Duty Parents are reminded to be on time—9:00 A.M. at the latest.
- **Insufficient Parent Help.** An emergency situation may arise where we cannot find the required two parents to do duty. Caregivers will be required to wait at the preschool with the child until two parents have agreed to do duty or the

decision is made for the preschool to be closed for the day. You may choose to take the child home immediately.

- **Assisting Children to Locate Artwork, Lunch Kits and Clothing.** The children always bring lunch kits and sometimes jackets. They also have the opportunity to do painting, gluing and drawing artwork every preschool day. If they have spent time on an activity like this, it is very important to them that it goes home for their families to see and enjoy. Please assist children to locate their artwork (always check the name on it carefully), lunch kits and clothing before going home each day. The consistency of this routine is very valuable for your child.