

What to Expect on a Duty Day

When you arrive in the morning:

Outside:

1. Wash hands
2. Set up fence (only Mondays and after a holiday)
3. Scan yard and sign sheet
4. Set out toys

Inside:

1. Clean bathrooms
2. Wash tables with bleach water
3. File dry artwork
4. Assist the ECEs in setting up additional areas (i.e. Play dough table, etc...)

Once Class Starts:

1. Move around the room and interact with the children.
2. Assist at the various tables (art, puzzle, play dough, etc...)
3. Assist the children with cleanup, then please wash the round tables with bleach solution, and bring water from fridge, and placemats to tables in preparation for snack
4. Join us for circle time
5. At the start of transition head to the bathroom and assist the children in washing their hands
6. Please bring a snack/lunch and sit down to eat with the children
7. When it is time to go back outside, please assist the children in dressing for outdoors, and then join us outside
8. The outside area can be divided into three zones for watching. Between the 2 ECEs and the duty parent we can monitor all of the children in all of the areas
9. Just before school ends we will do outside cleanup. Please remain outside and assist in putting the toys back into the
10. Please help ensure that ALL of the children leave with their adult (NO ONE goes outside without their adult!!!!)

Clean Up After Preschool:

The preschool needs:

1. Snack tables washed with bleach solution
2. To be swept
3. To be vacuumed (carpets)
4. Floors washed (on Fridays only)
5. Bathroom/kitchen tubs restocked and put away
6. Art supplies put away
7. Dirty rags put into large dirty bin
8. Recycling, garbage and compost taken out