

Glendale Community PRESCHOOL

Classroom Volunteer Summary of Duties and Responsibilities Information Form #3

Your role as a Classroom Volunteer is to assist the teacher(s), interact with the children, prepare/serve a snack and clean-up. Your volunteer schedule will be emailed to you and a hard copy will be posted on the wall in the mudroom. Generally, you can expect to volunteer in the class once every 6-8 weeks if your child is registered for Tues/Thurs (2AM or 2 PM) classes; or once every 4-6 weeks if your child is registered for the Mon/Wed/Fri (3AM or 3 PM) classes. You are responsible to find a replacement if you are unable to make your scheduled day. You can obtain contact information for the families registered in your child's class by contacting your Classroom Volunteer Coordinator.

YOUR VOLUNTEER DAY

1. **Arrive 15 minutes prior to class time.** If you are running late, please call the classroom (246-5015) and let the teacher(s) know you are on the way. We need an adult volunteer at all times or the class will be cancelled. Be prepared to **stay 10-20 minutes after the end of the class for clean-up.**
2. As soon as you arrive, you need to:
 - a. Sign-in your own child and any siblings (maximum of 2).
 - i. Please note that if you have other children with you, your priority needs to be to support the teacher(s) and the entire class. If it is suitable, the teacher will include your children in the classroom activities.
 - b. Record your snack item on the class menu posted on the bulletin board.
 - i. Place your snack in the small fridge in the preschool mudroom or in a sealed container on the main kitchen counter.
Please note that NO items are to be placed in the large fridge in the main kitchen.
 - ii. Reference the handouts that outline snack ideas and nut free choices.
 - c. Check in with the teacher(s) to let her know you have arrived.

DURING CLASS:

1. Your **first priority** is to be available to the Teacher(s) for assistance and your **second priority** is to interact with and assist the children.
2. Help teachers with daily activities (ie. arts and crafts) and the clean up associated with these activities.
3. Clean up spilled sand from sand table and/or mop spilled water from the water table.
4. **Bathroom Use:** Alert a teacher when a child needs to use the toilet. Volunteers are not to be alone with any of the children.
5. Wash down tables before and after snack with bleach/water solution. (Spray Bottle Mix: 1 ½ tsp bleach + 500 ml cool water)
6. Set-up snack you provided and pour water for drinking while the children are with teachers during hand washing/bathroom time.
 - a. There are reusable plastic cups/plates for serving water and snack in an upper cupboard to the left of the sink in the main kitchen.
Your child can help you serve the snack.
7. Volunteers are not to assist kids with bathroom use. If a child needs assistance to use the bathroom, please notify a teacher.
8. Accompany the class for gym and outdoor activities to maintain the adult: child required ratios.
9. Tidy the room at the end of the class so it is ready for the next class

AFTER CLASS OR DURING CIRCLE/GYM TIME:

1. Wash dishes after snack. There is a dishwasher in the kitchen. Run the dishwasher through 2-3 times empty to bring it up to temperature. Add 1 ounce of dishwasher machine detergent into the bottom of the dishwasher. The detergent is in the lower cupboard to the left of the dishwasher. This can be done during circle time or after class.
2. Sweep the floors in both the classroom and the boot room (The broom is located in the preschool storage cupboard to the left of the bathroom).
3. Vacuum carpets and mats in the preschool and the mudroom (The vacuum is stored in the preschool storage cupboard to the left of the bathroom).
4. Mop floors. The AM person should fill the bucket with water & cleaning solution and the PM person should empty the bucket in the janitor's room across from the kitchen. The fill area is in the custodial room outside of the Hall's women's washrooms. Return the preschool mop/bucket to the preschool cupboard. (Mop Bucket Mix: ¼ cup mop solution + water to fill level-just below bottom of mop ringer)
5. Wipe down sinks, toilet, etc. with the bleach/water solution spray bottle. Hang up your wet wash cloth over the edge of the dirty clothing hamper in the preschool bathroom.

***Please note that each day will include different activities and you may be asked to do things that are not listed.
Use this as a guideline, but look to the teaching staff for further direction.***

Questions about your volunteer schedule and snack provisions? Ask your Classroom Volunteer Coordinator.

Last Revised December 2011