

GLENDALE COMMUNITY NURSERY SCHOOL
CLASSROOM VOLUNTEER
SUMMARY OF DUTIES AND RESPONSIBILITIES
Information Form #3

The Parent / Adult Classroom Volunteer is responsible for assisting the Teacher(s) in the areas of classroom organization, clean-up, general maintenance and preparation of snack time. Volunteers are required to find their own replacement in the event of illness or vacation.

On the Volunteer Schedule/Calendar posted on the cloak room bulletin board, sign up once per every colour-coded section as set out by the Volunteer Coordinator (approximately once every 8 weeks for the Tues/Thurs classes; once every 6 weeks for the Mon/Wed/Fri classes).

On Your Volunteer Day

1. **Arrive 15 minutes prior to class time** (ie. 9:00 am and 12:45 pm). 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 minutes after the end of the class for clean-up.**
2. As soon as you arrive, you need to
 - (i.) sign-in your own child and any sibling,
 - (ii.) record your snack item on the monthly menu posted to the left of the door as you enter the classroom,
 - (iii.) check with the Teacher(s) to let her know you are there.
3. Discuss the activity plans and timing for the class with the Teacher(s). You may be given specific roles for the day.
4. Review the **Class Prep and Clean Up Checklists** posted in the classroom. These are quite detailed and are posted in the areas that relate to the duties (ie. above the sink, by the door, in the bathroom).
5. Interact with the children, helping and playing if the children wish, but **always be available to the Teacher(s) for assistance.** Review the list posted in the class for ways to help during class.
6. Maintain the adult/child ratio. One volunteer must be with the Teacher(s) whenever she and children leave the classroom (i.e. gym / outside). **Children are not to leave the classroom** without an Adult Volunteer.
7. Prepare for snack time (specific steps are posted above the sink). Coloured plastic cups are used for water and the child's placemat for their snack. Your child can help you serve the snack.
8. Clean after snack (specific duties are posted above the sink).
9. Move the Art Cart into the bootroom
10. Tidy the room at the end of class so it is ready for the next class (specific duties are listed above the sink and on the closet door).

Questions about classroom routine? Ask our Teacher
Questions about the snack schedule? Ask your Volunteer Coordinator