



## APRON #3 - TABLE ROOM SUPERVISOR (CHILD COUNTS CHILDREN DURING CIRCLE)

### 4am SCHEDULE

#### Please note recycling system:

- 1) **Green compost cans w/ clear liners:** Paper towels, food, wax paper, paper cups
- 2) **Black trash cans w/ white liners:** Plastic, wrappers, wipes, items with paint, glue, or chemicals
- 3) **Lrg black & silver recycle can (in craft room):** Plastic bottles, paper, and cardboard

*The times listed below are approximate- teachers will lead transitions*

#### 9:00am

- Go directly to circle-time and sit on the floor with the children. You will count the children with your child when asked by the teacher.
- Then sit down in circle again and listen to craft instructions.
- After circle time assist with project in Craft Area #3.
- **Remember to check the spelling** of child's name on their name-tag. Put names and dates on papers as instructed by teacher in circle - First name and first letter of last name. Please start with uppercase letter, the rest of name should be lowercase (ie. Mike). Also, please try to put names on easel papers as children draw.
- After craft is finished begin cleaning craft room. Wipe glue out of trays before washing so glue doesn't go down drain. Monday & Wed. leave cleaned craft supplies on counter for Pre-K class. On Friday put away supplies with teacher's assistance.
- Ask teachers about any notes which will go home with craft - they are often in metal baskets on counter. Match the notes to the crafts and leave laying out on craft counter.

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#### 10:10am

- Assist the children at clean-up time. Put playdough away in zip lock bag and into plastic container on counter. Playdough toys will go into cupboard underneath window.
- Finish cleaning the craft room (wipe down craft table surfaces with disinfectant wipes, and use dry or wet Swifter mop on floor as needed).
- While children are outside, please use disinfectant wipes to clean the play fruit and vegetables in children's kitchen area in classroom. Do not leave wipes unattended - they must be on high counter.
- If you finish while children are still outside, please help Apron #2 outside.

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#### 10:40am

- When children come back inside, please **supervise Craft Area #3 sink.**
- Take off name-tags as children wash their hands, and put name-tags on high counter in the craft room.
- Direct children into Play Area #1 to be directed by the teachers for snack
- At snack time, please sit at a table and be responsible for the needs of that table.

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#### 11:05am

- After snack, the children will be directed by teachers.
- Please clean the bathroom. There are directions on the wall near the rubber gloves.
- Sponge mop the floor (do not use Swifter), using cleaner from the jug on the shelf. Dilute with water in the bucket located in the girls' stall.
- Use wipes to scrub the toilets and toilet area including stalls. **Do not flush wipes.**
- Using new wipes, please clean the bathroom counter, sink, and outside drinking fountain.

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*\*This is a cooperative school. If you finish your tasks early, please offer to help the other parents.*

**\*AFTER SCHOOL PLEASE KEEP YOUR CHILD INSIDE UNTIL YOUR JOB IS COMPLETED.**

**\*Remember to sign your child out when you leave. Thanks for your help today!**