



APRON #2 - TABLE ROOM SUPERVISOR (CHILD PASSES TRASH CAN AFTER SNACK)

Pre-K SCHEDULE - Key for shed in apron pocket

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

12:20pm

- During circle-time please check playground & sweep gravel from sidewalks. Brooms are in the shed – always keep shed door locked, and only use door on right side please.
- Check latches on both gates.
- Return to classroom by 12:40 & advise staff if you were not able to finish setting up.
- After circle time, supervise children in Play Area #2 with blocks, dolls, and dress-up. Help keep blocks on one side of room 2, dolls and family life things on the other - encouraging children to put things away as they finish play. It is fun for the children when you help them build with blocks or play house with them.

1:50pm

- Assist the children at clean-up time.
- You will go outside with the children and teachers, and supervise the swing area.
- Children will help you put items away as reminded by teachers.
- As the bell rings, help teacher cover sandbox and put away all toys
- Check for children behind play equipment and along fence, to assure everyone is in line.

2:20pm

- **Supervise sink in Play Area #1** by piano, as the children come in from the playground.
- 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
- **Your child passes the trash can after snack.**

2:35pm

- After snack, the children will be directed by teachers.
- Take pitcher tray back to kitchen. Wash pitchers with sponge marked Co-op (which is peanut free), and antibacterial soap. Teachers will have already put out a clean towel.
- Please empty green compost trash cans with the clear liner into the short, food waste dumpster at the back of the parking lot.
- Also empty the black & silver trash cans with white liners into the largest dumpster at the back of the parking lot.
- Replace the liners in each can (liners are in boxes on top shelf in the bathroom).
- Teachers will empty the Craft Area #3 recycle can, containing plastic, cardboard, etc.
- If time allows, please wipe down snack tables with disinfectant wipes, and stack chairs on tables (with help from Apron #3).

Please remember:

**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!**