



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

Pre-K 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

12:20pm

- 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.
- Ask teachers about any notes which will go home with craft - they are often in metal baskets on counter. Match the notes and any writing center papers to the crafts if time permits, and leave laying out on craft counter.

1:50pm

- 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 Swiffer 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 time allows - go and get Pitcher tray from kitchen. With teacher, wipe down snack tables and set tables with placemats (from recycled paper bin which is labeled on counter in the Craft Area #3).
- Set tables with napkins on each placemat, and cups stacked in center of each table. Leave juice on circle table - do not put juice on set tables please.
- If you finish while children are still outside, please help Apron #2 outside.

2:20pm

- 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.

2:35pm

- 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 Swiffer), 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, clean the bathroom counter, sink, and outside drinking fountain.
- If time allows, please wipe down snack tables with disinfectant wipes and stack chairs on tables with help from Apron #2.

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

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

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