



Hounsfield Heights Briar Hill Playschool Parent Helper Checklist Morning Classes

Welcome! Here's a list to help guide you through your helper day – please sign and return to the Teacher at the end of your morning! Please take a moment to put away any electronics and turn your cell phone on 'vibrate' – please keep your urgent-only calls and messages brief and discreet. Thanks!

Before class starts:

- Help with set-up – ask Teacher for tasks
- Record snack on daily calendar

Free playtime:

- Interact with the children. Play. Read to them. Have fun.
- Guide children to put completed art on art cart. Put out fresh art paper as needed.
- Mop up and sweep up spills of water or sand. Encourage the child who made the spill to help.

Tidy-up:

- Help put toys away. Guide children to jobs they can do. Ensure things are put in their place and in an organized way.

Snack time:

- Disinfect tables. Please wait until all the children are in the book corner before spraying the tables.
- Place tray of water bottles on sand table and set out napkins for the appropriate number of children. Do not set snack out on tables. Please wait until all the children have washed their hands and are seated.

After snack and after school has ended:

- Wash and disinfect tables.
- Empty water table; disinfect; rinse.
- Wash the drip lids and brushes from the glue/paint pots and brushes. Please do not empty the glue or paint pots, we use them until empty.
- Thoroughly sweep the floor from the front door, around the sand and snack tables right up to the sink.
- Disinfect sink, taps, tap handles and soap dispensers.
- Take out garbage if full (dumpster in parking lot).
- Vacuum both rugs and mat by sink.

Parent helper's initials: _____



Hounsfield Heights Briar Hill Playschool Parent Helper Checklist Afternoon Classes

Welcome! Here's a list to help guide you through your helper day – please sign and return to the Teacher at the end of your afternoon! Please take a moment to put away any electronics and turn your cell phone on 'vibrate' – please keep your urgent-only calls and messages brief and discreet. Thanks!

Before class starts:

- Help with set-up – ask Teacher for tasks
- Record snack on daily calendar

Free playtime:

- Interact with the children. Play. Read to them. Have fun.
- Guide children to put completed art on art cart. Put out fresh art paper as needed.
- Mop up and sweep up spills of water or sand. Encourage the child who made the spill to help.

Tidy-up:

- Help put toys away. Guide children to jobs they can do. Ensure things are put in their place and in an organized way.

Snack time:

- Disinfect tables. Please wait until all the children are in the book corner before spraying the tables.
- Place tray of water bottles on sand table and set out napkins for the appropriate number of children. Do not set snack out on tables. Please wait until all the children have washed their hands and are seated.

After snack and after school has ended:

- Wash and disinfect tables.
- Empty water table.
- Wash the drip lids and brushes from the glue/paint pots and brushes. Please do not empty the glue or paint pots, we use them until empty.
- Place chairs on top of tables.
- Thoroughly sweep the floor from the front door, around the sand and snack tables right up to the sink.
- Disinfect sink, taps, tap handles and soap dispensers.
- Take out garbage (dumpster in parking lot).
- Vacuum both rugs and mat by sink.
- Disinfect door handles.

Parent helper's initials: _____