

ORIENTATION

As a new coop parent, you may be wondering what to do in order to carry out this new role successfully. Here are a few suggestions to help make your school day more enjoyable:

1. Please arrive on time for your scheduled workdays. (15 minutes before starting time.)
2. Members are required to sign their child in and out of school on the provided sign in and out sheet with the time on each day that your child attends school. If you are a working parent on that day you must also sign in what room you are working that day.
3. Arrange for your own substitutes, should an emergency arise.
4. Check lesson plans for your areas and any special instructions.
5. Interact with the children during their play and their snack period.
6. Do not allow any child to be hurt by another child intentionally. If a child is having a difficult day and you would appreciate a helping hand, get the teacher.
7. Don't worry about your child's behavior on the day you assist. Children are often quite different with their parents around.
8. Encourage children to help at clean-up time. Make it into a game. By assigning a specific task or a number of items to be picked up, you are encouraging them to help.
9. There is NO SMOKING ALLOWED at the Preschool.
10. Do not plan on leaving early. There is always more clean up to do and there will be a recap session after each class with the teacher.
11. Do not sneak off. Always say good-bye to your child. If he cries or is unhappy, he needs you at school a little while longer. The teachers will help you with the transition if necessary.
12. Dress your child in play clothes and non-skid shoes.
13. Be prepared to go outside each session. If you or your child cannot go outside because of illness, please do not come to school that day.
14. Please do not send your child to school when he is ill. Report any contagious diseases to the Health Chairperson.
15. Share your talents. We would be most interested in any of your ideas. This is a learning experience for us too.
16. If there is a significant change in your home life (divorce, death, new baby, new home), please let us know, as it can affect your child's behavior.
17. Fathers are encouraged to participate whenever possible.
18. Please do not allow your child to bring toy guns, or any other play weapon to school, as it tends to create an aggressive atmosphere.

19. Bring a tote bag (open top), as there will be daily projects to take home.
20. Keep informed. Read newsletters, check bulletin boards and look in your mailbox each school day.
21. Most important of all: relax and enjoy your time at school.
22. Do not bring non-enrolled children to class sessions.

HOW TO ENCOURAGE POSITIVE SOCIAL/EMOTIONAL DEVELOPMENT

Encourage the child to:

Interact with other children.

Share materials.

Use words to solve problems.

Work with other children to a common goal.

Respond to peers in a positive manner.

Be independent of adults in making decisions.

Display flexibility in social interaction.

Display an awareness of the feelings of others.

Try to express positive and negative feelings and emotions in acceptable ways.

WHAT DO YOU DO?

To build a positive social/emotional atmosphere in the classroom, it is essential to be fair, cheerful, and consistent in our behaviors. The following suggestions, by Barbara Smith, will be helpful to you:

Q - What do you do when two children are locked in battle over the same toy, and tears are flowing?

A - Determine who had the toy originally. Then set an arbitrary time limit for the initial Possessor to relinquish it. "It is Timmy's turn to play with the truck now, Jerry, but at Ten o'clock, he will let you have it."

Q - What do you do when Child #1 knocks down the blocks of Child #2 on purpose?

A - Appeal to sympathy of aggressor (#1). "You made Donna feel bad when you knocked down her castle. Let's help her build it up again. Will that make you feel better, Donna?"

Q - What do you do when one child is causing all the trouble because he is having a bad morning?

A - Try to interest the negative child in an activity where he has some success to break up his cycle of bad behavior. If your area does not have what he needs, have another adult redirect him personally. He needs some positive personal attention.

Q - What do you do when Child #1 hurts Child #2 unintentionally?

A - Comfort hurt child; explain that it was an accident and send (personally) to another adult for cuddling and band-aids if needed. Redirect activity of Child #1 and give him your attention long enough for him to realize it was an accident, and that no one is angry with him. If applicable, explain what accident happened and what he might do to avoid its happening again.

Q - What do you do if your own child hangs on you and whines through the session, while you are working?

A - Suffer through it. It is very difficult for a young child to share a parent. Permit him the luxury of staying with you. Include him in everything you do and let him watch you work with the other children. Do not tell him to be a "big boy", or try to persuade him to go play somewhere else. He may take this as rejection. As he becomes more used to the Preschool situation, his attitude should get better if he is assured in his own mind that his parent still likes him a lot.

Q - What do you do when a child vents his frustration by throwing things?

A - Redirect. "Blocks are not for throwing. You can throw the beanbag. Would you like to start a game of catch?"

- Q - What do you do when a child refuses to obey a request related to Preschool procedure (i.e. picking up toys, etc.)?
- A - Make a game of it. "If you carry these blocks, I will put away the little ones." Be sure to praise the job if he does it well.
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- Q - What do you do with a child who will not even try any art projects or painting?
- A - Leave him alone. Always invite him to participate, but never beg or cajole. He will come if he feels comfortable about it. When he discovers that he does not have to conform to any adult standards in creative work, he may participate.
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- Q - What do you do with a child who just scribbles and messes?
- A - Leave him alone. Scribbling is a form of expression, which needs to be used before more sophisticated methods are used. When a child is ready to produce something more than scribbling, if he has the opportunity, he will do so.
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- Q - What do you do with the child who just watches and will not participate?
- A - Permit him to watch. A child who is not sure of himself learns a great deal from watching before he ventures into the activities himself. Never force a child to participate in something about which he is hesitant. If he knows that he can participate when he is ready to, and that it is all right with you if he watches until that time, he should learn from experience and get to feel more confident.
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- Q - What do you do with a child who refuses to stop some activity which is forbidden by Preschool policy, (i.e. playing on stairs, etc.)?
- A - Pull rank. You are an adult whose judgment is generally better than a small child's. Pick him up bodily and physically prevent him from continuing whatever activity you feel he must stop. You can explain very firmly that you are doing this because he is not permitted to do this at Preschool school. If he becomes very upset, he may need some time to cool off away from the group. Do not permit an angry child to hit or kick you because he is upset with you. Be agile enough to avoid it. Let him hit the punching bag if he wants to. An adult who permits a child to hit in anger, only creates a more frustrated, hostile child, who is bewildered by the situation and feels worse than before.

DAILY TIME SCHEDULE

These times may vary slightly, according to the needs of the day. They are just to give an idea of the flow of a typical day.

8:45 to 9:00 4am

9:00 to 9:15 3am

12:15 to 12:30 3pm

12:00 to 12:15 4 pm

Working parents plan with teacher; set up craft and equipment.

9:00 to 9:15 4am

9:15 to 9:30 3am

12:30 to 12:45 3pm

12:15 to 12:30 4pm

Greet children; teacher will meet children at end of hallway. Distribute names tags. Help children with outer clothing only if necessary.

Children will be encouraged to hang up their own coats and tote bags. Teacher will group with children to get the day's activities underway, Explain to them if something special is available, etc., and take attendance.

915 to 930 4am

9:30 to 10:20 3am

12:45 to 1:35 3pm

1230 to 1:20 4pm

Interest Centers - Children may use all materials. Encourage their participation in art, science, math, or any other activity set up for them.

10:05 to 10:15 4am

10:20 to 10:30 3am

1:35 to 1:45 3pm

1:20 to 1:30 4pm

Clean-up Time

10:15 to 10:30 4am

10:30 to 10:45 3am

1:45 to 2:00 3pm

1:30 to 1:45 4pm

Story Time - Children may sing songs with finger play, and listen to story.

10:30 to 10:45 4am

10:45 to 11:00 3am

2:00 to 2:15 3pm

1:45 to 2:00 4pm

Snack Time

10:45 to 11:00 4am

11:00 to 11:15 3am

2:15 to 2:30 3pm

2:00 to 2:15 4pm

Outdoor or Group Activity

11:15 to 11:20

2:30 to 2:35

Dismissal

11:20

2:35

Recap session with working parents and teacher.

JOB ASSIGNMENTS ON WORKING DAYS

#1 - Creative Room:

- a) Help teacher with special project of the day.
- b) Prepare snack and juice and clean up after Snack Time.

#2 - Floater:

- a) Clean both bathrooms before and check after class.
- b) "Float" among the rooms as needed.
- c) Help teacher during Story Time, while snack is being prepared.
- d) Help teacher during Outdoor or Group Activity, after snack.

#3 - Active Room:

- a) Bring snack for class; place on counter in kitchen.
- b) Supervise activities in Active Room.
- c) Prepare snack and water and clean up after snack time.

#4 - Quiet Room:

- a) Supervise activities in Quiet Room.
- b) Help teacher during story time while snack is being prepared.
- c) Help teacher during Outdoor or Group Activity, after snack.

3am AND 3pm Class:

Take home all dirty paint smocks to wash; return them on your child's next class session.

4am AND 4pm Class: ONLY IF YOU WORK ON MONDAY

Bring two (2) batches of play-doh when you report to work; discard old play-doh from previous week.

PLAY-DOH RECIPE

2 cups flour
2 cups water
1 cup salt

2 Tbsp. Vegetable oil (corn)
4 tsp. Cream of Tartar
Food coloring

Mix all together in pan then cook on medium heat. Stir constantly until it forms a ball. Cool until warm and knead. Store in airtight container. You should make this recipe twice for school use.

PARENT #1 - CREATIVE ROOM

BEFORE CLASS - 9:00 / 12:15 3's 8:45 / 12:00 4's

- a) Check with teacher for project planned for the day.
- b) Table 1 and 2 are for the art project or other planned activity. Table 3 will be for play-doh.

ARRIVAL TIME - 9:15 / 12:30 3's 9:00 / 12:15 4's

1. Have children sit on floor along carpet line in Quiet Room.

INTEREST CENTERS - 9:30 / 12:45 3's 9:15 / 12:30 4's

1. Work at special project table. Encourage each child to participate. Print child's name on all work. If child tells something special about project, write it on the back or attach a paper to it.
2. Supervise use of hall bathroom.

CLEAN-UP TIME - 10:30 / 1:45 3's 10:15 / 1:30 4's

1. Encourage children to help with clean up.
2. Put away materials from special project.
3. Put away play-doh and wash utensils.
4. Wipe off tables with bleach water.
5. When sand table is used, sweep floor around it.
6. Put children's projects in their tote bags.

STORY TIME - 10:40 / 1:55 3's 10:25 / 1:40 4's

1. Help prepare snack and water.

SNACK TIME - 10:50 / 2:05 3's 10:35 / 1:50 4's

1. Sit with children. Stimulate good manners and conversation.
2. Try to allow each child a turn to talk.

OUTDOOR OR GROUP ACTIVITY - 11:00 / 2:15 3's 10:45 / 2:00 4's

1. Clean up; wipe off tables and chairs with bleach water and sweep floors if necessary.
2. Refill water pitchers and return to refrigerator.
3. Put any remaining projects in tote bags.
4. Lay out tote bags on tables.

DISMISSAL - 11:15 / 2:30

1. Help children get ready to go home.

PARENT #2 - FLOATER

BEFORE CLASS - 9:00 / 12:15 3's 8:45 / 12:00 4's

1. Clean bathrooms; spray with Lysol. Mix new bleach water.
2. Check with teacher for project or activity planned for the day. If easel is requested, place newspapers on the floor covering a wide area. Put 2 jars of different colored paint and brushes on each side.

ARRIVAL TIME - 9:15 / 12:30 3's 9:00 / 12:15 4's

1. Have children sit on floor along carpet line in Quiet Room.

INTEREST CENTERS - 9:30 / 12:45 3's 9:15 / 12:30 4's

1. Help where needed in each room.
2. Help children at easels, if used. Each child must wear a paint smock, and wash their hands after painting.

CLEAN-UP TIME - 10:30 / 1:45 3's 10:15 / 1:30 4's

1. Encourage children to help with clean up.
2. Clean easels, if used. Throw away newspapers; wipe spills, and clean brushes.
3. Help where needed in each room.

STORY TIME - 10:40 / 1:55 3's 10:25 / 1:40 4's

1. Help teacher in Quiet Room.

SNACK TIME - 10:50 / 2:05 3's 10:35 / 1:50 4's

1. Sit with children. Stimulate good manners and conversation.
2. Try to allow each child a turn to talk.

OUTDOOR OR GROUP ACTIVITY - 11:00 / 2:15 3's 10:45 / 2:00 4's

1. Help teacher with activity planned.

DISMISSAL - 11:15 / 2:30

1. Check bathrooms and clean if necessary.

PARENT #3 - ACTIVE ROOM (BRINGS SNACK)

BEFORE CLASS - 9:00 / 12:15 3's 8:45 / 12:00 4's

1. Check with teacher for project or activity planned for the day.
2. Set up any specific equipment requested by the teacher.

ARRIVAL TIME - 9:15 / 12:30 3's 9:00 / 12:15 4's

1. Have children sit on floor along carpet line in Quiet Room.

INTEREST CENTERS - 9:30 / 12:45 3's 9:15 / 12:30 4's

1. Encourage creative play.
2. Supervise climbing equipment. Do not leave children on equipment without an adult. No more than three children on climbing tower at one time.
3. Supervise workbench, if used. Only three children at a time, and safety glasses must be worn.

CLEAN-UP TIME - 10:30 / 1:45 3's 10:15 / 1:30 4's

1. Encourage children to help with clean up.

STORY TIME - 10:40 / 1:55 3's 10:25 / 1:40 4's

1. Help prepare snack and water.

SNACK TIME - 10:50 / 2:05 3's 10:35 / 1:50 4's

1. Sit with children. Stimulate good manners and conversation.
2. Try to allow each child a turn to talk.

OUTDOOR OR GROUP ACTIVITY - 11:00 / 2:15 3's 10:45 / 2:00 4's

1. Clean up; wipe off tables and chairs with bleach water and sweep floors if necessary.
2. Refill water pitchers and return to refrigerator.
3. Put any remaining projects in tote bags.
4. Lay out tote bags on tables.

DISMISSAL - 11:15 / 2:30

1. Help children get ready to go home.

PARENT #4 - QUIET ROOM

BEFORE CLASS - 9:00 / 12:15 3's 8:45 / 12:00 4's

1. Check with teacher for project or activity planned for the day.
2. Put out any specific games, puzzles, etc., requested by the teacher.
3. If there is no floater clean both bathrooms before class.

ARRIVAL TIME - 9:15 / 12:30 3's 9:00 / 12:15 4's

1. Have children sit on floor along carpet line in Quiet Room.

INTEREST CENTERS - 9:30 / 12:45 3am 9:15 / 12:30 4's

1. Encourage children to play group games.
2. Keep activity low-key, relaxed and rather quiet. Active children should be sent to the Active Room.
3. There is an excellent opportunity in this room to get to know each child personally.

CLEAN-UP TIME - 10:30 / 1:45 3am 10:15 / 1:30 4's

1. Encourage children to help with clean up.

STORY TIME - 10:40 / 1:55 3am 10:25 / 1:40 4's

1. Help teacher in Quiet Room.

SNACK TIME - 10:50 / 2:05 3am 10:35 / 1:50 4's

1. Sit with children. Stimulate good manners and conversation.
2. Try to allow each child a turn to talk.

OUTDOOR OR GROUP ACTIVITY - 11:00 / 2:15 3am 10:45 / 2:00 4's

1. Help teacher with activity planned.

DISMISSAL - 11:15 / 2:30

1. Help children get ready to go home.
2. Vacuum Carpet
3. Change Vacuum bag when needed.

SNACK SUGGESTIONS

CANDY IS NOT AN APPROVED SNACK AND WILL NOT BE SERVED

On Birthdays you can bring in cupcakes or a special treat to celebrate but only on that day.

Please be mindful of allergies or food restrictions in your classroom.

Fruit flavored yogurt, or frozen yogurt that you pour into paper cups and freeze. Add popsicle sticks. Refreeze.

Fresh Fruit: Strawberries, grapes, cut melon, apples, bananas

Cheese cubes, au natural, or speared with pretzel sticks or alternated with mandarin orange sections on a toothpick.

String cheese and grapes

Ants on a log

Fruit Snacks and gogurt

Frozen orange slices: Peel orange, slice and lay on a cookie sheet with sugar and cinnamon. Freeze for one hour.

Kabobs: Place fruit and cheese chunks on pretzel rods.

Graham crackers or Animal Crackers

Raisin bread, spread with peanut butter.

Apple-bran type muffins. (not too big)

Cut up vegetables and dip.

Bagelettes with cream cheese.

Banana bread, pumpkin bread, or zucchini bread. (These recipes make great miniature muffins.)

Oatmeal squares or oatmeal cookies.

Goldfish crackers or popcorn.

Soft Pretzles

Granola bars or healthy trail mix

Individual boxes of raisins accompanied by crackers and cheese.

Individual servings pudding or applesauce with graham crackers

Gorp: Mixture of dry cereal, raisins, chocolate chips, and mini crackers.

HINT: On color days a snack of that color is a nice treat.

SNACK PROCEDURE

1. Wash hands.
2. Take a count of children for that particular day.
3. Bottom cupboard to the left of the sink in the kitchen is for our use. There should be napkins, paper cups, etc. If you need to restock, the supplies are in the Storage Room.
4. You will need:
1 napkin, 1 cup, and 1 snack per each child and including 5 adults.
5. To set up snack:
Place snack on an unfolded napkin along with a $\frac{3}{4}$ full cup of water. Use all three tables. Place 1 pitcher of water at each table. (Please refill with water after Snack Time, before returning to the refrigerator.) Trays are in the kitchen for your use.
*Any allergies should be reported as soon as possible
* On birthdays & 1/ 2birthdays you can bring in special treats

REMEMBER: Try to stimulate conversation during Snack Time.

CLASS PRAYER

We thank you Lord for happy hearts.
For rain and sunny weather.
We thank you for the food we eat.
And that we are all together. Amen

MISSING CHILD PROCEDURE

1. Alarm sounds indicating a child may have left the classroom area.
2. Working Parent assigned to "floater" walks down the hall to check the lobby and just outside the double white doors. If no child is seen, the parent returns to the classroom area to see if further action is needed. As this is being done, the following activities are taking place in the classroom.
 - Working parents assigned to classrooms stop activity to count the number of children in room.
 - Working parents tell each parent how many students are in each room.
 - The teacher will add the number of students in each room to determine if any children are missing.
 - If all children are accounted for class will continue normally.
 - If it is determined that a child is missing all children are directed to the quiet room where one working parent will read stories to them.
 - The teacher and the other parents will then check all the classrooms.
 - Working parents will then check the perimeter of the building while the teacher calls "911" and the parents of the missing child.

RELEASE OF CHILD PROCEDURE

(To Anyone Other Than Custodial Parents)

1. The parent will notify the teacher as soon as possible if someone else will be picking up his or her child from school.
2. In the event that a parent is unable to notify the teacher (e.g. accident or illness), the teacher will only release the child to a person listed on the emergency card.
3. The teacher will ask anyone picking up a child with whom she is not familiar, for picture identification, before she releases the child.
4. The parent will notify the teacher of any prohibitive custodial situations between parents. The school shall require legal documentation of any such situation.

EVACUATION PROCEDURE

In the event that an evacuation from the Preschool School becomes necessary (due to a fire, or severe weather conditions), the following procedures must be followed:

1. ALL children are to be directed into the center hallway between the classrooms.
2. Teacher to take the emergency card file and her daily attendance record with her.
3. Each working parent to TURN OUT THE LIGHTS in her assigned room, and to CLOSE THE DOOR, once her room has been evacuated. NOTE: Be sure your room has been completely evacuated before closing the door(s)!!!!
4. Parent scheduled as the floater is to CHECK BOTH BATHROOMS. Be sure to turn out the lights and close the door.
5. Teacher to immediately begin evacuating the rooms with the children, being helped by the working parents after their rooms have been taken care of (lights off and doors closed).
6. In the case of SEVERE WEATHER conditions, all children will proceed downstairs, using the stairway just outside the double doors, located South of the Chapel. Everyone is to remain seated in the hallway between the choir room and the youth room. Attendance to be taken by the teacher.
7. In the case of a FIRE, all children will exit the building through the door located North of the Chapel. Proceed across the parking lot, through the large metal gate, onto Bryant Field. Attendance to be taken by the teacher.
8. Return to the rooms only after the "all clear" alarm has sounded. That alarm will be a long bell followed by a short bell.
9. If any problems occur, one adult will alert the Church office for assistance.

SERIOUS ACCIDENT OR INJURY PROCEDURE

1. Working parent will stay at the scene of the accident and attend the child until the teacher arrives.
2. Teacher should be immediately notified and shall be responsible for administering necessary first-aid or CPR. Universal precautions will be observed, as per established exposure control plan.
3. A severely injured or ill child will not be moved unless absolutely necessary, for his/her immediate safety.
4. No medication will be administered without written permission of the parents, and prescription and directions for use from the child's physician. Medication administration must be documented.
5. Teacher or designated working parent will obtain emergency card information, notify parent of the situation, and together they will determine the appropriate course of action.
6. If parent cannot be reached, notify emergency contact person, and physician/hospital designated on the card.
7. Arrange for transportation by emergency vehicle if necessary.
8. Teacher or designated working parent should stay with the child until parent or emergency personnel take over.
9. Incident Report is to be completed by the teacher with copies to the President and Health Chairperson.