

Koala Classroom Routine and Participation Responsibilities

Preparation Time 8:45

Participating parents arrive to assist with classroom set-up. At this time we will prepare the easel with paper and paint, the sensory table with its contents, the activity tables with materials for the day, as well as check snack and bathroom supplies and set up any equipment needed. This is also the time we will go over the day's plans so you will be familiar with the centers and the planned flow of the day. If you are Snack Parent, you may get your snack prepared (if able), supplies, etc. Please be prompt on your participating days. We work as a team and need those few minutes to get organized.

Arrival 9:00

Students enter the classroom when the door is opened and KOALA-craziness begins! I will greet the students at the door and send them to join a parent in the circle area for a short circle time. We will have an introduction to the day and then begin our morning's free play time.

Circle Time 9:00-9:10

This is a time of sharing and discovery together. We will gather on the floor in the Circle Room. I will read a story, use pictures, flannel board, calendar, finger plays, songs, etc. to engage and teach the children. Participating parents need to assist in gathering the children. No pressure, please, as some children prefer to observe at first. Parents have fun and join in the activity, as the children will look to you for example. Please offer your lap to any child who is wiggly or distracting.

Free Play 9:10-10:10

This is the time for the children to explore and discover on their own. We want to encourage curiosity in the world around them, as we: introduce them to skills they need to begin developing at this age, encourage (not force) them to experience a variety of activities and practice their forming social skills. We need to praise and encourage cooperation and offer positive direction when needed. The participating parents will supervise each room and I will roam from room to room to oversee and observe activities. Be sure that no child is ever left unattended.

Clean-up & Book Time, Handwashing 10:10-10:25

I will give 5 minutes notice before time to clean up by flashing the lights. The Snack Child will ring the bell when it is time to clean up. As a whole, we will work together to tidy the room to its cleaned-up state...toys away, sensory table closed and swept around, paint brushes and paints removed from easel, playdoh put away, blocks picked up, housekeeping corner straightened, and markers and writing supplies put away. Encourage cooperation and praise effort as the children assist in the clean up. Parents assist and direct children to specific items to be picked up, so the task is not so overwhelming. Then children choose a book from our library and enjoy about five minutes of quiet reading time.

When all the children are settled, the Snack Parent can begin readying the tables for snack. The table must be wiped clean with cleaning solution and paper towels. Set out place mats & napkins, snack food, and cups with water. Be sure to set a place for the adults at the table also. When the snack preparation is complete the parent should help assist with Book Time.

The other Participating Parent (not Snack) should check the attendance board and mark off attendance for the day in the Attendance Binder (located on the table outside the Circle Room). Place a check mark by the name of each student that is in attendance that day. When this is completed, papers in mailboxes should be placed in each student's folder (folders will be in students' backpacks).

The children will be dismissed from Book Time in small groups to wash their hands. Participating parents should assist the children at the sink to wash their hands with warm water and soap.

Snack Time 10:25-10:40

When everyone is seated we will say our Snack Verse and then begin enjoying our treats. While snacking, encourage conversation and proper table manners.

Outside Play 10:40-11:00

The teacher and Participating Parents will supervise outside play activities. Additional help with the end of day clean up (after outside play) will be greatly appreciated.

Dismissal 11:00

PLEASE BE ON TIME! Children will be dismissed at the entrance door. Parents should line up (in cars) along the curb, facing south (driver's side closest to sidewalk/curb). I will walk each child to his/her car as parents pull forward.

When all the children are accounted for, the participating parents will debrief with me to discuss the day and observations/concerns. Your input, observations and questions are important to the well being of our program.

- What did you see and hear today?
- Did you have any difficult moments?
- Do you have any questions or comments?

You will then need to help finish with any clean-up (using the checklist). It's important to have the room clean and tidy for the next class. I will help direct you if you have any questions. Of course if you have any concerns, issues or questions let me know so I may assist you.

NOTES:

- Standards dictate we cannot have class without ____ participating parents. Please make arrangements if you are unable to fulfill your scheduled participation day.
- If you are not picking up your child from school, please tell me who is (this should also be indicated on the sign-in sheet).
- If an unexpected situation arises and you will be late, or you cannot pick up your child as planned, please call and we will help make other arrangements. I will not send your child home with anyone else without your permission or your knowledge. Please communicate your plans to me so there are few surprises.
- It is my hope that you will enjoy your participation time in the classroom. If you have questions or concerns, please call me or request a conference.

