

## WORK DAY JOBS

<b>1 SNACK</b>	
Before Everyone Arrives	<ul style="list-style-type: none"> <li>● Prepare the kitchen for snack</li> <li>● Wash fruits and vegetables in marked wash tub</li> </ul>
When Children Arrive	<ul style="list-style-type: none"> <li>● Be at the tables helping with art</li> </ul>
At Cleanup Time	<ul style="list-style-type: none"> <li>● Help individual children clean up before going outside</li> <li>● In MWF classes, this means referring to the job chart and each child's weekly job</li> </ul>
During Outside Time/Circle Time	<ul style="list-style-type: none"> <li>● Prepare snack</li> <li>● Set table for snack</li> </ul>
During Goodbye Circle	<ul style="list-style-type: none"> <li>● Clean up kitchen</li> </ul>
During After School Clean Up	<ul style="list-style-type: none"> <li>● Clean bathrooms</li> <li>● Empty garbage</li> </ul>

<b>2 ART TABLES</b>	
Before Everyone Arrives	<ul style="list-style-type: none"> <li>● Set up art project or assist teacher in doing so</li> </ul>
When Children Arrive	<ul style="list-style-type: none"> <li>● Orchestrate art project/continuing to reset project to look inviting</li> </ul>
At Cleanup Time	<ul style="list-style-type: none"> <li>● Help individual children clean up before going outside</li> <li>● In MWF classes, this means referring to the job chart and each child's weekly job</li> </ul>
During Outside Time	<ul style="list-style-type: none"> <li>● Clean up art projects</li> <li>● Clean off and wipe art tables</li> </ul>
During After School Clean Up	<ul style="list-style-type: none"> <li>● Put all materials away and organize art in cubbies</li> <li>● Sweep/mop floor around tables, kitchen, &amp; bathroom</li> <li>● Wipe off counters around art sinks</li> </ul>

<b>3 GREETER</b>	
Before Everyone Arrives	<ul style="list-style-type: none"> <li>● Set up rug area*</li> <li>● *In MWF classes, set materials to the side until after Welcome Circle</li> </ul>
When Children Arrive	<ul style="list-style-type: none"> <li>● Welcome kids and adults as they come in late</li> <li>● Communicate missed daily announcements</li> <li>● Set up rug area if necessary and assist inside at rug area</li> </ul>
At Cleanup Time	<ul style="list-style-type: none"> <li>● Help individual children clean up before going outside</li> <li>● In MWF classes, this means referring to the job chart and each child's weekly job</li> </ul>
During Outside Time	<ul style="list-style-type: none"> <li>● Finish rug clean up if necessary, then head outside</li> </ul>
During Circle	<ul style="list-style-type: none"> <li>● Assist with both circles</li> </ul>
During After School Clean Up	<ul style="list-style-type: none"> <li>● Clean up rug, reading, and fantasy areaa</li> <li>● Vacuum all areas</li> </ul>

★ Remember to keep adult conversations to only necessary information.  
Get down on the kids level...WATCH, OBSERVE, AND LEARN from them...

## WORK DAY JOBS

### 4 INSIDE/OUTSIDE

<b>Before Everyone Arrives</b>	<ul style="list-style-type: none"> <li>● Set up fantasy/reading area</li> </ul>
<b>When Children Arrive</b>	<ul style="list-style-type: none"> <li>● Assist fantasy/reading area</li> <li>● Support outside set up if needed</li> </ul>
<b>During Outside Time</b>	<ul style="list-style-type: none"> <li>● Assist outside</li> </ul>
<b>During Circle</b>	<ul style="list-style-type: none"> <li>● Assist circle</li> </ul>
<b>During Goodbye Circle</b>	<ul style="list-style-type: none"> <li>● Sweep or blow sand off walkways</li> </ul>
<b>During After School Clean Up</b>	<ul style="list-style-type: none"> <li>● Help with outside cleanup</li> <li>● Clean up Fantasy/book area</li> </ul>

### 5 MAIN OUTDOOR PERSON/CHILDWATCH (Come with Ideas for Outside Set-up)

<b>Before Everyone Arrives</b>	<ul style="list-style-type: none"> <li>● Check for black widow spiders in areas that are one foot off the ground and report web activity or egg sacs for later checks</li> <li>● Check in red playhouse rafters and under tables</li> <li>● Tap loudly in hard to reach areas like tires, crates of toys with a broom handle to cause spiders to scurry</li> <li>● Flip over logs</li> </ul>
<b>When Children Arrive</b>	<ul style="list-style-type: none"> <li>● Set up outside</li> </ul>
<b>During Outside Time</b>	<ul style="list-style-type: none"> <li>● Assist outside</li> </ul>
<b>During Goodbye Circle</b>	<ul style="list-style-type: none"> <li>● Clean up outside</li> </ul>
<b>After Goodbye Circle</b>	<ul style="list-style-type: none"> <li>● CHILDWATCH</li> <li>● Involve the kids in the clean up</li> <li>● Watch children during parent seminar</li> </ul>

### 6-8 FLOATER OR DAY OFF (On Call or Fill in for Absent Worker)

<b>Floater Role</b>	<ul style="list-style-type: none"> <li>● Check in with teacher to figure out where to be in the room. Be ready to move to new areas as needed</li> </ul>
<b>During Goodbye Circle</b>	<ul style="list-style-type: none"> <li>● Return for Goodbye Circle and help with outside cleanup</li> </ul>
<b>During After School Clean Up</b>	<ul style="list-style-type: none"> <li>● Assist in CHILDWATCH until seminar</li> </ul>

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