

Aiding Day Responsibilities

1. Arrive 15 minutes before class convenes and sign your name at the bottom of the classroom sign-in sheet as the aide for that day.
2. On arrival, ensure the door chimes are activated and note the refrigerator temperature on the sheet hanging on the refrigerator door.
3. Do not bring your other children to class. The preschool is not equipped or licensed to accommodate non-enrolled children; more importantly, your aid day is a special time for you and your enrolled child. The exception to this rule is a nursing baby too young to be left for the length of time required for aiding.
4. Bring a nutritious snack and beverage (consistent with the Snack Policy in Section 26) for each child, the teacher, and any possible guests. You also need to bring small disposable cups, napkins, small plates, and/or utensils, as needed, for the food and drinks you provide. If you are aiding for a Tadpole class where there are two aides, one is responsible for bringing a veggie/fruit and the other is responsible for bringing a protein/grain.
5. At snack time, clean the tables with soap and water and then bleach. Let the bleach sit on the tables for 30 seconds before wiping. Then, set out food, drink, and required accouterments for each child, the teacher, and any guests. Make sure that each child washes his or her hands before snack. Clean the tables with soap and water after snack.
6. Bring to the teacher's attention any child you suspect is sick or any child with unusual cuts, bumps, or bruises.
7. Make sure children wash their hands after using the bathroom, before snack, after outside play and at other times, as needed.
8. Help maintain general order and supervision during all activities and call to the teacher's attention any situation regarding safety, discipline, etc. Defer to the classroom teacher for any out of the ordinary discipline occurrences.
9. Respect the confidentiality of each child and family by discussing a child's behavior only with the teacher and out of hearing distance of the children.
10. Assist the teacher in whatever manner requested, including but not limited to, helping set up activities for the day, cleaning up and putting away items, supervising individual and group activities, handwashing, helping children with outdoor garments and bathroom needs, and supervising outdoor play.
11. Aides in the morning classes take out sandbox toys (weather permitting). Afternoon aides put sandbox toys away, cover the sand and make sure the playground is picked up for the next day.
12. If it has snowed the night before and the weed/snow removal family has not completed the shoveling, the morning aide will shovel or sweep the snow from the steps and sidewalk leading up to the school and public sidewalk. If it snows during class, the afternoon aide should shovel the steps and sidewalk leading up to the school after class so that there is less snow for the aide the next morning.

13. Before leaving, vacuum and sweep. Empty the trash cans and place in receptacles outside. Clean and sanitize the bathroom. Restock paper supplies and fill soap dispensers, as needed. Put any dry artwork in the children's mail slots. Clean the easels and refill paint cups as needed. Aides in the last class on Friday are asked to put the paint cups in the kitchen sink to soak. On trash/recycle pickup days, ensure bins are placed on curb.
14. Stay with the class at dismissal time until all students have been picked up by their parents or appointed guardian.
15. If the last person leaving the school, check all rooms to ensure no children are remaining in the school, turn off all lights and confirm that all exterior doors are locked, and then close and lock the front door and return the key to the lockbox.