

BCCNS Duty Day Responsibilities

Set Up (8:45 am)

Distribute previous day's artwork to children's cubbies.

Prepare Snacks

While the children are outdoors playing, disinfect the tables in both rooms. Spray them with the disinfectant, located in the high cupboard in the bathroom, and wipe with a paper towel. Then prepare the snack you brought to school by placing a reasonable amount of food onto a coffee filter at each place. Ensure each child has a cup for water and fill four water jugs (one for each table) with water from the bathroom sink. Cups and jugs should already be in the classroom.

Children with allergies bring their own snack to school. Please make sure it is retrieved from their cubbies and ready for distribution.

If there is extra snack please leave a little in each room. Note that our snack policy and snack suggestions can be found on our website under *"For Parents / Start Here / Duty Day Overview"* and in the *Parent & Caregiver Handbook (also available on our website under "For Parents")*.

Outdoor Playtime

Assist teachers in escorting children back inside once outdoor play is over. Help children remove outerwear and assist them in hanging their articles at their cubby.

Snack Time

During snack time attend to any spills, sticky hands and crumbs.

After children have finished and moved to the carpet:

- Remove any unused food from the classroom (compost bins are located near Chelsey's office)
- Clear and disinfect tables

Circle Time

Once the snack is tidied up, you may sit with your child during circle time.

Free Play

During free play a teacher may assign an area in which your assistance may be needed for special crafts or activities.

On an ongoing basis

- Write child's name on art work (please use lower case letters)
- Put art work on racks to dry

- Put new blank paper at easel or table for next child to use
- Take dry art work and place at child's cubby
- Wipe up spills, playdough, cornmeal, etc.

Please note that duty parents should not take children to the bathroom.

Clean-Up

Tidy-up the playdough table and bring paint pots, brushes, glue pots & paddles into bathroom for clean-up.

Other Clean-up Duties

- Mop floor – bucket and mop are behind the door in the sensory play area
- Wipe table tops
- Wipe easel
- Vacuum carpets in both rooms – vacuum is in Chelsey's office
- Disinfect the washrooms – spray the surfaces and wipe them down

Thank you kindly for all of your help!