

## Parent Helper Guide

This handout is designed to help volunteer helpers understand their role when participating in the program.

Thank you for joining us as a parent helper. Your help is greatly appreciated. In fact, we can offer the children more opportunities for learning and fun, because you have donated your time. We are a community run preschool and we need parents and others to help with the everyday running of our Preschool.

### During Play

We will need you to spend time interacting with the children.

- Try to sit and be at the children's eye level.
- Please use positive language with them and be aware of their safety.
- Please spend some time with the children at play. This may be at an organised activity like craft, reading stories on the couch or perhaps with the children participating in a "pretend" game, wherever they are playing.

### Transition times

We may need your help at transition times (that's when we are changing our routine within the day).

- At pack up time, please encourage/help the children to find a pack-up job.
- Wipe down all the tables. Cleaning supplies are located next to the adult sink and are labelled for your convenience.

### During mat-times

Please:

- Wash paint brushes in the sink
- Wipe the paint off the easels
- Ask if there are any material preparation jobs e.g. cutting up materials for our collage space or file art work
- Check to see if the dishwasher is full and needs to be put on.

### **During snack time**

We would like you to sit with the children whilst they are eating.

During this time please encourage the children's independence especially with their food boxes and their drink bottles. Some may still need help but try to encourage the children to do as much as possible for themselves. This helps to build a "have a go" attitude and helps children to feel satisfaction with themselves and their efforts.

- Encourage children to dispose of their rubbish in the appropriate bin (compost, rubbish or recycling).
- Encourage the children to eat their food.
- Encourage children to drink their water.
- Whilst the children are eating, please encourage good table manners and courtesy towards others.

This is a time for chatting. Encourage the children to talk of their family, pets, what is their favourite food, what jobs they do at home to help, what they did on the weekend or whatever is currently topical. Children need to practice listening to each other as well as contributing their ideas or information. These informal chats are very beneficial in building children's skill sets in language and social development.

### **Other duties**

On special occasions such as incursions, excursions and our Christmas party there will be extra duties and we would really appreciate your offers of help.

### **Siblings**

We welcome our younger siblings who may accompany their parent on kinder duty. Younger siblings are welcome to participate in the program activities however, we ask that parents supervise their younger children at all times, inside and outside.

We thank you for contributing your valuable time to us. We hope that by being involved you will gain an insight into early childhood education and into how your child is spending their time at Preschool.

### **Working With Children Check**

Whilst not compulsory, parent helpers with a current Working With Children Check foster confidence in the Preschool community.