

Dexter Co-op New Member Orientation 2009-2010

- I. Class start/end times
 - a. AM = 9:15 a.m. to 11:30 p.m.
 - b. PM = 1:00 p.m. to 3:15 p.m.

- II. Assist & Snack Assist Parent arrival time
 - a. Must arrive 20 min. before the start of class
 - i. AM = 8:55 a.m.
 - ii. PM = 12:40 p.m.
 - b. It is important to arrive on time to help the teachers prepare for class activities

- III. Classroom Set-up
 - a. Color coded (3AM = blue; 3/4PM = green; 4AM = red; 4PM = yellow)
 - b. Coat hooks/mailboxes
 - c. Name tags
 - d. Bulletin Boards

- IV. What are school parties
 - a. 7 “parties” or celebrations are scheduled over the year
 - i. Holiday parties
 - ii. VIP Night
 - iii. Family Fun Night
 - b. Special events/projects/snacks are planned by the assigned Party Planning Committee (Assists for that day)
 - i. May use Co-op supplies
 - ii. Teachers have many helpful tips
 - iii. Members pay for extra or special supplies (i.e. balloons) if desired

- V. Outings
 - a. Parent must accompany child
 - b. Some outings are open to siblings
 - c. They are all optional
 - d. Some require a small fee

- VI. Clothing
 - a. During the first week, bring in a complete outfit (underpants, socks, shirt, pants) in Ziploc bag, labeled with child’s name and class
 - i. Stored in storage closet
 - ii. Update mid-year
 - b. Send appropriate clothing for the weather, i.e. snow pants, boots, hat, mittens
 - i. Below 20 degrees Fahrenheit — children play inside
 - c. Put name on backpack and outdoor clothing

- VII. Illness — You or your child
 - a. If either you or your child is sick on the day you are scheduled to assist, please refer to your Emergency Assist list (this will be given to you by your session rep)

- VIII. School closings
 - a. Co-op follows Dexter Public School calendar
 - b. Co-op follows Dexter Public School snow day cancellations

- IX. What to expect on the first day
 - a. Separation Anxiety
 - b. Family Picture
 - i. Posted on bulletin board

- X. What it means to be a Non-assist Parent
 - a. A person, or Paid Assist, is hired to fulfill the classroom responsibilities for the Non-Assist parent
 - i. What does it mean for the Non-Assist parent's child?
 - 1. Child will be teacher's helper on the day the Paid Assist is assigned to work
 - 2. If the Paid Assist is assigned as Snack Assist, Non-Assist Parent will send snack with their child
- XI. What it means to be an Assist Parent
 - a. Help teacher/students with projects
 - i. Set-up daily art project and materials as instructed by teacher
 - ii. File dry art projects in mailboxes
 - iii. Put "mail" in backpacks before kids go outside
 - b. Assist parents' children are teacher's helpers
 - c. Help supervise students
 - d. Help get children ready to go outside
 - e. Clean-up classroom, hallway, and bathroom when kids go outside
 - f. Turn around mailboxes at the end of class
- XII. What it means to be a Snack Assist Parent
 - a. Bring healthy snack for each child, assists, and teacher
 - i. 100% juice, milk, or water — sealed containers only, no juice boxes
 - ii. Limit portions
 - iii. Plates, cups, napkins, and muffin cups available for use
 - iv. Bring plastic utensils, if needed
 - v. Clean tables with bleach solution before serving snack
 - vi. Children wash hands before sitting at table
 - b. Child gets to sit in star chair and assist teacher
 - c. Snack Assist goes outside or to large motor room with teacher
 - d. Emergency snack supplies located in cupboard
 - e. Birthday treats allowed
 - i. Scheduling and summer birthdays
- XIII. Cleaning Responsibilities on Assist Days
 - a. Morning classes mix bleach/water solution in designated bottle
 - b. Afternoon classes empty and rinse bleach solution bottles after use
 - c. Clean all tables and countertops (blue and yellow rooms)
 - i. Clean paint/marker off with soap and water
 - ii. Use SoftScrub, if necessary, to remove stains or glue
 - iii. Spray bleach solution/leave on for 10 min. before wiping clean
 - d. Spray bathroom toilet seats, floor near toilets, countertops, and door handles with bleach solution
 - i. Leave solution on for 10 min. before wiping clean
 - ii. Wipe toilet seats with Clorox wipes if necessary
 - e. Sweep all floors, including hallway if necessary
 - f. Spot clean floors with Swiffer Wetjet mop
 - g. Vacuum carpets
 - h. Empty waste baskets (near sink & teacher's desk) into large garbage can
 - i. Replace with new garbage bag (plastic grocery bag)
 - j. Take black garbage bag outside to dumpster if full (PM classes only)
 - k. Clean any art supplies used, i.e. paint brushes