Preschool Procedures

\*Note: When you are a Preschool Assistant working in the preschool, you are being evaluated by the Preschool staff. Make sure to sign in and out every time you are in the preschool room. Wash your hands prior to entering the preschool room. Know what jobs are expected as well as your partner’s jobs. Use the crates and wipe off sheets provided.

1. Teach personal space. Preschoolers need to sit in their won chairs or on the floor. They must walk where they need to go and not be carried or picked up.

2. Know the Safety Rule “TOSS” We keep our…

**T**hings

**O**thers

**S**elf

**S**afe

3. Art Area: Push up sleeves, put on smocks (the child needs to do this, you can help). Put date (write the month) and child’s name in the upper left-hand corner on artwork. Be sure to spell the name correctly. Remember to write the letter of their first name in capital and the rest in lower case. For example: Kathy. After child is done painting assist with putting painting on drying rack and assist child in proper hand washing techniques.

4. Notify the teacher in the room if a child needs his pants zipped up or buttoned up.

5. **It is your responsibility to be in the site of the preschool teacher at all times!**

6. A tarp or cover needs to be placed on the sandbox when they are done playing to prevent animals from using the sandbox.

7. Make sure the outside gate is closed at all times.

8. Trikes are to be put out on Monday morning and put back in the shed on Friday afternoons.

9. Only one preschooler is allowed in the cozy corner at a time. High School students may not sit on the floor outside the entrance to the cozy corner and interact with the preschooler.

10. Please keep doors into the kitchen and storage room closed at all times.

11. Make sure main preschool door is shut tight and clicked **Shut**.

12. A preschooler is not to be in the entry way during any work session.