

Koala Classroom Routine and Participation Responsibilities

Preparation Time 9:15 am

Participating parents need to arrive 15 minutes early, with their child, to be informed of the plan for the day and to assist the teacher in setting up the classroom and Multi-Purpose Room. During this time, the parent should set out play dough, paint, paper, craft materials and play equipment. Check for needed supplies, such as paper towels, soap, cups, and napkins. If the class has a special event please see the teacher for special instructions.

Arrival 9:30 am

The classroom is not open to children or parents until the scheduled class start time. I will open the Blue Room class door and greet the children when it is time to start the class. Please be prompt and sign your child in on the attendance sheet. All the children and participating adults must wash or sanitize their hands (with the *magic soap*) before entering the classroom. I will greet the children individually as they enter the classroom. During this time participating parents should help direct the children and keep a watchful eye on activities.

Free Play 9:30 - 10:30 am

This is the time for the children to explore and discover on their own. We want to encourage curiosity in the world around them, as we: introduce them to skills they need to begin developing at this age, encourage, not force them to experience a variety of activities, and practice their forming social skills. We need to praise and encourage cooperation and offer positive direction when needed.

One day a week the Multi-Purpose Room will be open during this period for recreational activities. The participating parents will supervise each room and the teacher will roam from room to room to oversee and observe activities. Be sure that no child is ever left unattended. Parents may wish to coordinate changing rooms during this time.

Clean-up & Book Time 10:30 - 10:40 am

I will give 5 minutes notice before time to clean up. We will make our request in a positive way. Encourage cooperation and praise effort as the children assist in the clean up. When the room is tidy the children will be asked gather by the library and to select a book for free reading, as the circle activities are prepared.

When all the children are settled the Snack Parent can begin readying the tables for snack. The table must be wiped clean with cleaning solution and paper towels. Set out place mats & napkins, snack food, and cups with juice. Be sure to set a place for the adults at the table also. When the snack preparation is complete the parent should join the group for the remainder of the circle activities.

Circle Time 10:40 - 11:00 am

This is a time of sharing and discovery together. We will gather on the floor and sit on the colored mats. I will read a story, conduct show & tell, use pictures, flannel board, calendar, finger plays, songs, etc. to engage and teach the children. **Participating parents need to assist** in gathering the children. No pressure, please, as some children prefer to observe at first.

Parents have fun and join in the activity, as the children will look to you for example. **Please offer your lap to any child who is wiggly or distracting.**

Hand Washing 11:55 - 11:05 am

The children will be dismissed from the CIRCLE activities in small groups to wash their hands. Participating parents should assist the children at the sink to wash their hands with warm water and soap.

Snack Time 11:05 - 11:20 am

When everyone is seated we will say a simple thank you and then begin enjoying our treats. While snacking, encourage conversation and proper table manners.

Group Activity 11:20 - 11:30 am

The teacher and Participating Parents will supervise Rec. Room play activities. Additional help with the end of day clean up will be greatly appreciated.

Dismissal 11:30 am

PLEASE BE ON TIME! If the class is outside each parent should arrive ***before the dismissal time*** and proceed inside to gather your child's school bag & artwork and to check your mailbox. If the children are in the classroom I will open the door and dismiss from the snack room. You may enter to retrieve your child if necessary. If the class is in the Multi-Purpose Room please join us at 11:30 and escort your child out.. Always let the teacher know, by note, if someone else is to take your child home. Your child should also be informed of any changes to your routine.

When all the children have left, the participating parents need to help finish with any clean-up, empty, if needed, the sensory table and vacuum the floor. It's important to have the room clean and tidy for the Pandas class the next morning. I will help direct you if you have any questions. During clean up, is a good time to discuss the day's events. Of course if you have any concerns, issues or questions let me know so I may assist you.

Field Trips

Please make special note of Field Trip days. Occasionally there may be a class time change. Some of our Field Trip destinations require a small fee; you will be notified when this will apply. We will often open these trips to your whole families (sibling welcome with parents). We will coordinate families into car pools with the understanding that **every child MUST be in a safety car seat**, and all adults must always wear their seat belt.

Class Calendar & Koala Happenings

Monthly, I will distribute class calendars to keep you informed on the activities scheduled for each class day. Please keep in mind activities may change with little notice but the goal is to follow our calendar. You may wish to use this calendar to mark your participation days and other important school dates. Frequently, you will receive a 'Koala Happenings' update. This newsletter will let you know of special things happening in the Koala's class and upcoming school events.