

APPENDIX C: Checklist for Duty Parents

8:30 – 8:45

Clean the two washrooms before the children arrive (supplies, gloves, etc. beside sink or cupboard above sink)

- Disinfect sinks and toilets.
- Clean mirrors.
- Sweep & mop floors.
- Ensure soap dispensers are full.
- Empty garbage and replace garbage bag.

8:45 – 9:00

Prepare snack

- Get the snack trays ready (cups/bowls, spoons if needed).
- Prepare equipment: small measuring cups for pouring juice, paper towel on each tray.

9:00 – 10:20

Join in free play

- You may be assigned to a specific area to supervise during free play time. Otherwise, just join in and have fun.

10:20 – 10:30

Tidy up before snack

- Tidy sand table area: sweep up sand in surrounding area, put toys away under table.
- Disinfect play tables
- Drain water play basin (if applicable), and wipe down.
- Make sure children wash their hands and get their own cup.

10:30 – 10:40

Serve snack to children

- Set out a paper towel or napkin (if required), and any necessary cutlery for each child in attendance.
- Place snacks in middle of table(s), or serve snack to each child individually, as required.
- Pour a single serving of juice into the measuring cup and allow each child to pour into their own cup (1/4 to 1/3 cup).

Clean up after snack

- Once snack has been served, prepare bins for rinsing of children's cups: first one for discarding juice left in cups, second one with warm, sudsy water for rinsing, third one lined with dish towel for air drying of cups.

10:40 – 11:30 *Clean up classroom, circle rooms, and office/kitchen*

- Wash all dishes used for snack (using proper cleaning/disinfecting procedures as posted above sink in kitchen).
- Wipe down play dough table, and tidy as necessary.
- Replace towels at hand washing bucket (near craft table).
- Make sure paper towels are available at the hand washing sink (sink beside cubbies).
- Tidy craft area, and replace newspaper if necessary (available in green bins under craft supply table), put chairs on top of table.
- Tidy dress-up, puzzle, and large motor equipment areas.
- Wash paint brushes and any other equipment used for painting, including paint trays.
- Empty hand-washing bucket.
- Clean kitchen sink.
- Empty garbage containers (1 in main room, 1 by sign in table, and 2 in office) and replace with new garbage bag – please take garbage outside (or take it home).
- Sweep floors.
- Mop floors, as necessary to remove dirt/paint.
- Put all art work in cubbies (if dry, otherwise leave to dry until next day).
- Put each child's cup in cubbies.

And finally...

- Assist children with dressing for outdoor play in colder weather.
- Join the children and staff outside if the number of children requires another adult.
- Assist in putting away outside toys before you leave.

Notes:

1. There will be toys to wash during some duty days. They will be placed on the counter or in a tub on the floor. Washing instructions are listed by the sink.
2. Thursday duty parent takes home the laundry to wash and return the following Monday or Wednesday.

Thank you for helping in this way – this is a crucial part of your role in the Metcalfe Cooperative Nursery School!