

6.2a Parental Involvement

Parent Helper Guidelines



Why a parent helper?

Having a parent (or carer) helper at each session is an important part of Pre-school life. This helps to involve parents and carers in their child's early education, as well as helping Pre-school to provide more individual attention for the children. We are very grateful for this help, as well as being happy to offer the opportunity for this involvement. We hope you will enjoy your time helping in Pre-school!

Main responsibilities of the parent helper:

- Be present for the duration of the Pre-school morning session.
- Provide and prepare a snack for the children, take care of washing up plates/cups etc, cleaning tables and sweeping floors in Pre-school room. (Check with staff in advance about how many to cater for as this can vary a lot over the week.)
- Assist the staff as needed, join in activities with children.
- During outdoor play, help supervise the gate in particular.

It is necessary that the parent helper act according to the Pre-school policies at all times. A few policies to keep especially in mind:

- All children are to be treated equally, regardless of ethnicity, gender, religion or specific needs.
- A member of staff must always be present in the room with you.
- Please make staff aware of anything you notice that might be a Health and Safety issue.
- Should the behaviour of any child need addressing, please seek out a member of staff.

Staff alone must be responsible for:

- Taking children to the toilet
- First aid
- Comforting children (apart from your own child)

A typical day helping at Pre-School:

9:00 Arrival: Ask staff about any particular jobs for the parent help that day or join in activities with children. If quiet, offer and prepare drinks for staff and visitors.

10:15 Tidy up time: If the snack requires preparation, start just before tidy up time. Start to prepare tables (clearing, wiping, putting chairs round) and go and get the snack.

Snack time: Help to hand out plates and cups, and serve snack.

After snack: Take the box of dirty cups and plates to the kitchen and return to the Pre-school to help with outdoor supervision.

During outdoor play: Supervise the gate in the outdoor play area.

11:45 Story time: This is a good chance to go to the kitchen to do the washing up. On a lunch day, tables may also be wiped and tablecloths put out.

12:00 Home time: Parents pick up children.

Notes about snack:

- Please keep snacks healthy and simple (eg. Fruit, vegetables, houmous, breadsticks). An exception to this might be a cake to celebrate a birthday. Please be aware that some children may have food allergies.
- Grapes and cherry tomatoes must be cut up as they are still a choking hazard at this age.
- Prepare 2 half-full jugs of water and 2 half-full jugs of milk to bring through for snack as well. Milk is provided by Pre-school and can be found in the fridge.

Younger siblings are welcome to accompany you when it is your turn to be the helper. Please ensure that if you take your child into the kitchen with you that they are closely supervised. St Clement's Church Lunch Club takes place on a Wednesday once a month and on this day the Family Centre does not permit children in the kitchen. Staff will let you know if it is a Lunch Club day.

There is a charge £10.00 for missing a help day as Pre-school will need to fund the purchase of snacks.

If you cannot help on the day you have been allocated, please arrange for a swap with another parent. If you find that you cannot come at the last minute, please call to let the Pre-school know.

The Pre-school phone number is 01865 202512.