

## MOTHER/PARENT AREAS OF RESPONSIBILITY

At least one parent of K-6<sup>th</sup> grade Co-op students and 7-8<sup>th</sup> grade students is expected to remain on campus the entire time that their students are enrolled in a class. During this time, each mom/parent is expected to have one or two areas of responsibility that she carries out. Parents of 7-8<sup>th</sup> grade students are allowed to leave campus **after** their area of responsibility has been met. This area of commitment is very important to the operation of our Co-op and should be taken seriously.

If Mom needs to be absent on a given week, you are responsible to arrange for a substitute for your area of responsibility and your elementary student(s) need to miss classes as well. Junior and senior high students may attend classes as long as your area of responsibility is covered. Please make sure your substitute knows exactly what is required of your position. It is our goal to make sure that teachers or staff members are not short of help.

### Areas of Responsibility

#### **Classroom Assistant:**

- \* assist teacher with record keeping, correct papers, assist teacher where needed.
- \* Help with disruptive students.
- \* Accompany younger students to the restrooms.
- \* assist with classroom cleanup.
- \* arrive 5 min. early to assigned class to assist teacher with set up.

#### **Study Hall Supervisors:**

- \* arrive 5 minutes early.
- \* Remain in study hall the entire hour.
- \* Keep the room fairly quiet.
- \* Please do not talk on your cell phone during your time in study hall.
- \* Students may listen to iPods or CD players as long as it does not disturb other students.
- \* Make sure the room is clean before you leave.
- \* Please wait for the next helpers to arrive before leaving and let them know of any special instructions.

#### **Nursery Helpers:**

- \* arrive 5 minutes early to get info from previous helpers.
- \* Care for and play with the babies!  
(This is not primarily a social time)
- \* Please wait for the next helpers to arrive before leaving and let them know of any special instructions.

#### **Preschool Assistants:**

- \* Arrive 5 minutes early to greet the children.
- \* Check in with the PK Coordinator regarding activities for the hour. We use the "Creative Pockets" curriculum for our PK, this includes: game time, numbers/counting/alphabet activities, craft time, outdoor activities and snack time. (Avoid watching movies for time fillers.)
- \* Assistants are expected to participate with the children in their activities, even if there are only a few children. (This is not an hour for mom's to visit.)
- \* Make sure that toys are picked up & the room is neat before you leave.
- \* Please wait for the next assistant to arrive before you leave!

#### **Hospitality Committee:**

- \* Identify and let Admin. know of special family needs.
- \* Plan potlucks, parties & other lunch-time special events (winter/spring botiques).
- \* Set-up & clean-up for special lunch-time events.
- \* Run the ICAP Bucks table the first Thurs. of each month.
- \* Plan & Organize Jr/Sr high auction in the spring.
- \* Enlist additional help as needed.
- \* Help with other hospitality events as needs arise.