



~Helpers Guide~
Brinkworth Butterflies Pre-School



o Sign the daily register in the "parent helper" section
o The children's toilets need to be prepared - Please put out the toilet seats and steps etc.
o Prepare the lidded jug with water & plastic cups, put out onto the table in hall by the hatch, ready for any child who asks for a drink.
o Put a bowl with warm soapy water on a chair in the hall, near the craft area with towel for children's hand washing. NOT TOO FULL!
o Make tea/coffee for everyone.
o Write on the chalk board how many children, adults and visitors
o Before preparing snack or helping with cooking activities, wash hands with anti-bacterial soap. Work surfaces must be wiped down with anti-bacterial spray using the correct cloths.(should be a picture showing you which cloth to use)
o Prepare snack as per snack menu. Please check with staff for any allergies. Please wash all fruit and vegetables. put out the following onto the hatch ready. Plastic cups, plastic bowl/plates, 1 x ½ Blue Jug of milk, 1 x ½ Blue jug of water, sharp knife & chopping board. 1 X empty washing up bowl (for dirties)under the table by hatch.
o A member of staff may give you a job or just join in playing with the children, or you prefer stay in the kitchen and help with snack.
PTO

- **Make staff another drink. Clear away the snack and craft tables. Wipe tables** with anti-bac spray, wash up plates, cups etc and ensure the kitchen is tidy. **Leave out 2/3 tables** and chairs ready for Lunch Club, please check numbers required. Wash down tables and any thing else that looks like it needs a wash.

- Please check with a staff member if there are any handouts or parent letters to put in children's boxes. **help outside to clear away things from the outside play area.**
- **Before the end of the session**, Please give the basins, toilet seats and steps a spray and wipe. **Please ensure** that the kitchen is cleared before the end of the session and all the things are back into our cupboards. The washing up bowls will need a clean and spray.

Last but not least please make another drink for staff at 11.30am.

VERY IMPORTANT –PLEASE NOTE THE FOLLOWING:

- ***Do not** take children to the toilet
- ***Do not** use inappropriate language
- ***Do not** accept monies on behalf of the pre-school
 - ***Do not** open the front door.
 - ***Do not** administer first Aid – seek attention from a staff member.
- ***Do** Inform a member of staff should a child require changing.
- *Helpers and staff must use the DISABLED toilet, leaving the ladies toilet for **sole** use of the children.

– Thank you for your help!