

Campus Pre-School Parent Help Form

Complete the upper portion of this form and return it to the Teacher on your staggered entry day.

Child: _____
(First Name) (Last Name)

CLASS: (circle) T/Th M/W/F T/W/Th am/pm Junior/Senior

Mother: _____

Home Phone: _____ Business _____ Cell: _____

Father: _____

Home Phone: _____ Business _____ Cell: _____

Name of person(s) who will be helping in the classroom: _____

Relationship to Child: _____

Preferred days to help: _____

List any Allergies/Food Restrictions your child has: _____

Please indicate if you wish to work extra days for a few months so that you are free for a period of time (e.g. pregnancy, university, holidays): _____

PARENT HELP INFORMATION (please **keep** this portion of the form for your reference)

1. Each parent is responsible for assisting (or having a person significant to the child assisting) approximately one morning or afternoon a month for each child. *Note: There are times when more than one parent helper is required in the classroom, i.e. special field trips, classroom dynamics, etc. When the need arises parents will be notified and asked to provide additional volunteer time to ensure that the required supervision is maintained.*
2. It is the parent's responsibility to switch days with someone in the class if he/she cannot help on the assigned day. If you are unable to attend on your parent help day, it is your responsibility to phone all other parents on the class list before contacting the Vice-Chairperson, who will find a substitute. You must pay the substitute a \$30 fee per class. The substitute is not responsible for providing a snack in the classroom.
3. Any parent who does not appear on his/her helping day and fails to provide for someone else to appear will be liable to a \$50 fine payable to the Pre-school.
4. Parent Help Calendars will be given out soon after the staggered entrance days. Helpers for the first two weeks will be phoned.
5. It is the policy of the Pre-school that parent helpers are not to bring other children to the Pre-school on their parent help day.
6. Children should have a schoolbag, large enough for the child's art projects, with the child's name on the outside. Please check the bag daily for newsletters, calendars and notices.
7. On Parent Help Days:
 - Please arrive promptly at 8:55 am or 12:55 pm to prepare your snack and welcome the children.
 - Please do not bring other children on your Parent Help Day.
 - Bring a nutritious snack for all the children, the teacher and yourself (18 children in the senior class; 16 in the junior class). Water, for drinking, will be provided at the school. Note: any preparation of the snack (e.g. washing or cutting of fruit/cheese) must be done in the kitchen in the designated area.
 - Read the duty list posted in each room and complete all duties before leaving the classroom.
8. Handbooks are available at the pre-school for sign-out. A Mini-handbook is included in this package.