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# PARENT JOBS MANUAL

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## Gingerbread House Co-operative Preschool

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# PARENT JOBS

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## Parent Job Deposit Policy

Gingerbread House Preschool is a co-operative preschool and relies on the volunteer duties from parents. As a member you are required to commit yourself to do each of the following jobs once. If you fail to complete the jobs during your family's assigned week a \$200.00 job parent job cheque will be deposited to GBH at the discretion of the staff and Executive Committee. Please see the details of each of the jobs below.

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# PLAYDOUGH

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- 3 Cups of Flour
  - 1 ½ Cups of Salt
  - 3 Tablespoons of Cream of Tartar
  - 3 Cups of Water
  - 3 Tablespoons of Oil
  - Colour – Food Colouring or Unsweetened Koolaid
1. Mix dry ingredients in pan.
  2. Add liquid ingredients and stir with a wooden spoon.
  3. Cook over medium heat stirring constantly until it starts to look like playdough but is still sticky.
  4. Remove from pan and knead as it cools.
  5. Place in airtight container or ziplock bag.
  6. Place in the freezer.
  7. Bring it on the first day of the week that your child comes to school.

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# LAUNDRY

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A basket of dirty towels, puppets etc. will be put at your child's cubby to be taken home, if there is any. Please return by the next week.

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# CUP CLEANING

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## **IMPORTANT NOTE:**

This is done on Wednesday OR Thursday (whichever day your child attends)

1. Snack is usually finished around 10:45am so you can usually pick up the dirty dishes outside the classroom doors any time after this.
2. Dishes are washed in the church kitchen located off the gymnasium.
3. The church provides large white towels to set the washing trays on to drip while you dry any excess water off after the wash- the towels are usually folded to the side of the dishwasher. There will also generally be either some smaller white towels or tea towels located there as well. Please hang them to dry after finishing (wherever you can find a spot-usually over a serving trolley).
4. **\*\*IMPORTANT\*\***- The temperature of the water **MUST** be at least 82°C before beginning to wash the dishes. This temperature **MUST** be recorded on the attached sheet.
5. The instructions for using the dishwasher are posted on its side as well as on the cupboard door above it. An initial rinse cycle must first be done before any dishes are washed. It may take at least 10 minutes to get the water up to temperature. A wash cycle generally takes around 3 minutes.
6. Please arrive as close to 10:45am as possible for the first few times so that you have sufficient time to learn the process and get the dishes washed before picking up your child.
7. Leave the cleaned dishes outside the classroom (same spot you picked them up) and the teachers will pick them up and put them away. Then please sign-off (initial) on the calendar in the cubby room on the day you clean the dishes to say this has been completed!
8. Please leave the church kitchen in the same condition you found it. They are very generous to let us use it.

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# TOY CLEANING

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## **IMPORTANT NOTE:**

This is completed the last Thursday of each month at 6:30PM. Teachers will put out ALL the Toys that have been used within the program, for parents to clean that night. A teacher will be present to help answer any questions you may have.

1. Wash all the toys
2. Wipe down all the wood toys, shelves, cubbies, dramatic equipment
3. Wipe down all the gross motor and dramatic play equipment
4. Wipe down all the tables and chairs (if needed)

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# HOUSEKEEPING

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## **IMPORTANT NOTE:**

Arrange to pick up the cleaning keys from the Teachers. Housekeeping is done anytime from 1:00PM on Friday to 9:00PM on Sunday.

1. Fill the bucket with water & disinfectant. Start in the cubby room. Wipe down all the cubbies, removing contents when necessary.
2. Clean the office window and wipe all door handles.
3. Sweep/Vacuum, then wet mop the cloakroom & Hallway.
4. Sweep the steps at the entrance and wash them.
5. Clean Toilets, Sinks and Mirrors in BOTH the washrooms.
6. Wipe down all the chairs, ledges, door handles, playhouse and couch etc. (checklist has more detail) in BOTH classrooms.
7. Vacuum the carpets in BOTH rooms. Replace the safety 'plug covers' when you are finished vacuuming.
8. Sweep the floors in BOTH bathrooms & classrooms.
9. Fill the floor bucket with floor cleaner and water, for classrooms. Fill with weak bleach and hot water for the Kitchen /Bathroom solution.
10. Damp mop ALL floor surfaces in classrooms, kitchen & bathrooms.
11. Leave the dirty water in the bucket and teachers will dump out in the utility sink the next day. Place the mop head in a bleach solution and leave to soak.
12. Put cleaning supplies away under the kitchen sink.
13. Sign-off (initial) on calendar, in cubby room, that cleaning was completed on your weekend.
14. Close and lock up
15. Return the key to the Teachers on your child's next school day.

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# WEEKLY SNACK SHOPPER

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## IMPORTANT NOTE:

If your child starts school on a Monday, bring in snack the Monday morning of your week. If your child starts school on a Tuesday, parents bring in snacks the Thursday or Friday BEFORE your week. See the **schedule** to find out which snack menu you need to purchase.

### SNACK MENU #1

- 20** Bananas
- 2** 550g Boxes of Original Shreddies
- 2** 400-500g Blocks of Mozzarella Cheese
- 2** Whole Wheat Premium Plus Crackers 500g boxes

### SNACK MENU #2

- 2** Large bags of Mini carrots
- 3** Cucumbers
- 3** Large Original Hummus
- 5** 500-600g Tins of Peach Slices packed in water
- 2** 400g Boxes of Original Cheerios

### SNACK MENU #3

- 4** 650g Tubs of Vanilla Yogurt
- 1** Bag of MacIntosh Apples
- 2** Large Boxes of Original Graham Crackers
- 1** Bag of Mandarin or Navel Orange Slices

### SNACK MENU #4

- 5** 600-650g Jars of Unsweetened Apple Sauce
- 2** 400g Boxes of Original Melba Toast
- 5** 500-600g Tins of Pear Slices packed in water
- 2** 300-400g Tubs of Cottage Cheese

### SNACK MENU #5

- 3-4** Heads of Broccoli
- 4** Bell Peppers
- 2** 400-500g Blocks of Cheddar Cheese
- 5** Original Packs of Rice Cakes
- 3** 340g Tubs of Original Cream Cheese
- 1** Bag of Grapes