



Keys to Helping Parent Success

Being in the classroom on a regular basis is part of what makes our preschool environment different and very meaningful to your child. They genuinely look forward to having you there!

As the Helping Parent, you:

- Assist in any activities requested by the teacher
- Engage/play with all the students in the class
- Take students to the bathroom (when necessary)
- Clean the classroom (vacuum, disinfect toys, etc)
- Keep the positive, encouraging, and nurturing environment of the classroom

What will help your Helping Parent day be the best?

- Show up on time with a positive attitude
- Wear comfortable clothes (you will most likely be sitting on the floor at some point)
- Bring a tasty snack!

Making sure you can be Helping Parent

Please keep a current copy of your child's classroom Roster on your fridge, in your phone or saved somewhere you can access the information quickly. As soon as your Helping Parent Calendar has been handed out, enter all scheduled dates into your phone, write them on your calendar and communicate to your Classroom Coordinator immediately if there are changes that need to be made.

We understand that life gets busy, things come up, kids (and parents!) get sick, and substitutes are needed from time to time. Most of the time, your fellow classroom parents will be willing to step up and help out in your absence. And in the case that they can't, we also have a small number of parents throughout the preschool who are willing to help out in other classes.

We ask that you either trade a specific day with another parent in your class or pay the Helping Parent Substitute \$25 for their time and effort.

But keep in mind that you can also create your own Substitute List! Think outside of the box. You are always welcome to have grandparents, nannies, babysitters, aunts, uncles, neighbors or even friends substitute in your absence.

All volunteers MUST BE over the age of 18 and fully background checked by our Registrar prior to being in the classroom.

If you think you might want to set this up, please submit a Background Check Form. Please note that there is a fee for Oregon residents. Have the members of your “support team” fill it out and process them in advance. Forms take 2-3 days to process so last minute requests cannot be filled.

Remember, parents are not able to drop children off until the appropriate number of parent helpers have been arranged and are present on site. If we cannot locate a substitute to fill your absence, your class may be canceled for that day.

If you have any questions regarding your Helping Parent duties, please contact the Vice President, at vp@cwcoop.org.



Helping Parent Substitute Policies

If you are in need of a substitute for one of your scheduled Helping Parent days, please follow the steps below:

Advanced Notice of Absence:

1. If you know more than 24 hours prior to your absence, please send an email to your entire class roster to request someone to fill your scheduled day and time.
2. Parents who are willing to help, please **REPLY ALL**, so everyone in your class knows that the need has been filled. Unless otherwise arranged, the substitute parent is responsible for bringing the snack for class that day.
3. If no one in your class can substitute, contact families in the School Substitute List. These parents *might* have the availability to substitute for you.
4. If no School Substitute is available, ask your Classroom Coordinator for the roster of another class (ideally one that has the same class time as you). Contact that class.
5. If you have not found a substitute the night before your scheduled day and time, please email your Classroom Coordinator and Vice President, at vp@cwcoop.org, so we can be ready to assist if needed.

Last Minute Absence or Unfilled Helping Parent Requests:

1. If you need a last minute or early morning substitute, please start by **calling/texting** everyone on your classroom Roster and the All School Substitute List. **Email is not sufficient at this point, particularly for AM classes. Classes cannot be held without a parent helper present.**
2. If you reach a parent who is willing to help, please call/text your Classroom Coordinator and email your Teacher to let them know of the change for that school day. Unless otherwise arranged, the substitute parent is responsible for bringing the snack for class that day.
3. If you **STILL** have not located a helping parent substitute, please notify your Classroom Coordinator and Vice President so we can work together to help you find a substitute.

*** Class cannot be held without Helping Parents**

Helping Parent Substitute Etiquette:

1. Unless otherwise arranged, the substitute parent is responsible for bringing the snack for class that day.
2. When possible please trade your absence for another parent's scheduled day. Pick a specific date rather than "one in the future." This keeps things even and has all parents volunteering in the classroom an equal amount of time.
3. Communicate any traded days to your Classroom Coordinator so they can update the Helping Parent Calendar in their files.
4. If you cannot trade a day, you are responsible for paying the helping parent substitute \$25 for their time and effort. Please bring this to your next scheduled class and either hand the money to the parent who helped out or ask your Teacher to send the money home with the appropriate family.
5. If you end up utilizing a substitute from a different class entirely, you still pay them \$25 for their time and effort. Please seal this payment in an envelope labeled with YOUR name and with the SUBSTITUTE's NAME and drop your payment in the tuition box in your classroom. An Executive Board member will assist in getting your payment to the correct family.

**PLEASE EMAIL ALL CHANGES TO YOUR TEACHER AND CLASSROOM
COORDINATOR!**