



Edwardsville YMCA Preschool Adult Co-Op Volunteer* Duties



The following is a list of expectations for adult co-op volunteers in the Toddlers, Threes, and Pre-K Classes:

- Check calendar thoroughly for your co-op schedule(occasionally you will co-op twice in a month)
- Make sure you have the correct food or drink item required. Check with teacher beforehand regarding any allergies in the class.
- Talk to teacher and see what special activities are taking place on your day.
- NO siblings are allowed of any age when you co-op. NO EXCEPTIONS! Babysitting is provided in the Child Watch room for ages one year and older. During field trips be sure to leave a cell phone number with Child Watch.
- Clean up after activity time and snack time. This includes wiping down tables, sweeping the floors, helping and encouraging children to put away toys and games in their proper places. Watch children and encourage sharing and proper behavior whether inside or outside.
- Take children to restroom when necessary, following YMCA restroom guidelines.
- Help at restroom – one adult per restroom until all children have completed task – make sure children wash hands properly.
- Set-up snacks/drinks, napkins and cups.
- Show courtesy during circle time by not talking in room to other adults.
- Come prepared to work and have fun with the children. Your role is very important to the teacher.
- It is YOUR responsibility to call fellow parents to find a sub if an illness or emergency arises on your co-op day. Out of courtesy, please take his or her place on the co-op calendar when someone subs for you. A \$25 fine will be assessed if you fail to show up on your assigned co-op day.
- Please let the teacher know if you need to use your cell phone during class time.

*The success of our preschool program is dependent on support and involvement from volunteers. The YMCA makes an active effort to prevent abuse and is in compliance with Y-USA volunteer requirements and the Safe Sport Act. So even though we may know you well, we are required to conduct criminal background and reference checks, and have our volunteers complete required training on Child Abuse Prevention and Mandated Reporting. It's just one of the many ways we help protect children and other vulnerable people served by the YMCA. To start the volunteer process, please go the Volunteer section under Important Information on the Preschool page on our website, <https://edwardsvilleyymca.com/childcare-camp/preschool/>.