

ROSTER DUTIES

We'd love for everybody to get involved at Time For Us. You can help out with the various activities that happen each week. Please consider committing to signing up for two tasks on the roster per term. (You're welcome to sign up for more if you wish.) We ask that everybody who is still at playgroup at 11:45am help with packing away.

Please see the below task descriptions to know what is involved. There are themes each week & a pre-prepared theme pack with ideas & activities available in advance at the Welcome Desk .

Task	Prep Time	Requirement of Task	Time of Activity
Welcome Desk	Nil	<ol style="list-style-type: none"> 1. Ensure upcoming newsletters & any relevant flyers are laid out on table. (Found in green/orange admin bag in main cupboard) 2. Put name tag labels out with marker pen & ask people to write their own name tags for themselves & their child/ren 3. Collect \$3 per family visiting. Please note, newcomers do <i>not</i> have to pay on their first visit 4. Ask each parent/carer, to sign themselves and their child/ren, in on the roll call & add newcomers to the list 5. Welcome every newcomer! Give them a welcome pack & ensure they fill out a registration form. (Even if it's their first time - it's needed for insurance purposes). 6. Clear away desk at end, place admin bag back in cupboard, hand money & new registration forms to Carolyn or down at reception 	<p>9:45-10.30 45 mins (set up & welcome)</p> <p>11:55 -12 5 mins (pack up)</p>
Set Up	Nil	<ol style="list-style-type: none"> 1. Obtain Time for Us keys from reception 2. Open cupboards & get out relevant toys for age groups & set up around hall 	<p>9:45-10am 15 mins</p>
Morning Tea	Up to person	<ol style="list-style-type: none"> 1. Open kitchen, fill urn, plug it in & turn to boil 2. Get kitchen box out of main cupboard & set out tea, coffee, sugar etc. 3. Place milk & food (previously purchased) out for consumption 4. At end of group wash dishes & put away. Turn urn off. Place uneaten food in storage containers or give away. 5. Leave kitchen in condition you entered it in & lock it. Place kitchen box back in cupboard. 6. Alert a coordinator of items finished so they can be replaced for the next week 	<p>9:55-10am 5 mins (set up)</p> <p>11:55 – 12 5 mins (clean up)</p>
Craft	Up to person	<ol style="list-style-type: none"> 1. Use pre-prepared craft activity from theme pack or use your own ideas 2. Set up craft table during session 3. Place craft items out of the boxes in the Time for Us cupboards you are using & put boxes away 4. Be at table during the whole craft time so that you are showing & leading the craft activity 5. Pack away craft activity & clean up area for any spillages etc 6. Place craft items not used back in boxes 7. Notify leaders of any items used completely that may need to be purchased for following week 	<p>10:55-11:00 5 mins (set up)</p> <p>11:00-11:15 15 mins (activity)</p> <p>11:15 – 11:25 10 mins (clean up)</p>
Story	Nil	<ol style="list-style-type: none"> 1. Move some play mats into a corner of the room 2. Gather the children onto the mats 3. Use the story book/s from theme pack or choose your own to fit theme 4. Read to the children encouraging participation 4. Put the book back in the theme pack & mats away 	<p>11:00- 11:15 15 mins</p>
Music	Nil	<ol style="list-style-type: none"> 1. Move some play mats into a corner of the room 2. Gather the children onto the mats 3. Use song/s list from pre-prepared theme pack or choose your own. Sing along with the children encouraging participation from adults & children. Optional to get some musical instruments out of the cupboard for the children to use 4. Put the song list in theme pack, instruments & mats away 	<p>11:00- 11:15 15 mins</p>
Pack Up	Nil	<ol style="list-style-type: none"> 1. Open cupboards & put away toys in correct labelled boxes 2. Ensure boxes are put away in correct place on shelves being aware of OH&S 3. Sweep floors and ensure spaces left clean & tidy 4. Ensure Time for Us keys handed back in to reception 	<p>11:45-12 15 mins</p>

