

Lunch Duty #5 – Monitor children outside/inside

9-7-2010

Emergency information is located in the **green notebook**.

A master student class list is in the **green notebook**. Use this list to locate children in classes if necessary.

Lunch Duty #5 - 11:25-12:25

- Familiarize yourself with all the rules by reading all specific duties below and everything in the right hand column before you begin.
- You have the authority to remind anyone of co-op rules.
- Find the appropriate name tag in the **green notebook**. Please wear so others will know who is on duty.
- Eat before or after lunch duty.
- Lunch duty is not a time to visit with other moms. .
- You and the morning hall monitor and the other lunch duty parents are responsible for all children during this time.
- Children must stay in the lunchroom the entire lunch hour for safety reasons. No exceptions (except restroom with permission).
- Children are not allowed in the art room/kitchen during lunch and may not use the microwave or refrigerator.
- **No running is allowed inside.**
- **No balls or other toys are allowed.**
- While children are eating, assist any younger children who need help.
- Make sure children clean up their own eating area when done.
- The whistle is blown at 12:00 by lunch duty parent #1 to signal clean up.
- **The children are to be dismissed table by table when they have cleaned up their trash.**
- You are to help Lunch Duty #4 outside by helping oversee the children who go outside to play.
- Make sure the children do not get too rowdy. Turn in any problem children to Candy McDonald.
- You should organize games, like Red Light/Green Light, Simon Says, Duck, Duck, Goose etc. for the children who choose to play outside to help keep them occupied. Lunch Duty #4 will watch the other children who don't want to play games.
- If children must stay inside due to the weather, work with Lunch Duty #1 and #4 to organize inside games and keep children under control on the half of the gym not used for eating.
- Please do not let any of the boys play keep away with the hats of the other boys.
- Children are not to bring food outside to eat.
- If children decide to go back inside the building they need to stay inside. Running in and out during playtime makes extra messes for parents trying to clean up after lunch.
- Make sure that all 7th graders and older do not come out to play until they have helped with picking up the gym.
- **After children are dismissed for class at 12:15, Assist Lunch duty #1 and #4 to empty trash cans/replace bags/take full bags to dumpster outside church (near the parking lot). Key to gate located near upper right hand corner of church's entry doors. Please return keys!!!**
- **Replacement trash bags can be found in the supply closet located to the right of the women's restroom.**

All Duty Hours Please Follow:

- It is best to find childcare for your younger children. If this is not possible, bring quiet activities to keep them busy.
- Make sure children are not roaming the halls during class time. They are to either be in class or under the direct supervision of the parent. If there are children waiting for a parent, have them sit with you.
- Remind children, when necessary, to walk, not run, in the halls and to respect church property.
- Absolutely no children in the halls, with or without parents during class time. Please have parents take advantage of our "Mom's Room" during class time.
- Assist the teachers of younger children by helping them with bathroom breaks.
- Playground for preschool use only. Make sure all toys are returned to patio when done.
- No children are allowed outside the doors between classes. Watch the younger children especially carefully.
- Curtain on stage should be closed at all times. Make sure it covers the speakers at front of stage.
- Stage off limits!
- Toys/games in all rooms off limits!
- No Personal Electronic Devices should be used during co-op classes.
- Closets in gym off limits! Exception: When setting/cleaning up tables and chairs.
- Enter through gym to go upstairs. A/V room off limits! Students may not go upstairs unless they have a class there.
- Teenagers who drive may not sit in cars in parking lot during lunch or class times. They must remain in the building.