

Morning Set Up

Revised 9/6/2010

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.

Morning Set-up - 7:45 - 8:30

- 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.
- In the supply closet (located to the right of the women's restroom), get the diagrams on yellow papers clipped together, hanging on the metal shelf. The name tag you wear during your duty time is also clipped with the diagrams.
- Get 4 trash cans from left-hand closet in gym. Make sure they have bags in them. Place in gym near the entrance doors for the day. Extra trash bags can be found in the supply closet located to the right of the women's restroom.
- Move 15 white chairs from 111 or 112 to 103
- Move 25 white chairs from 111 or 112 to 109/110
- Put white boards with easels in rooms 104, 107/108 (kitchen) and 109/110.
- Assist Jacob Rohrer and Shaun McCue with set up for all classrooms first.
- Assist Jacob Rohrer and Shaun McCue with the set up of the gym for lunch and for choir.
- **Return diagrams to supply closet before leaving.**

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.