

Afternoon Hall Monitor Duties

9/1/2011

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.

Keep the Co-op emergency cell phone with you. This is for incoming calls only.

Afternoon Hall Monitor – 12:15-4:00 or until all children have left

- 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 you come.
- Hall monitor duty is not a time to visit with other parents.

After lunch till the end of the day.

- *****Most importantly, stand by the entry doors as children are picked up between classes and especially at the end of co-op. NO children are to wait outside. They may leave when they see their parent drive up. Stay until all children not helping to clean up have left the building.*****
- ***During the 6th class period, you are responsible for dust mopping (sweeping) the foyer and vacuuming the hallways, the rugs by the front doors, and the rugs by the water fountain.***
- ***During the 6th class period, you also need to vacuum the parent room(Room 102) and the nursery (Room 105)– if anyone is in these rooms go ahead and vacuum and ask them to pickup after they are finished in the room.***
- ***After all of the children have left at the end of the day, pick up any papers that may have been dropped in the foyer or hallways.***
- ***Collect the First Aid Kit and the Co-op Hand Sanitizers (should be 4 spread throughout the foyer) and put them in the lost and found bucket.***
- ***Take the lost and found bucket into Room 106.***
- ***Check both bathrooms. You don't have to clean them, just pick up any paper on the floor and make sure the toilets are flushed.***
- ***Be sure and return the cell phone to the **green notebook**. Also make sure the cell phone power is off.***

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 during class times. 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.