

Lunch Duty #1-Whistle/Inside Monitor

9/11/2009

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 #1 - 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.
- **Pick up whistle from green notebook.**
- 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 inside the building.
- **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.
- **Blow the whistle at 12:00. This is when the students start to clean up. They are to be dismissed table by table when they have cleaned up their trash.**
- **As children finish their lunches and move to the other side of the gym, concentrate on watching them instead of cleaning.**
- **Children who need to use the restroom need to ask you permission to go. Do not allow too many to leave the gym at one time.**
- **All tables and chairs need to be put away for afternoon PE classes. Children 7th and up should help with this.**
- Only Jacob Rohrer, Rob Adkins, and those assisting them are allowed to move stacked chairs and tables. Stacks could be dangerous if toppled over.
- All children, (even older ones) not helping to clean up and not playing outside should move to the other side of the gym to facilitate clean up.
- **Watch the children who stay inside. Running is not allowed. Children must sit and talk quietly while they wait for class.**
- **Blow whistle at 12:15 to dismiss children to classes. Remind them not to run.**
- **After children are dismissed for class at 12:15, assist Lunch Duty #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.**
- **Wash the whistle and return whistle to green notebook.**

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 are allowed at co-op.
- 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.