

# Lunch Duty #3-Wipe Tables/Sweep

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 #3 - 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.**
- **Get towels and spray cleaners from the supply closet (located to the right of the women's restroom). Take them to the gym.**
- **Get dust mop, broom and dustpan from supply closet (located to the right of the women's restroom). Take dust mop to gym for use after tables and chairs are stacked.**
- While children are eating, assist any younger children who need help.
- **Make sure children clean up their own eating area when done. Children are dismissed table by table when they have cleaned up their trash.**
- The whistle is blown at 12:00 by lunch duty parent #1 to signal clean up.
- Begin cleaning as soon as the tables get cleared off, so you will be finished by 12:20 class time.
- **Wipe down tables.**
- **Clean any spills on chairs using carpet cleaner and brush from supply closet.**
- **All tables and chairs need to be put away for afternoon PE classes. Children 7<sup>th</sup> 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.
- **Dust mop the half of the gym where lunch was.** Sweep dust into a pile. Use broom and dust pan to throw away anything that gets swept up.
- **Return dust mop, broom, dustpan, and spray cleaners to supply closet.**

## *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.