

# Morning Hall Monitor Duties

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.

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

## Morning Hall Monitor - 8:15 - 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 hall monitor notebook. Please wear so others will know who is on duty.
- Hall monitor duty is not a time to visit with other parents.
- Ethan Rowell will be setting up chairs in the gym during 1<sup>st</sup> hour.
- *Most importantly, stand by entry doors as children are picked up between classes and at lunch. NO children are to wait outside. They may leave when they see their parent drive up.*
- **At the end of the third hour, do not allow children to open the lunch room door before 11:35 or before the class using the gym is finished.**
- **During lunch, stand in foyer to monitor doors and check hallways occasionally to make sure they are empty.**
- **Monitor both boys' and girls' bathrooms during lunch time. Children should not play in the bathrooms but should return to the lunch room ASAP.**
- Children must stay in the lunchroom the entire lunch hour for safety reasons, unless they have permission to use the restroom.
- **Children are not allowed in the art room/kitchen during lunch and may not use the microwave or refrigerator.**
- **Any children who come in the building for afternoon classes should go to the gym and wait to be dismissed with everyone else.**
- **No students should be in classrooms during lunch time.**
- Eat before or after lunch time.
- You and the lunch duty parents are responsible for all children during this time.

## *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.