

Morning Set Up

Revised 9/19/2007

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.
- There are two parents on duty for morning set up every week. Work together and the set up will go more quickly.
- 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.
- Ethan Rowell will move tables and chairs near classrooms.
- Start with room 103. Then do the rooms in the following order. Keep the set up diagrams with you while you work.
 - Room 104
 - Room 101
 - Room 113
 - Room 107/108 (kitchen)
 - Room 109/110
 - Room 111
 - Room 112
 - Upstairs room
- Put white boards with easels in rooms 103, 104, 107/108 (kitchen) and 109/110.
- **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 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.