

Hall Monitor Responsibilities:

The Hall Monitor position is a very important position. You are the eyes and ears of the leadership based at the Front Table and provide a conduit of information to them to help remedy problem areas. Here's a summary of your responsibilities:

- Direct people to classes, help find who's where. There are reports at the front table that will help you get the answers you need.
- Tidy Chapel (straighten Bibles, pencils, pick up litter, etc.)
- Remind people to wear nametags
- Make sure wandering kids have a purpose and return to their class when done
- Be aware of and pick up trash, litter, etc, in halls
- Encourage students not to run in the halls and to keep the noise level as low as possible
- Run messages, do errands, find people as requested
- Help deliver coffee, if they need that help

Report the following to leadership if there are concerns:

- Check adult/child ratio in early ed. Classes
- Assess needs for extra helpers/floaters in other classes

Friday School Gym Teachers and after Friday School Lunch Leaders Responsibilities:

It is very important that while students are in the Gym, that they are aware of and respectful of the following:

- No students are allowed on the stage or in the supply room at any time
- No students are allowed to stand on any chair or table or to climb on the stacks of chairs in the corners of the Gym. If a ball or object lands on the top of the stacked chairs or stage, it's the responsibility of the Teacher to retrieve the item.
- Students are not allowed in the Kitchen except for a specific purpose requested by a teacher.

Please explain to your students that these rules were requested by the leadership of EBC out of concern for the safety of the students and our right to use the facility will be in proportion to our honoring of these requests. As a leader, please make every effort to be sure that students are not left unattended in the Gym at any time and that the guidelines noted above are followed. Notify Traci or Polli if you have any concerns.

THANKS FOR YOUR HELP!

The First Class - Skagit County Board