

Lighthouse Homeschool Cooperative

Monitor **Handbook**

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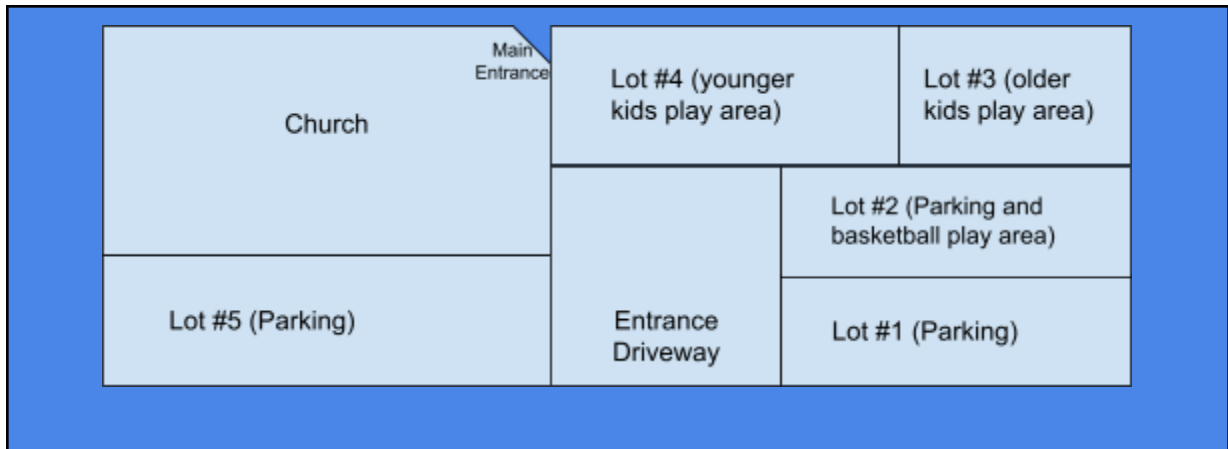
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Thank you for your vital part in making our cooperative run smoothly for the benefit of all involved! We pray this duty will help you meet and become better acquainted with other members of the co-op!

A. General Instructions:

- Please plan to arrive at 8:15am. Your duty ends after all the cleaning is done (approx. 3:30). Please check in with the monitor coordinator board member before you leave.
- It is strongly recommended that if you have small children/babies who will not be able to help you monitor and/or clean, trade babysitting with another parent during your monitor duty or find someone to watch your child(ren) so you will be able to fulfill your duty.
- Part of the monitor duty involves periodically checking outside to ensure that parents are supervising their child(ren), especially at lunch. Please dress accordingly.
- Because this is a cooperative group, part of your requirement as a member of the co-op is to be a monitor. If you do not fulfill your monitor duty, your child may not be able to attend class until you have made up that duty. If you find you cannot fulfill your monitor duty, *YOU* must find someone to trade with or cover for you. You must also notify the monitor coordinator board member. A monitor list with contact information is on the bulletin board in Palmer Hall and one was included into your family welcome folder.
- When a monitor is excused from a shift due to co-op being canceled (ex: snow day), he/she may be asked to fill another date on the schedule, as needed.



B. Guidelines & Responsibilities:

- Arrive by 8:15
- Please refer to the parent & student handbook for a full set of regulations that need to be followed by all members. Though you are the monitor, it is still the primary responsibility of the parent/guardian to watch their child(ren). You supervise the overall safety of the building/playground attendees as well as the upkeep of the facility.
- Please make sure that you are making rounds regularly. This includes outside, sanctuary, and off-limits areas. Please coordinate with each other the fire drill protocol by determining who will cover what section of the building so that we do not duplicate efforts in one area and possibly skip another. Refer to the Fire Drill section of the parent & student handbook.
- Put orange cones (located near the outdoor storage box to the left of the main doors) outside - across the entrance to lot #3-4 and small ones blocking off the parking space in lot #1 behind the basketball hoop. Please set out the two “caution, children at play” signs (located in the Lighthouse closet under the stairs on the first floor) so they are viewable by all. Toy/ball bin located outside by the main entrance, should be unlocked for students to access. Place the two three drawer bins on top of the table under the Lighthouse bulletin board. Put the bell and the sign in/out book on the table for easy access. Please place the clear kitchen utensil bin on the coffee table (make sure it is stocked well). Set up the coffee table with tablecloth, coffee pot, tea, etc.

These are all found in the Lighthouse closet under the stairs on the first floor. No one should be using **any** church supplies (exceptions: tissues, toilet paper, and paper towels) unless for cleaning. The lost and found bin should be placed on the counter next to the stairs in Palmer Hall.

- Put out the Lighthouse room signs by each classroom door (located behind the church signs in the plastic holders outside the classroom doors). Also hang up Lighthouse signs (located in the three drawer bins under the Lighthouse bulletin board) on the entrance doors of the Sanctuary, the hallway door upstairs leading to the Pastor's offices, and all off limit locations.
- In the afternoon, upon closing, set up each classroom and Palmer Hall according to the directions provided by a board member.
- In the morning, set up all the round tables (located in the Palmer Hall closet) in Palmer Hall. Put 6 to 7 chairs around each table. You may roll the round tables. **Please do not drag any tables or chairs.**
- Weather permitting, please place a garbage can outdoors between lot 2&3. Please empty at the end of the day and return the trash bin inside. All trash needs to be brought to the white trash bins near parking lot #5.
- Be available to help with set up/clean up between classes.
- Use the upstairs wall bell to alert a change of period. Ring the hand bell outside to alert those outside of the change of period. Bells should be rung at 8:55, 9:55, 10:55, 11:55, 12:45, 1:45, and 2:45. *Please only use cell phones or the kitchen clock to determine the time as the clocks in the classrooms differ.*
- Rotate every ten minutes or so through the halls, foyer, bathrooms, study rooms and outside to make sure rules are being followed. Please check bathrooms to make sure they are sanitary. See rules/directions in the parent & student handbook.
- Thermostats are to be left alone. They are on a timer to go up and back down automatically.

- The following are off limits to Lighthouse members: church offices (pastors and secretary), Sanctuary (other than class time), phones and church supplies (except for cleaning)!
- There are to be no children/students loitering upstairs at any time
- The use of internet capable devices (including cell phones) upstairs or in classrooms is NOT permitted by children/students.
- It is the responsibility of each parent and teacher to remind the children to clean up after themselves including paper and food (Palmer Hall) scraps, wiping down white boards/chairs/tables, trash off tables and floor (vacuum if needed) and arranging chairs in an orderly manner

C. Lunchtime:

- Once again, ensure that (if needed) a monitor is supervising outside and another inside at all times.
- Supervise the eating area. All eating should be done in Palmer Hall or outside (snacking is only permitted on the hard floor in the nursery). It is expected that students will talk in a normal voice and pick up their trash.
- There is no running inside!
- Wipe down all tables at the end of the day
- Wipe up spills immediately
- Make sure the kitchen counters are wiped down as well as the microwaves, both inside and out. Ensure the ovens are turned off.
- Clean church and outside areas as directed in cleaning duties below. This can be started as soon as any classrooms or study rooms are empty. Do not wait until classes are all over to begin cleaning.

D. Cleaning Instructions:

- See laminated checklist located in the three drawer bins under the Lighthouse bulletin board

E. Cleaning Supplies:

- Tissues, paper towels, toilet paper, Windex, dust mop, broom, vacuum, trash bags, and wet mop are in the janitor's closet.
- Dust-buster: on the nursery wall (please empty before returning)
- Main trash cans: in Palmer Hall and the Kitchen (these must be emptied into the dumpster box)
- Dumpster box: white, wooden box outside near Palmer Hall parking lot #5
- Outside toys all go back into the Lighthouse outside storage bin near the church main entrance. Please be sure this is locked at the end of the day.
- Large orange cones need to be placed back near the toy storage bin outside.
- The "caution children at play" signs need to be returned to the Lighthouse closet under the stairs on the first floor.
- Upstairs classrooms should be vacuumed if needed. The vacuum is located in the upstairs Lighthouse closet.

Thank you for your help in making Lighthouse a safe and clean co-op for all members. The monitor duties are complete when the building is clean and ready for general church use. Please check with a board member to confirm that all duties are complete before leaving.

Please inform a board member if you notice any church or co-op supplies getting low.

The board members reserve the right to amend any of the above information as needed.

Thank you so much!
Lighthouse Board