



RESPONSIBILITIES OF PARENTS ON YARD & KITCHEN DUTY

Parents are responsible for signing up for Yard & Kitchen Duty two times during the school year. They can do that in person with the Yard Coordinator or at the school's website by clicking on the button „Zapisz się”. Once the parent signs up, he or she needs to find their replacement in case of not being able to fulfill their Yard & Kitchen Duty. The parent should also notify the *Yard Coordinator* of the replacement.

1. BEFORE CLASSES START:

- arrive at school no later than 9:40am
- from the school office pick up the „*duty briefcase*”. It contains: keys to the restrooms, bell, ID badges, bell schedule, copy of Responsibilities sheet, report folder
- ALWAYS wear ID badges
- set up long tables and partition walls in the big hall (they are in the storage by the TV in the small hall)
- watch out for coming students and moving cars
- direct students to their classrooms
- supply coffee, milk (1 gallon), sugar, snack and make coffee for teachers and parents

2. DURING CLASSES:

- use manual bell to signal beginning and ending of each class period
- patrol all areas of school property (including restrooms) to make sure that all students are in their classrooms during classes
- close the gate leading to Rose Dr. (around 10:30am)

3. DURING RECESS:

One parent on Yard & Kitchen Duty needs to watch over the parking lot especially by the gate leading to Golden Ave.

- make sure that students do not walk in front of moving cars, climb trees or tables
- make sure that everything is kept in order and clean during and after lunch: wipe the tables and swipe the floor, clean the kitchen counters
- make sure that students are safe in restrooms
- do not allow any students to leave school property between hours 10:00am-2:00pm

4. WHEN CLASSES FINISH:

- cannot leave until ALL students have been picked up
- clean small & big hall, check inside the church
- put away partition walls & long tables
- check & lightly clean all bathrooms
- empty the trash cans in the small hall & kitchen
- check the area around the church for papers, cups, etc.
- lock the bathrooms by the school office
- fill out the report from your duties and leave it in the report folder
- inform the *Yard Coordinator* of any problems
- return the „*duty briefcase*” to the school office. *Make sure it contains ALL items!*