



Yard Duty - Manual

HELENA MODRZEJEWSKA POLISH SCHOOL
YORBA LINDA, CA.

Yard Duty Responsibilities

Hours

<u>1st SHIFT</u>	<u>2nd SHIFT</u>
▪ 8:45 AM – start of duty ▪ 12:45 PM – end of duty	▪ 10:30 AM – start of duty ▪ 2:30 PM – end of duty
<u>To-Do Before Departure:</u> □ See Page 10-11 for instructions	<u>To-Do Before Departure:</u> □ See Page 10-13 for instructions

Yard Duty Responsibilities

1st Shift - Setup

- ☐ Pick Up the Basket from School's Office.
- ☐ Unlock the bathrooms by the School's Office – key is in the Basket.
- ☐ Setup the cones in the parking lot by Rose Drive.

IMPORTANT: The Person performing Yard Duty is required to wear a vest and the identification badge at all time!



Yard Duty Responsibilities

1st Shift - Setup

- Setup the cones by the belfry (slide 1 of 2).



Yard Duty Responsibilities

1st Shift - Setup

- Setup the cones by the belfry (slide 2 of 2).



Yard Duty Responsibilities

1st Shift - Setup



- ☐ Position the big sign “Use Gate on Golden Ave.” outside of the gate by Rose Drive.
 - The big sign is in the Classroom No. 1.
 - The key to the Classroom is in the School’s Office.
 - The remote for the gate is in the School’s Office.
- ☐ The sign must be placed at the height of the brick pillars so that it is visible from the street before cars turn into the gate.
- ☐ Make sure the sign does not block the sidewalk.
- ☐ Make sure that the gate by Rose Drive is closed until 2:00 PM.

Yard Duty Responsibilities

1st Shift - Setup



- Setup the signs “SLOW, Kids at play”:
 - One in the parking lot by the entrance gate by Golden Avenue,
 - Second one by the cones by Rose.

Yard Duty Responsibilities

1st Shift - Setup

- ☐ Pickup the large coffee maker from the School's Office.
- ☐ Setup the coffee maker to brew coffee in the kitchen. On occasion the Small Hall may be unavailable. In that case another location will be designated.
- ☐ Ring the bell on time for lessons and breaks (schedule on the next page).
- ☐ During breaks, the Person performing Yard Duty must be outside in the courtyard, walk around the School building and the Church to observe the children and ensure that they do not go out to the parking lot in front of the Church, and they don't climb on the stone altar behind the School's Building.

Duration of lessons and breaks

<u>1st</u> SHIFT	<u>2nd</u> SHIFT
9:00 AM – bell for 1 st lesson	10:50 AM – bell for 3 rd lessons from 1 st shift and 1 st lesson from 2 nd shift
9:45 AM – bell for break	11:35 AM – bell for break (20 min - lunch): ☐ the Person performing Yard Duty from the 1 st and 2 nd shift patrol around the buildings and on the grass behind the School Building
9:55 AM – bell for 2 nd lesson: ☐ Set up 2 rectangular tables in the Large Hall for Religion. The tables are in the Small Hall or in the storage room in the Small Hall (double doors on the left side opposite the kitchen). ☐ Place the tables so that the children sit on one side and look at the teacher.	11:55 AM – bell for 2 nd lesson: ☐ the Persons performing Yard Duty from the 1 st and 2 nd shift are responsible to wash the dishes in the kitchen, empty the dish dryer, wash the microwave, the sink and wipe the kitchen counters.
10:40 AM – bell for break (10 min.)	12:40 PM – bell for break (10 min): ☐ the Person performing Yard Duty from the 1 st shift folds the rectangular tables in the Large Hall, arranges the chairs. ☐ the Person performing Yard Duty from 2 nd shift patrols the School grounds.
10:50 AM – dzwonek na 3 lekcje z pierwszej zmiany i 1 lekcje z drugiej zmiany	12:50 PM – bell for 3rd lesson ☐ the Person performing Yard Duty from 2nd shift sweeps floors in the Large Hall and picks up garbage.
	1:35 PM – bell for break (10 min)
	1:45 PM – bell for 4 th lesson
	2:30 PM – bell for break – end of school day

Yard Duty Responsibilities

1st Shift – Wrap Up

At 11:55 AM, the Person performing Yard Duty from the 1st shift needs to do the following:

- ☐ Wash dishes in the kitchen.
- ☐ Empty the dishwasher.
- ☐ Clean the microwave and the sink.
- ☐ Wipe down the countertops in the kitchen.

Yard Duty Responsibilities

1st and 2nd Shift – Wrap Up

At 12:40 PM, the Parson performing Yard Duty from the 1st shift:

- ☐ Folds the tables in the Large Hall and take them to the Small Hall.
- ☐ Put the chairs back.
- ☐ Sweep the floor in the Large Hall and pick up trash.

At 12:40 PM, the Person performing Yard Duty from the 2nd shift:

- ☐ Patrols the school grounds.

At 12:50 PM, the Person performing Yard Duty from the 2nd shift:

- ☐ Sweeps the floors in the Large Hall and picks up garbage.

Yard Duty Responsibilities

2nd Shift – Wrap Up

- ☐ At 2:00 PM, open the Rose Drive gate and place the large sign back in Classroom No. 1.
- ☐ Collect cones and "Slow, kids at play" signs - take them to the School Office.
- ☐ Check the belfry ropes to make sure they are hung on hooks and not lying on the ground.
- ☐ Make sure no chairs from the Small Hall are outside.
- ☐ Wash the coffee machine and return it to the School Office.
- ☐ Wash and put away the dishes used in the kitchen (the dryer should be empty), wipe the countertops, wash the sink and the microwave (this should be done by the 1st shift's person on duty before he/she leaves but there may be a need for additional little cleanup).
- ☐ Wipe the floor in the Kitchen – Duty officer from the 2nd shift.
- ☐ Wipe the tables in the Small Hall and sweep/wash the floor.
- ☐ Wash mirrors, sinks and floors in bathrooms next to the School Office. Bathroom cleaning equipment is available in the School Office.
- ☐ Pick up trash from the bins in the Small Hall, in the courtyard, behind the building by the stone altar, in the bathrooms next to the School Office, in the kitchen, and around the buildings.
- ☐ Put new bags in the trash cans (the bags are under the water fountain next to the kitchen).
- ☐ Place collected garbage in the bins in the southwest part of the parking lot.

Yard Duty Responsibilities

2nd Shift – Wrap Up



- ❑ The picnic benches must be moved between the columns (see picture above).

Yard Duty Responsibilities

IMPORTANT

The Person performing Yard Duty is required to stay until ALL Children are picked up by their parents / caretakers.

Yard Duty Responsibilities

Coordination and Additional Information

Parents on duty should coordinate the following:

1. Who brings coffee/tea, milk, sugar and other items.
2. Who brings snacks (cakes, fruit, etc.) for teachers (12 teachers).
3. Who brings cups, napkins, cutlery, plates, etc.
4. The Person performing Yard Duty from the 1st shift brings a cloth to wipe the tables in the courtyard before classes start.

ADDITIONAL INFORMATION:

- ☐ Occasionally, the Small or Large Hall may be occupied and lessons (e.g. religion) will have to be held elsewhere. Also in this case, coffee and snacks will be served in the courtyard. Please check with the School Office on the day of duty.

Yard Duty Responsibilities

After the Shift is over

After the Shift is over, the Person performing Yard Duty is required to report any issues to the Hours Coordinator.