

HELP SHEET - what to do and when







DUTY begins at 10:30am

Parents on duty have to wear the IDs at all times. IDs are in the middle wall cupboard, next to the bells.

SCHOOL SUPPLIES ARE IN THE LAST CLASSROOM IN THE LONG HALLWAY. Everything needed for the classes is in this room: boards and the stands, cleaning stuff, etc. Most of it is in the big turquoise plastic boxes, signed "Jan Karski Polisch School of Dallas". The padlocks code: 966. On the each box, there is a list what's inside. Please, put away things into the same boxes you've taken them out. The other supplies, BELLS and IDs are in the middle wall cupboard, while the banners are in the bottom one.

| Time | Tasks |
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| 10:30am SETTING UP the CLASSROOMS | 1) Put on the IDs (they are in the cupboard next to the bells); 2) start charging the vacuum cleaner battery 3) If needed, block the entry door, using the velcro strap (it should be inside one of the vases in the reception area); 4) Set up each classroom according with the Help file 2 (number of tables, chairs etc). If there's not enough chairs or tables - take from the classes that aren't used or from the gym 5) Take out the two library carts and roll them into the lobby, next to the entrance 6) In the lobby, put out the cafeteria, two plastic frames for the parents on duty and set up one of the school banners (bottom middle cupboard) |

At all times, parents on duty should be able to supervise the main entrance (lobby) as well as the crosssection of the long hallway with the classrooms and the hallway with restrooms (two emergency exits and gym and kitchen which are OFF LIMITS for our students)

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| 11:00 | Bell rings for the 1st PERIOD at 11am!  |
| 11:00-11:50 | During the class time, supervise the hallways and the restrooms. Make sure, that all the kids are in the classrooms. |
| 11:50-12:00 | 1st RECESS - Bell rings for the end of the first period at 11:50am  <p>IMPORTANT: Students from the two youngest groups stay in the classrooms during the recess (classrooms in the lobby). Their parents can help kids during the recess in the classrooms. One parent on duty should be able to supervise the youngest classrooms if needed (teacher has a break, too). Supervise the main lobby, hallway and restrooms. No running in the hallways. No going outside during the recess. Big room, GYM is out off limits, too.</p> |
| 12:00 | Bell rings for the 2nd PERIOD at 12pm!  |
| 12:00-12:50 | During the class time, supervise the hallways and the restrooms. Make sure, that all the kids are in the classrooms. |
| 12:50-1pm | 2nd RECESS - Bell rings for the end of the second period at 12:50am  <p>IMPORTANT: Students from the two youngest groups stay in the classrooms during the recess (classrooms in the lobby). Their parents can help kids during the recess in the classrooms. One parent on duty should be able to supervise the youngest classrooms if needed (teacher has a break, too). Supervise the main lobby, hallway and restrooms. No running in the hallways. No going outside during the recess. Big room, GYM is out off limits, too.</p> |
| 1pm | Bell rings for the 3rd PERIOD at 12pm!  |
| 1-1:50pm | During the class time, supervise the hallways and the restrooms. Make sure, that all the kids are in the classrooms. |
| 1:50pm | Bell rings for the END of the CLASSES at 1:50pm!  |
| 1:50-2pm dismissal | One of the parents supervises the dismissal and pick up in the lobby. Students from the two youngest group (two classrooms in the lobby) are to be picked up by the parents from the classrooms. The other kids can be meet in the classrooms or in the lobby. Kids are not allowed to leave the school building without an adult. Parents on duty need to be in the building until the last student is picked up after the school. |
| 1:50om cleaning | Others parents on duty starts to clean up 1) Wipe all the boards clean (first with the wipes and the paper towel) and put them as well as the stands in the storage room; roll up the carpets from the classrooms in the lobby (vacuum if needed), take down the school banner and put it in the cover and store everything in the storage (banners are in the middle bottom cupboard); put away the sanitizer, masks and plastic tands from the lobby 2) Put away any other school supplies into the storage, back in the boxes or in the cupboards; remember to lock the battery charger 3) Roll in the library carts into the storage room and put the covers on 4) Clean up the tables and the chairs in every classroom. SENIOR CENTER - take out all the tables. There is LOST & FOUND basket in the storage for any items left behind (waterbottles, jackets etc). If any valuables are left behind, please take those with you and notify someone of the board of directors. 5) If the tables are dirty, wipe them clean; if there is any trash, food leftovers etc. please throw it away 6) Put away all the IDs and the bell - middle wall cupboards. Please, check if all the plastic boxes are closed 7) Turn off the light in every classroom, kitchen, restrooms and the lobby. IMPORTANT: The last person to leave the school building has to close the main entrance. Unwrap the velcro strap from the main door and put it back into the one of the vases in the reception area. The door will automatically lock when they close. There will be no entrance from the outside after the door closes! |