



## Orientation 2009-Nuts and Bolts of Friday School

- ◆ **Parent involvement at Friday School:** No drop offs- we depend on the active participation of all our members. Please keep in mind we may need to adjust volunteer assignments once we start (current needs are estimated).
- ◆ **Name tags:** Each person at Friday School will need to wear a name tag. At the beginning of each session, a new sticker will be printed out to put on the back of each nametag. This sticker lists the classes that this individual will be taking or assisting or teaching in. Children in the nursery or toddler rooms will have the classes of the parent on their stickers so we can quickly find them, which at times we need to do with the little ones.:0) Please make sure your child(ren) have them up high enough that they are visible when sitting.
- ◆ **Chapel:** We start each morning of Friday School with Chapel. It is important that everyone attends chapel time because this is the one time when we are all together as a group. During this time, we make announcements, sing and fellowship... and it is fun! Think of this as you would having dinner at the table with your whole family.
- ◆ **Bell Schedule:** How do I know when class is over? A verbal clean-up warning will be given by the hall monitors 5 minutes before the end of each class. At this time the class should wrap up and clean up preparing to go to the next class. The bells will ring on the hours to signify that class is over (10, 11 and 12).
- ◆ **What does an assistant do?** Parents are assigned to be "assistants" in the classes for several reasons. Some classes are very hands on and so more hands are needed to conduct the class. The assistants are there to help the teacher with the class. Communication as to what is expected is up to both the teacher and the assistant. At the end of class, the teacher will be gathering their class materials and belongings, so it is the job of the assistant(s) to begin the process of cleaning up the room. Please be sure that the classroom is ready for the next class to use it. Assistants may also be asked to help in other room temporarily if a greater need arises.
- ◆ **What do I do if the class I am assisting in doesn't need me?** There are times when the class you are assigned to doesn't need all the assistants. If this is the case, please go directly to Molly Byerly upstairs to see if you can be reassigned for the day, **do not just assume that you can just have an extra block off.** We are sometimes short in other classes, so please let Molly know that you are able to help in a different class.
- ◆ **Meeting Place for pick-up:** At the end of C block, after cleanup, students will be dismissed from there classes. If you have older children, please set up a specific place that your family will all meet at the end of Friday School. This could be the chapel or a classroom, etc. Write this place at the bottom of the sticker on their name tag on the first day. This can be a very confusing and chaotic process for younger children, therefore we encourage you to have them remain in their classrooms until you get them there. **If there is nothing listed at the bottom of their tag (or it says "Don't release"), they will not be released from their classroom until a parent comes to get them.**
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- ◆ **Please talk to your children about respectful behavior towards other parents and the church property:** please discuss this with your child(ren) before the first day :o)
- ◆ **How do I get my kids when I am teaching and need to stay until all the kids are gone?** If you are teaching C block and you have younger children that you are picking up in their rooms, please ask one of your assistants to stay in your room long enough for you to go and get your child(ren). Please don't get them before the bell rings, it is confusing for the other children.
- ◆ **What do I do if I know I will be gone or if I get sick?** Please help prevent spread of illness! Keep hands washed, and if in doubt don't come to Friday School. If you are going to be gone let Molly Byerly ([heavenlyhomeschool@gmail.com](mailto:heavenlyhomeschool@gmail.com)) know as soon as possible- we depend on each person's involvement in order to run Friday School. If you are teaching, in addition to letting us know you will be gone, please find a replacement for your class. You are also responsible for getting them any materials they need. Let Molly know as well, so she can plan for the classes you are assisting in as well. Last minute emergencies call Kelsi at 798-1262.
- ◆ **Inclement weather:** If the Vancouver school district is closed, we are too, but if in question please check our website. It will be updated by 7:30 a.m.
- ◆ **Clean-up:** Practicing and modeling good stewardship: parents that are assistants in classes need lead the clean up at the end of each class--teachers will be packing up their stuff so the room is ready for the next class. We ask that the last 5 minutes of A and B block be set aside for wrap up and clean up. At the end of C block, we ask that everyone stay to help clean their room. This consists of vacuuming the floor and wiping down the tables and helping to put the room back in order for the Church 's Sunday classes. **No one should be dismissing anyone before 12,** teachers will dismiss after the room is clean, but not before the last bell (12:00).

## Other important issues

**Snacks and Peanut allergies:** There are several students with severe peanut allergies at Friday School, so we ask that you please make sure that you don't bring snacks with peanuts in them to Friday School.

**Lost and Found:** We hold onto items that are left at the end of the day, but it gets out of hand quickly. Please check these each week-- we will donate the remaining items at the end of each session.

**Discipline:** We are a Christian co-op and believe it honors God when our students are respectful of the adults and their fellow students. We will post these rules so that everyone will understand what is expected of them during Friday School - please explain these rules to your own children so they are aware as well! If a student is disruptive, the following process will take place:

1. **First offense** - the student receives a clear warning from the teacher or other adult.
2. **Second offense** - the student is removed from the class and the student's parents will be located and will be informed of the nature of the disruptive behavior.
3. **Third offense** - the student and parent will meet with leadership to see if the student desires to remain a part of Friday School. **If it is determined that the situation can not be reconciled,** the parent will be asked to remove the student for the remainder of the term, without a refund of fees.