

Wednesday Evening Religious Education

Cafeteria Monitors

It is the monitor's responsibility to control access to the school and supervise the students in the cafeteria while they wait to go to class.

Please follow these guidelines:

- Be at school by 6:15 pm.
- Please sign in and take a WERE Volunteer ID and wear it.
- Adults entering the building:
 - All WERE staff have IDs if you don't know them ask to see it.
 - All others direct them to the office if,
 - A. Obvious parent with their child
 - B. You know them personally
 - C. Everyone else **must** be escorted to the WERE office, error on the side of caution.
- Keep grades 1 – 5 in the cafeteria until received by their teachers.
- Send grades 6 – 8 to the gym.
- When needed remind students in the cafeteria to stay in their seats and keep their voice levels down.
- Remind late students to tell their teacher to send corrected attendance to the office.
- Collect table signs, sign in sheet, volunteer schedule, responsibilities, badges, pen, and return them to the office.
- Doors will remain locked throughout the evening.
- Stay in the cafeteria until 7:10 pm.
- Return ID to the office unless you're a hall monitor.

THANKS FOR YOUR HELP!!

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Gym Monitors

Supervise students in grades 6-8 while waiting for the large group session to begin.

Please follow these guidelines:

- Be at school by 6:25 pm.
- Please sign in and take a WERE Volunteer ID and wear it.
- Be in the gym at 6:30 pm.
- Monitor games played to ensure safety.
- Once Jenn or large group leader arrives and is ready to begin the large group session, you may leave or stay for the session.
- Return ID to the office.

What students are allowed to do:

- Bring their own balls.
- Play in the gym.
- Sit on the bleachers that are pulled out.

What students are NOT allowed to do:

- Be on the gym mats.
- Use the pull up bar.
- Be in the locker rooms.

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Hall Monitors

It is the hall monitors responsibility to roam the halls while classes are in session. Students are to be escorted at all times by the teacher or assistant. No adult without an ID should be in the halls. Custodians should be using their own ID. Please ask questions of people.

General Notes:

- Please be at school no later than 6:40 pm.
- Please sign in and take a WERE Volunteer ID and wear it.
- Please be in the hall @ 6:50 unless coming from Cafeteria Monitor.
- Please collect attendance and return them to the office.
- Visitors should be escorted to the office.
- Please stay until 8:15pm (teachers only left).
- Return your ID to the office.
- If you have a concern, please let the office staff know.

Up-Stairs Monitor

- Watch the following areas: gym, gym stairs, and both upstairs hallways.
- Meet parking lot monitors at the main school entrance at 7:45 directing them to the office.
- At 7:50 watch the main school entrance door.

Down-Stairs Monitor

- Watch the hallway downstairs during classes, it's the busiest.
- At 7:50 watch the side door near the new wing.

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Parking Lot Monitors

It is the parking lot monitors responsibility to help maintain some order to the pickup of the children by minimizing the traffic around peak times (7:50 – 8:20).

General Guidelines for both upper and lower lots.

- Please be at school no later than 7:45 pm.
- A hall monitor will meet you at the main school entrance at 7:45.
- Come to the office to sign in.
- Take a WERE Volunteer ID and wear it.
- Go directly to the lot you are assigned.
- Allow cars to park where they wish up to 8:00.
- After 8:00 ask parents to park behind the last cars, students will be walking through the lot at that time.
- At the heaviest times (8:00 – 8:15) please keep an eye out for moving cars and try to restrict through traffic.
- Direct cars away from the school exits.
- Hold students back from running out to the cars.
- Don't allow children to play in the parking lots.
- Please check for children NOT yet picked up by 8:15 and stay with them until office staff can take your place.
- Please stay until at least 8:20 pm.
- Return your ID to the office.

Back Lot Guidelines:

- Please check for children NOT yet picked up by 8:15. Take them to the schools front entrance. Please remain with them until an office staff member comes out.

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Miscellaneous Office Helper

Please follow these guidelines:

- Be at school by 6:30 pm.
- Please sign in and take a WERE Volunteer ID and wear it.
- Come directly to the office.
- Return ID to the office.

Possible responsibilities:

- Volunteer Substitute for cafeteria or other monitor positions.
- Assisting in the office.
- Lenten Mission money counter/coin roller.
- Substitute Assistant Teacher.
- Other responsibilities as needed.

If all volunteers are present and no extra help is required you may leave or sit in on your child's class.

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Substitute Teacher

On the occasion that a teacher is unable to come to class the office staff would call a substitute teacher. We would provide as much notice as possible.

Please follow these guidelines:

- Be at school by 6:30 pm.
- Come directly to the office to receive classroom information.
- Please sign in and take a WERE Volunteer ID and wear it.
- Return ID to the office after all students are dismissed.

Substitute Teachers responsibilities:

- Lead the lesson planned for that evening.
- Monitor the students to maintain order in the classroom.
- Take attendance and leave copy in the hallway.
- Leave the classroom in the order it was found.
- Students are NOT permitted outside for any reason.
- Be aware of the dismissal policy. (A copy will be provided).

THANKS FOR YOUR HELP!!