

# Service Responsibilities

(Duty times will be posted in your classroom and on the service squad bulletin board on the first floor. Please keep this copy in a safe place at home.)

## Teacher/Classroom helpers

- Teachers will instruct helpers what to do and times that are best for the teacher.

-**No service needed Monday mornings before school because of the late start time/PLC meetings, unless otherwise instructed by the teacher.**

-Regular classroom, art, gym and music helpers:

*Mondays: 3:35 pm*

*Tues-Fri: 8:10 a.m. and 3:35 pm*

### **\*\*Attention Gym, Art, and Music helpers:**

Please do not report to your duty in the morning or after school on the days these teachers are not in the building. This will be determined at the beginning of the school year.

-Kindergarten room helpers:

*Mondays: 3:28 p.m.*

*Tuesdays-Fridays: 8:10 a.m. and 3:28 p.m.*

## Kindergarten lunch helpers:

-lunch helpers will assist the all-day kindergarten students at lunch. (open milk cartons, assist with the purchase of hot lunch, etc.)

*Mondays: 11:51 am*

*Tuesdays-Fridays: 11:31 am*

## Office/P.A.

\*Report to the office daily during your shift at 8:20 a.m. for announcements (9:00 on Late Start Mondays). After you do the announcements, please change the letters for the specials that day on the first and second floors.

\*Report to the office DAILY during your shift, after you eat your lunch. Mrs. Bantien will tell you what needs to be done. If you have instrumental during lunch, we will do our best to find subs for you.

**Milk:** Dismissed from class at 11:31 a.m.  
\*Set up table and money box. Milk cost is \$0.50 .  
\*Students will also help the lunch captains clean up between shifts.

**Recycle Bins:** Dismissed on FRIDAYS ONLY at 3:35 p.m.  
Report to your designated teacher to get their recycle bin and empty it in the receiving room, next to the gym. There will be a large blue recycle bin there.

**Door Holders:**  
*Mondays: 9:00 am and 3:35 pm*  
*Tues.-Fri.: 8:20 a.m. and 3:35 p.m.*  
Please hold the door open for students EVERY DAY until all students have entered the building. Remember to smile and be polite! ☺

**Soccer Nets:** In good weather, take the soccer nets out to the field as directed at lunch recess. Be sure to bring in the nets at the end of afternoon recess.

**Other important information:**

- Please be at your assigned duty every day/time you are scheduled.
  - If you are absent please try to arrange another service member to cover your post.
  - All service members- If you notice that a post is not being covered, please help out. This is a great way to set an example for the smaller children. However, please do not go into other classrooms asking if a teacher needs help when you are finished with your job. This has been an issue in the mornings and during lunch as too many students are wandering the halls. **Once you finish your job, you may leave to line up or play at recess.**
- Thanks!