

WELCOME! The on-duty Eluminatus and Bridge parents are affectionately known as **“PARENT SQUAD”**

Your duties are:

Expect to Serve 2 to 4 times during the school year for one of 2 shifts.

Mornings - arrive by 8:00a.m. to help open and set-up. Be prepared to stay until 12:15p.m.

Afternoons -arrive by 12:15. Be prepared to stay until 4:20p.m to help with clean-up

- **Help the Director to keep the students safe in the event of emergencies** (a roving position) is to help keep students safe by making sure they are only in designated areas.
In-Bounds areas: 2nd floor only ----in class, in the quiet study room, the break rooms
Out of Bounds areas are: wandering the halls, the track, the parking lots, cars, gym, fellowship hall or Church Pre-K program. Students involved with Voyagers co-op need to have an assigned “job”.
- **Help the Director to monitor the student’s conduct** per the conduct guidelines and church policy by patrolling the areas.
Students should be in dress code unless it is a designated “spirit” day.
- **Help with set-up in the morning OR take-down in the afternoon OR Door Monitor:** Set up includes coffee and snacks for the adults, various supplies. Sometimes moving tables and chairs with student help. Take-down means putting away supplies, emptying trash in the classrooms, bathrooms and gym with student help and making sure it gets out to the dumpster.

One parent has volunteered to be the Parent Squad coordinator for Eluminatus and Bridge to create and send weekly reminders and will use a sign-up genius. Updates will be posted the Eluminatus Bridge yahoo group every couple of weeks.

Contact Info: Joan Martin – Parent Squad Coordinator

oneproudgranny@msn.com 770-809-4866

Parents scheduled will be listed on the weekly newsletter for 2 weeks prior to your service date. You will be signing yourself up for service dates, please make sure you do not sign up for dates that you may have Voyagers or Explorers. **If you are on duty, SIBLINGS and Small Children: are welcome, but space is limited and there is no place to run around. Prepare to** have something for them to do. If this is not possible, please discuss with the coordinator and ask for someone to sub for you, see below:

WHAT IF I CAN’T WORK ON THE DAY I’M SCHEDULED? RESCHEDULE!

You are responsible for finding a swap or substitute if you cannot serve on your day. We need you to make arrangements yourself.

All of us volunteer and all of us have tremendous pulls on our time. We know your time is precious, but your student’s safety and well-being are precious as well. Rather than us trying to grant exceptions to individuals for health, hardships, work schedules, small children etc., please arrange your own subs or swaps. **You are absolutely allowed to have someone cover your time, but you are responsible for arranging it and informing the Parent Squad coordinator. This is so important that if you do not cover your scheduled time (by swap or sub) you are subject to a \$50 fine.**

HOW DO I SUB OR SWAP?

You may submit an email on the Yahoo group asking for a sub. The earlier you do this, the more likely you are to get a response. You can ask for a swap or someone to work for you. **Make sure that you reach a person to switch with you** then kindly **let the coordinator know about the switch through** her email. Please remember that the safety of our students is our primary goal.

How you reimburse a sub is up to you...Meals, babysitting, cash, chocolate, whatever. 😊

Thanks for serving! We cannot provide this program without your support and we enjoy getting to know you when you are here visiting or on Parent Squad duty!