

Parent Squad 2021-2022

Parents, thank you for serving! We wouldn't be able to keep this program running without your support, and we enjoy getting to know each of you while you are on Parent Squad duty!

How do I sign up for Parent Squad?

- Read all the Parent Squad information. Then, go to www.signupgenius.com/go/10c0c4aa8ac28aaf58-parent3 . You can also go to signupgenius.com and search for **Parent Squad 2021-2022**.
- Choose 2 or 3 service dates, then mark them on your calendar!
- Please consider your other time commitments (such as Voyagers) before you sign up. You may sign up for both morning and afternoon on the same day if it convenient for you.
- You **MUST** sign up before the first day of classes. Your child can't attend classes until you have done so!

What are the Parent Squad duties?

- Parents will be assigned to hallway locations or the student break room during their shifts.
- Morning shift is from **8:00 to 12:15**. Afternoon shift is from **12:15 to 4:30**. Be sure to sign in at the front table and get a Parent Squad lanyard when you arrive.
- Parents in the hallway locations help direct students, keep the noise down, and make sure students are not roaming the halls when they shouldn't be.
- Parents in the break room help to supervise students during breaks and lunch.
- You may be asked to assist with clean-up or other tasks during your shift.
- In case of emergencies or drills, Parent Squad will assist in evacuating students or getting them to shelter. There will be a folder with directions at each Parent Squad location, along with a walkie-talkie.
- The halls can get very quiet during class, so you may want to bring a book or some other quiet activity.
- You are welcome to bring your other children with you, but space is limited and there is no place for them to run around. Prepare to have something to keep them quietly occupied. If that is not possible, you will need to arrange for a sub (see sub info below).

What if I can't work the day I'm scheduled?

- **If you can't work the day you are scheduled, it is YOUR responsibility to arrange a substitute or swap shift with another parent. Details on how to do this are listed below.**
- We are all parent volunteers with lots of demands on our time. We know your time is precious, but so is our children's safety and well-being. Instead of asking us to grant exceptions due to health, hardships, work schedules, small children, etc., please arrange for subs or swaps.
- If you arrange for someone to sub for you, contact Joan at 770-809-4866 **BEFORE** the covered shift begins. She needs to know who is covering for you on what date/shift. It is your responsibility to inform her, not the sub's.
- **If you do not cover your shift, you are subject to a \$50 fine!**

How do I sub or swap?

- You may send out an email via the EN Groups.io to request a sub or swap. The earlier you send out the request, the more likely you are to get a response.
- If you need help getting a a sub, you may reach out to Joan at 770-809-4866 for help finding someone. Please understand that asking for Joan's assistance does NOT relieve you of your obligation to serve or get a sub.
- If you get someone to sub for you, you will need to pay them \$25.00.
- If you would like to be an "on call" sub, talk to Joan about it! You'll get \$25.00 every time you cover a shift.

Who do I contact about subs or other Parent Squad concerns?

- Our Parent Squad Coordinator is Joan Martin. You can call or text her at 770-809-4866 at any time. Please add her to your contacts list in case you have Parent Squad concerns or questions.
- If Joan is unavailable to assist you, text Kate Walker, Bridge/Eluminatus Assistant Director, at 770-630-6134.