

## Parent Squad 2022-2023

*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, got to <https://m.signupgenius.com/#!/showSignUp/4090e4aaeab2aaa8-thursday> for the Thursday sign up and/or <https://m.signupgenius.com/#!/showSignUp/60b084da8ab29a6f85-monday> for the Monday sign up. Or you can go to [signupgenius.com](https://m.signupgenius.com) and search for **Monday Parent Squad 2022-2023** and/or **Thursday Parent Squad 2022-2023**.
- Choose your required number of service dates (one more than the number of registered children), then mark them on your calendar! (Ex. 2 registered children = 3 service dates)
- Please consider your other time commitments (such as Voyagers) before you sign up.
- 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.
- **Thursday Shifts** - Morning shift is from **8:00 to 12:00**. Mid shift is from **10:00 to 2:00**. Afternoon shift is from **12:00 to 4:00**. Be sure to sign in at the front table and get a Parent Squad lanyard when you arrive.
- **Mondays 1<sup>st</sup> Semester 11:00 to 4:00**. Be sure to sign in at the front table and get a Parent Squad lanyard when you arrive.
- **Mondays 2<sup>nd</sup> Semester 10:00 to 1:00 and 1:00 to 4:00**. 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.
- Parents in the hanger and holding room help direct students, keep the noise down, and make sure students are not roaming.
- Children are **NOT** allowed in the parking lot!
- 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.

### 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 your 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 the assistant director for the appropriate day **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.

**Thursday Shift – Tyra (678) 548 – 5594 Monday Shift – Angela (404) 450 - 2161**

- **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 the appropriate assistant director for help finding someone. Please understand that asking the assistant director does NOT relieve you of your obligation to serve or to 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 Tyra and/or Angela 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 is over seen by our assistant directors, Tyra and Angela. You can call or text if you have any questions. Please add them to your contacts list in case you have Parent Squad concerns or questions.  
**Thursdays – Tyra (678) 548 – 5594   Mondays – Angela (404) 450 – 2161**
- If the assistant directors are unavailable to assist you, text the Eluminatus Director, Lori Villani, at 770-853-8916.