

**LIGHTHOUSE HOMESCHOOL**

**MONITOR  
HANDBOOK**

**COOPERATIVE**

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## A. General Instructions

First off, *THANK YOU* for your vital part in making this cooperative run smoothly for the benefit of all involved! We pray this duty will help you meet and become better acquainted with other members of the co-op!

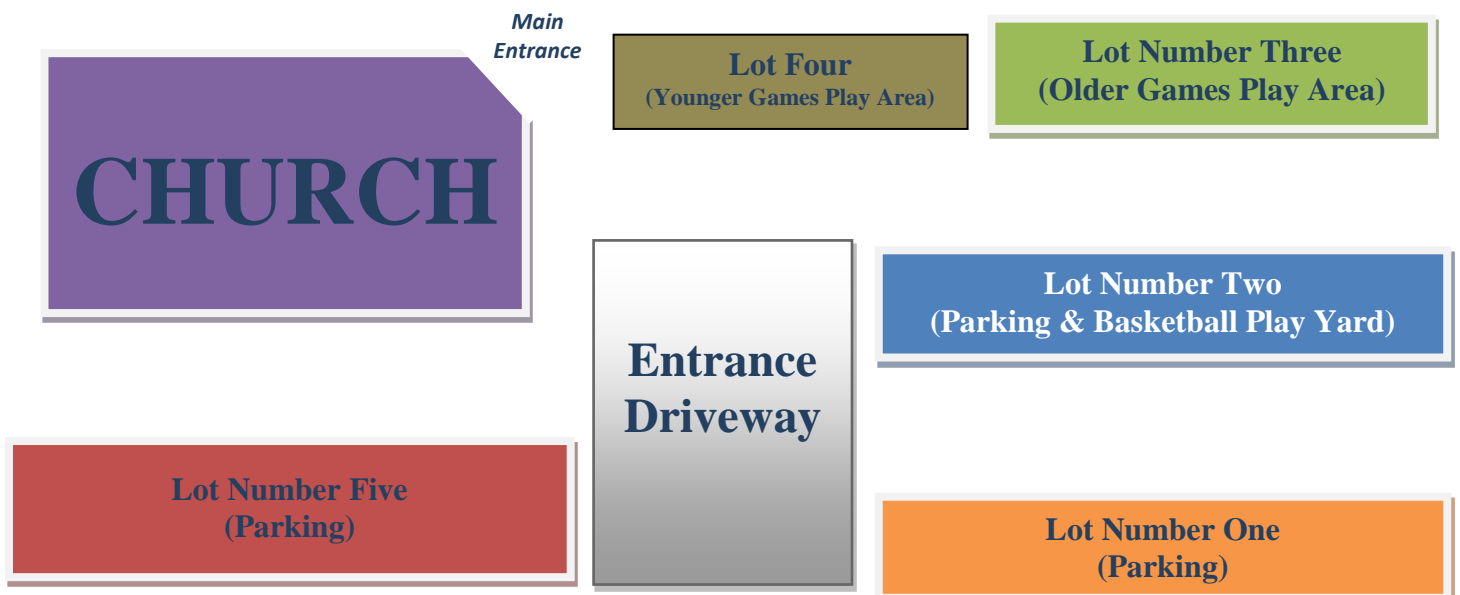
Plan to be here at 8:30. Your duty ends after all the cleaning is done (until approx. 3:15)

Strongly Recommend: if you have small children/babies who will not be able to help you monitor and/or clean, trade babysitting with another parent during your monitor duty or find someone to watch your child(ren) so you will be able to fulfill your tasks.

Of Note: Part of the monitor duty involves being outside while children play, especially at lunch. Please dress accordingly.

Because this is a cooperative group, part of your requirement as a member of the co-op is to be a monitor. If you do not fulfill your monitor duty, your child may not be able to attend class until you have made up that duty. If you find you cannot fulfill your monitor duty, *YOU* must find someone to trade with or cover for you and notify Kim Bouthiette at [threejeeps@comcast.net](mailto:threejeeps@comcast.net) or by phone at (603) 759-1390. Completed monitor lists with contact information will be kept in the back of the Monitor Handbook and one was inserted into your welcome family packet.

When a monitor is excused from a shift due to class cancellation (ex: snow day), he/she may be called upon to fill another date on the schedule, as needed.



## B. Guidelines & Responsibilities (see Alicen with any questions)

- ❖ Arrive by 8:30 am. *Please* wear the monitor badge during your duty time.
- ❖ Please refer to the P & S Handbook for a full set of rules and regulations that need to be followed by all participants. Though you are the monitor, it is still the primary responsibility of the parent/guardian to watch their child(ren). You supervise the overall safety of the building / playground attendees as well as the upkeep of the facility.
- ❖ Please make sure that you are making rounds regularly. This includes outside, sanctuary, and off-limits areas. Please coordinate with each other the fire drill protocol by determining who will cover what section of the building so that we do not duplicate efforts in one area and possibly skip another. Refer to the Fire Drill section of the P & S Handbook.
- ❖ Put orange cones (located in the outdoor bin) outside – put across lot number two leaving three parking spots on each side. Place three cones across the entrance to lot number three/four and small ones dividing three and four. Please set out the two “Caution, Children at Play” signs (located in the upstairs Lighthouse closet) so they are viewable by all. We now have a Lighthouse bulletin board. Place the administrative table underneath this with monitor booklets and bulletins/dry erase markers, as well as the clear “Lost and Found” bucket. Please place the clear “Kitchen” bucket in the kitchen on the counter (make sure it is stocked well). These are all found downstairs in the Lighthouse closet. No one should be using any church supplies (exception: napkins tissues and toilet paper) unless for cleaning.
- ❖ Put out the Lighthouse room signs by each door (located behind the church signs in the plastic holders outside the classroom doors). Also hang up Lighthouse signs, located in the Lighthouse bins, on the entrance doors of the Sanctuary, the hallway door upstairs leading to the Pastors’ offices, and all off limit locations.
- ❖ In the afternoon, upon closing, set up each classroom according to the directions provided.
- ❖ Set up all the round tables (located in Palmer Hall closet) in Palmer Hall. Put six to seven chairs around each of these. You may roll the round tables. **Please do not drag any tables or chairs.**
- ❖ Weather permitting: please place a garbage can outdoors between Lot Two and Lot Three.
- ❖ Be available to help with set up/clean up between classes.
- ❖ Use the upstairs wall bell to alert a change of period. Keep the hand bell local to you as this is used for the outdoor children. These are found in the administrative bin on the administrative table. These will be rung to

alert the end of a period. In the a.m. please ring the bell at 9:55, 10:55 and 11:55. In the p.m. please ring the bell at 12:40 and 1:40. You may need to ring it at 2:40 as well. Use personal judgment. ***Only use cell phones or the kitchen clock to determine the time as all the clocks in the classrooms differ.*** This needs to be rung upstairs, downstairs, the sanctuary as well as outside (do not forget the basketball court).

- ❖ Rotate every ten minutes or so through the halls, foyer, bathrooms, study rooms and outside to make sure rules are being followed. Please check bathrooms to make sure they are sanitary. See Rules/Directions in the Parent Handbook.
- ❖ Notify teachers if their class runs over but only if another class is waiting.
- ❖ Thermostats are to be left alone. They are on a timer to go up and back down automatically.
- ❖ Off limits to Lighthouse participants: Church offices (Pastors and Secretary), Sanctuary (other than class time), phones and church supplies (except for cleaning)!
- ❖ There are to be no children/students loitering upstairs at any time.
- ❖ The use of internet capable devices, including cell phones, upstairs or in classrooms is NOT permitted by children/students.
- ❖ It is the responsibility of each parent and teacher to remind the children to clean up after themselves including paper and food (Palmer Hall) scraps, wiping down white boards/chairs/tables, trash off tables and floor (vacuum if needed) and arranging chairs in an orderly manner.

## Lunchtime

- ❖ Once again, ensure that (if needed) a monitor is supervising outside and another inside at all times.
- ❖ Supervise the lunchroom and foyer eating area. All eating should be done in the lunchroom or outside (snacking is only permitted on the hard floor in the nursery). It is expected that students will talk in a normal voice. Ask them to pick up their own trash. All coolers and personal belongings should be removed from the lunchroom or placed neatly with belongings out of the way after lunch. It has been made aware that monitors reserve the right to move items as needed.
- ❖ There is no running inside!
- ❖ Wipe down all tables.
- ❖ Wipe up spills.
- ❖ Sweep the lunchroom floor.
- ❖ Make sure the kitchen counters are wiped down as well as the microwaves, both inside and out and the stoves are off.
  
- ❖ Clean church and outside as directed in cleaning duties below. This can be started as soon as any classrooms or study rooms are empty. Do not wait until classes are all over to begin cleaning.

**C. Cleaning Instructions:** *(Checklist provided as needed, see a Board member)*

**D. Cleaning Supplies:** *(if you cannot find something in these areas, see a Board member)*

- \* Sponges and black trash bags are under the kitchen sink. The wet mop and bucket, tissues, napkins, paper towels, toilet paper, Windex, dust mop, broom, dustpan, and vacuum cleaner are in the janitor's closet.
- \* Broom & dustpan, trash bags, paper towels, vacuum cleaner, mops: in the janitor's closet.
- \* Dust-buster: on the nursery wall (please empty before returning).
- \* Main trash cans: in Palmer Hall and the Kitchen (these must be emptied into the dumpster).
- \* Dumpster box: blue, wooden and outside behind addition.
- \* Outside toys all go back into the outdoor Lighthouse bin.

**The monitor duties are complete when the building is clean and ready for general church use.**

**Please check with a Board member to confirm that all duties are complete before leaving.**

*Please inform a board member if you notice any church or Co-op supplies getting low. Thank you so much!*

*~ Lighthouse Board*

**The board members reserve the right to amend any of the above information as needed.**