

GENERAL GUIDELINES:

- Please ensure that the kids don't climb trees, don't use sticks as weapons, and don't disappear down the hill, behind the shed, or into the trees. They need to be in the view of an adult at ALL times.
- Students should leave the small stones next to the church and along the sidewalk in place. Some gravel displacement is inevitable, but the students should not see the stones as available as surrogate toys.
- CHESSIE has a "no electronics policy". This includes cell phones. If a student has a cellphone with them, it needs to be zipped in their backpack and not used unless they are given permission by the CHESSIE staff. If you see a student using an electronic device, please keep it for them and give it to Karen Miller, who will return it to their parents when they are picked up.
- **Allergies / Medical needs:** The sports leaders should familiarize themselves with what students have allergies or carry medication with them. This list is in the first aid box. The roster with contact information is also there in case you need to contact a parent or an emergency contact. This information can also be found on the parent resources, service hours and roster page of the CHESSIE website at www.chessienews.com
The epipens are stored in the closet to the right when you walk in the front of the church.
- **When working in the back:** The staff member who is out on the field needs to watch to make sure that students are staying in sight, not down the hill, too far off in the woods, behind the sheds, off the back of the field, or around the side of the church. The staff person who is supervising the back patio is responsible for overseeing games on the back patio, assisting parents who arrive to pick up children, and keeping an eye on the fellowship door to watch for students entering and leaving the building.
- It is the responsibility of the staff member to find a substitute if they are unable to attend CHESSIE due to illness or other reason. The staff member will check the sub list on the website for suggestions if needed. The staff member will let Karen Miller know who to expect the sub to be and on what day; for teen staff, please confirm approval with Mrs. Miller of your chosen sub prior to your absence.

- In case of emergency or sudden illness, the staff member will text Mrs. Miller if s/he will be absent. If the staff member has tried to find subs without success or is too ill to find a sub, s/he should contact Karen Miller or Katie Arnold for assistance in finding coverage.
- Staff members that are paid by check, must deposit their paycheck prior to receiving their next month's pay. A good guideline to follow is to cash checks within 2 weeks of receiving them. Paychecks are handed out on the first Thursday of the following month.
- CHESSIE is a device-free zone for students, and we respectfully ask that it be a device-free zone for you as well while you are working. It is not possible to be on your phone and give the students your full attention.
- CHESSIE has a "no Pokemon cards" policy. It has been our experience that Pokémon cards have made kids highly reluctant to participate in sports time.

Please read over these CHESSIE guidelines for staff and service parents. These can be found on the service page of the CHESSIE website. If you ever have any questions or concerns, please contact the sports area coordinator, Karen Miller, at kmillero607@gmail.com or cell: 804-240-2682. Mrs. Miller is on CHESSIE campus on Thursdays from 11 - 12:00 and 1 - 5pm.