

Parking Lot Supervisor Shift Guidelines

Shift Times: 11:00 - 12:30, 12:30 - 2:00, 2:00 - 3:30, 3:30 - 5:00

- Upon arrival, the 11 AM shift should pick up their lanyard from the sandwich board by the sign-in table. First shift passes off the lanyard to shift two and shift two to shift three and shift three to four. The last shift should return the lanyard to the plastic box with the sign-in clipboards. The lanyard contains a copy of your job description for this job. This position is scheduled by the service shift coordinator, Katie Arnold, and overseen by the morning coordinator, Jacque Spruill, and the Sports Coordinator, Karen Miller. Please see them if you have any questions, problems while on shift, or concerns.
- The parking lot is the most dangerous area of CHESSIE. The mix of kids, balls and cars means that the parent on shift **MUST** keep their eyes peeled at all times. Make sure that all children stay in sight of an adult. No children should be in the woods out of sight or around the far side of the building. Please keep children from climbing trees or carrying or swinging sticks.
- CHESSIE is a device-free area for our students and we respectfully ask that you also refrain from using any devices while on shift so that your full attention can be on the kids' safety. Jacque Spruill & Karen Miller are the only staff who should use their phone and this is to call parents when needed.
- Please be aware of cars entering and exiting the parking lot. Do not allow students to cross the parking lot without a parent, unless they are 13 or older. Younger kids often have an impulse to dash to their car; please make sure they are accompanied by an adult.
- Students must stay inside the coned area or on the sidewalk at all times unless with a parent or other CHESSIE staff member.
- This is an outdoor shift, please do not sit in your car. If it's raining, feel free to stand on the front porch near the steps. Be sure you have an umbrella and appropriate attire for the weather conditions. This is a standing position. If you have to leave your position for any reason, restroom, to help a student or parent, etc., please find Karen Miller or another staff person to watch the parking lot for you.
- If the Presidential Physical Fitness class or another sports group is playing in the parking lot and another staff member is there to "catch stray balls" you may stay

closer to the sidewalk in front of the church. However, If kids are playing any kind of ball game in the parking lot, and you are the only adult supervisor, please stand out between their game and the parking lot to catch any wayward balls.

- If there are students playing in the parking lot during your shift, you are the adult to keep them safe and supervise their play. You do not have to organize them or coordinate their activities, but please be the supervising parent making sure that they are safe, kind to each other, and that there is fair play going on. Please contact Karen Miller if you see or encounter any issues.
- During the last shift - Around 4:35pm (when the last science classes end) - Please do a walk-through of the parking lot. Pick up and throw away any trash. Please collect the traffic cones and load them on the CHESSIE wagon. Any students remaining at CHESSIE at 4:45 must have all of their belongings off the front porch and students will wait on the sidewalk with the late parking lot supervisor. Please wait with these students until they are picked up.
- Please pick up any basketballs, jump ropes, chalk, sports equipment that was left in the parking lot and load on the CHESSIE wagon.
- Please check in with Helen Travis or Karen Miller at 5:00PM before you leave your position.
- Thank you for serving CHESSIE!