

## **CHESSIE Staff Shift - 10:45 - 12:15**

**Emily Fernandez (2022-2023) -**

### **Roaming Duties include:**

1. Check the building to make sure there are no students loitering inside.
2. Check bathrooms for cleanliness and that they are stocked with supplies.
3. Check that students are where they are supposed to be—check front porch, Back Patio, Field.
4. Be aware of students that enter the building to use the restroom and be sure they come back out in a timely manner.
5. Most of your time will be spent in the front of the church on the porch area. When you are not roaming, you should station yourself there. Your backup supervision for the front of the church is the parking lot service parent. Always be alert and have eyes on students and keep safety a priority. You will assist parents that are dropping off their children, teachers if needs arise, students, and parents signing in.

### **Beginning of shift:**

- Please arrive 10 minutes before your shift starts. Upon arrival please retrieve your lanyard from the sandwich board near the sign in table. Your lanyard contains your job description and class times (if needed). Wear the lanyard during your shift. You can review your responsibilities which are folded inside the plastic case. Return the lanyard at the end of your shift.
- Check in with the adult morning supervisor (Jacque Spruill), let them know you have arrived. Jacque will then stay on the back field and your position will become a roaming position until 11:50 am.
- Do a survey of the building and check to make sure that the 4 bathrooms are stocked with paper towels, toilet paper, soap, and please clean up any messes. Please also check that the trash cans are not overflowing. If they are full, you can step in them to give more room in the can. There are some cleaning supplies in the closet at the top of the stairs.

### **11:50-12:15 duties:**

- At 11:50 AM, please relieve Jacque Spruill on the field so she can come up to the parking lot area to dismiss the Kindergarten Science class students. You will become the field supervisor from 11:50 until your shift ends at 12:15.

- While you are on the field you will need 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.
- Please also make sure they are playing fair and participating in games. Encourage good sportsmanship and encourage students who seem isolated or nervous/unsure.
- Karen Miller, the Sports Coordinator, will be present from 11am to approximately 12:15 pm to answer any questions or assist you with any students who need encouragement or prayer.
- CHESSIE is a device-free zone for our kids, and we respectfully ask that you limit your device usage time as well while you are working. It is not possible to be on your phone and give your full attention to CHESSIE students. You can use your phone to keep time, set alarms for classes, check the weather, text CHESSIE staff or parents, and take pictures, all of those things are approved device usage. Any other non-CHESSIE related calls or usage are discouraged. Please be mindful that you have eyes on the students and are attentive and alert.
- When working on the back patio please keep an eye on the door to the Fellowship Hall to ensure that students entering the church to use the restroom come out in a timely manner. Younger students may use the downstairs restrooms until 12:00 when highschoolers begin to arrive for their classes. After 12:00, direct younger children to the upstairs bathrooms. Younger children need to enter the church upstairs on the porch. No students should use the stairway inside to go from upstairs to down or vice versa.
- Class schedules: Check class schedules and call students in when it is time to go to class. They should be called ten minutes before class to wash hands, gather their gear, and head up to class. Class times are posted on the corkboard on the back patio and in your lanyard.
- **At 12:15 pm Karen Lemcke** arrives and she will replace you on the back patio. Please fill her in on any issues or concerns you might have or had during your shift.

Keep in mind that our goal is to never have a child unattended anywhere— inside or outside.

- \*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. 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.

#### **GENERAL GUIDELINES:**

- Students should remove their shoes before entering the church. The church is a “no shoe” zone.
- 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. Also, Calvary Chapel requests that our students do not take rocks onto the field. It is dangerous for them when mowing the grass if they can not see them.
- Encourage students to drink water. Refill the cooler if needed. When they are playing sports, they need to take frequent water breaks. A water cooler will be outside for students to fill their water bottles. Encourage, encourage, encourage students to stay hydrated.
- Encourage fair playing rules when supervising games. Help students work through any squabbles. Pray with students who are feeling sad or left out. Assist with any injuries or boo-boos. You can use the first aid kit inside the fellowship

hall on the windowsill for bandaids, etc.. You can find ice in the freezer in the kitchen, if needed. Please fill in the injury log in the first aid kit to document any injuries you attend to and also let Karen Miller know so she can notify the parents by text, phone, or at pick up.

- Please do not prop the downstairs door open unless Sharon Shelton would like it open. We do not want CHESSIE sports students to be a distraction to Sharon's science classes.
- Any spills in the Fellowship Hall need to be wiped up immediately. The floor is made of a material that swells with water and we want to be protective on behalf of the church.
- 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 return it to parents when they arrive or give it to Karen Miller, who will return it to their parents when they are picked up.
- CHESSIE has a "no Pokemon cards policy". In the past, we've found that Pokémon cards have made some kids very reluctant to participate in any of the sports activities. If a student brings them to CHESSIE, the staff member should keep them until the parent comes to pick up their child.
- Please read over the CHESSIE guidelines for staff and parents that can be found on the service page of the CHESSIE website. If you have any questions or concerns, please contact the sports area coordinator, Karen Miller, at [kmillero607@gmail.com](mailto:kmillero607@gmail.com) or cell: 804-240-2682. She will be on campus from 11 - 12pm and 1 - 5pm on Thursdays.

Thank you for your service to CHESSIE.