

MOTHER'S AREAS OF RESPONSIBILITY

At least one parent of **K-6th Co-op** students are expected to remain on the premises the entire time that their students are enrolled in a class. During this time, each Mother is expected to have one or two areas of responsibility that she is responsible to carry out. Parents of **junior high** students need not remain on the premises the entire time, but are required to carry one area of responsibility each week. This area of commitment is very important and should be taken very seriously.

If, as often happens in a homeschool family, Mother needs to be absent on a given week, you are responsible to arrange for a substitute for your area of responsibility and your elementary students will need to miss as well. Junior and senior high students may attend classes as long as your area of responsibility is covered. Your substitute will then need to complete her area of responsibility as well as yours. Make sure your substitute knows exactly what is required of your position. You are responsible to make sure that no teacher, or crew member is left short of help.

During your free hours, you can help (not talk) in a class of your choice, read, write letters, do your Bible Study or work with your children in Study Hall.

Areas of Responsibility

TEACHER ASSISTANT:

- * Arrive in class 5 min. early.
- * Remain in the class the entire period.
- * Assist with record keeping, correcting papers, or anything else the teacher may need help with.
- * Make sure students understand and are carrying out the teacher's instructions.
- * Handle disruptive students.
- * Accompany students to the restrooms during clean-up & supervise. Have them clean the restroom if needed.
- * After class, vacuum if needed, and help students stack chairs.
- * Do not leave until the teacher releases you.

NURSERY TEACHERS:

- * Arrive 5 min. early to get info from previous teachers.
- * Care for the babies. (This is not primarily a social hour).
- * Play with the babies.
- * Do not leave until the next teachers arrive.

CLEAN-UP CREW:

- * Pick up any trash - inside & out
- * Remove classroom signs.
- * Empty trash cans (after classroom is clean).
- * Wipe down restroom counters and fixtures.

PRESCHOOL LEADERS & ASSISTANTS:

- * Arrive at least 5 min. early to receive the children.
- * Leader is expected to coordinate with the Preschool Coordinator regarding activities for the hour.
- * These can include: game time, number/counting activities, outdoor activity time, craft time, snack time, restroom break and other age appropriate activities. (Avoid watching movies for time fillers).
- * Assistants are expected to participate with the children & teachers in all activities (even if there are only a very few children). *This is not an hour for mothers to visit.*
- * Make sure that toys are picked up & room is neat before you leave.
- * Don't leave until the next teacher arrives.

HOSPITALITY COMMITTEE:

- * Meets at 11:00am in the "office room".
- * Contact absentee families
- * Identify special family needs
- * Plan potlucks, parties & other lunch-time special events.
- * Set-up & clean-up any lunchtime activities.
- * Enlist additional help as needed.
- * Organize the Student Store & Auction.

SET-UP CREW:

- * Arrive 1 hour early.
- * Hang classroom signs.
- * Set-up classrooms.
- * Display flags.
- * Set out name tags.
- * Check restrooms for supplies & cleanliness.
- * Assist teachers with set-up.

STUDY HALL SUPERVISOR

- * Arrive 5 min. early
- * Remain in the classroom.
- * Have students sign in as they arrive.
- * As a rule, they do not leave the room throughout the period - they should use restrooms between periods.
- * Assist students with homework.
- * Keep the room fairly quiet.
- * Make sure room is clean before you leave.
- * Don't leave until next teacher arrives.