

Renaissance Classical Tutorial

Parent on Campus Schedule

Bowie

AM POC

7:45 - Set up – (Wifi password - 1BCC12345#)

- Unlock both doors and **replace key in lock box**
- Ask students to sign in and sign out
- Place signs outside of each classroom and at front door and put up study hall signs.
- Help set up classrooms with tables and chairs **IN THE FOLLOWING ORDER**
 - **Yellow**-Farnsworth Room – 3 long tables, 1 short, 13 chairs
 - **Science** - ask Dr. Mayo if she is using the front or the back of the Fellowship Hall - set up 2 long tables, 2 shorts in U shape, 2 white boards in Fellowship Hall
 - **Lunchroom/ Fellowship hall** - 3 long tables in a U shape for art classes. 1 small table along the side in the front by the kitchen. White board hung on the wall.
 - **Blue** – Williamson – 2 long tables, 2 shorts with 13 chairs, 2 white boards
 - **Orange** – Volcjak – 2 folding tables with 7 chairs and 1 white board
 - **Study hall** - lobby- low level school related talking is optional – 1 long table, 2 folding tables, 12 chairs; (**Students only at tables. Only parents should use the library**)
 - **Nursery** – 1 folding table, six chairs - silent study hall
 - **Monitor Silent Study Hall in nursery and low level school-related discussion in lobby study hall – only school related materials on screens.**

Monitor Study Hall

8:00 – 12:00 - Silent Study hall in nursery, low level school related discussion in lobby

11:30 – PM POC arrives. Turn over responsibilities to PM POC. (may need more tables set up for lunch crowd. They can be set up at 11:50)

11:45 - AM POC leaves

Notes:

- All book bags should be placed in the front lobby near the coat rack when students are not in study hall. No book bags or books should be left on tables in study hall when a student is in class or during lunch.
- No children should go outside to play without supervision. No students should congregate in the parking lot.
- Students should eat in the Fellowship Hall or outside – not in the kitchen or in classrooms or study hall.
- During lunch, no students should be in study hall.

*Cleaning supplies are located in the first room on the right going down the Fellowship Hall hallway where the folding tables are stored.

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PM POC

11:30 – Arrive. **Ask students to straighten up study hall before going to lunch.**

12:00 – Observe and monitor lunch. Please do not stay by the front door. Please make sure they are cleaning up after themselves in the lunchroom.

12:20 - Escort students outside who want to go; observe and monitor children outside. If students are outside, the POC must be out there with them. Optional: ask a parent/tutor staying for lunch to observe students who remain inside. **No students should be in study hall during lunch.**

12:50 – **Make sure lunch room is in order before students return to class.** Ask students to clean up the lunch room including wiping tables and pushing in chairs and cleaning floor if necessary.

1:00 - 3:00 - Silent Study Hall in nursery, low level school related discussion in lobby

2:00 - **Ask all students going to class to pack their bags and leave them by the coat rack.**

2:50 – **Ask students in study hall to pack their bags and put them by the coat rack** so they are ready to begin chores at 3:00 pm. Study Hall should be empty at 3:00 pm.

3:00 – Supervise students as they complete Chore Chart responsibilities. Walk around and check on their progress. Gently suggest how things can be done more thoroughly.

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- Students should eat in the Fellowship Hall or outside – not in the kitchen or in classrooms or study hall.

End of Day Chores:

- **Students have pre-assigned chores (3:00 and 4:30 times) and should complete them before leaving for the day.** Students should clear the study hall of all of their belongings before they start their chores.
- Please make sure all rooms are returned to original condition, hanging white boards stored in closet in rear of Fellowship Hall
 - **Yellow-** Room – 1 table 6 chairs **Done at 3 pm**
 - **Blue** – Williamson – 1 table, 6 chairs **Done at 3 pm**
 - **Orange** – Volcjak – chairs along the sides of the room **Done at 3 pm**
 - **Study hall** - 1 table in front of vestibule, 1 chair **Done at 3 pm**
 - **Nursery** - Rocking Chairs replaced, no tables **Done at 3 pm**
 - **Fellowship hall** - 4 long tables, 1 short along the side in the front, w/ chairs **Done at 4:30 pm**
 - All folding tables should be placed in the storage room/ utility room (first door on the right down large hallway)**Done at 3 pm**
- Lock all doors and **replace key in lock box.**

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**Mock Trial will be staying until 4:30
pm every Friday starting
November 17.**

**POC should make sure all chores to
be done at 3 pm are completed
before leaving at 3:30 pm.**

**Mock Trial Students
Please make arrangements to be
picked up by 4:45 each week
so you have time to complete chores.**

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