

# **Renaissance Classical Tutorial**

## **Parent on Campus Schedule**

### **Laurel**

#### **AM POC**

**8:45** - Set up – (WiFi – Spectrum-students/ pw - godsway!)

- Place Sign-up IPAD at front door
- Set up Fellowship Hall (Study Hall) with four tables and four chairs at each table.
- Signs for classrooms may be found in the steel gray cabinet in Room 26/27. Place them with tape outside each classroom.
  - Room 33 - Parent Lounge Sign
  - Room 34 – Do Not Enter Sign
  - Room 35 –Do Not Enter Sign
  - Room 36 - Fogg Sign
  - Room 30 – Volcjak Sign
  - Room 29 – Williamson Sign
  - Room 26/27 – Farnsworth Sign
  - Two couches in hallway - Do Not Sit Signs (no one is permitted to sit in this area)
- Individual tutors are responsible for taking down the chairs in their classrooms.

#### **Monitor Study Hall**

**9:00 – 12:00** - Silent Study hall

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

#### **Notes:**

- All book bags should be placed around the edges of the study hall when students are in class. No book bags or books should be left on tables when a student is in class or during lunch.
- No children should go beyond the tree line to play or climb the trees in the parking lot.
- All students enrolled in RCT should remain on the bottom floor during study hall.
- Students should eat in the Fellowship Hall or outside – not in the kitchen or in classrooms.

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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.

**12:20** - Escort students outside; observe and monitor children outside. If students are outside, the POC must be out there with them.

Optional: ask a parent staying for lunch to observe students who remain inside.

**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 - 2:00** - Silent Study Hall

**2:00** - Ask students going to class to take everything with them.

**2:50** – Ask students in study hall to pack their bags and put them by the back door steps near the sign in table door 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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#### **End of Day Chores:**

- Students have pre-assigned chores and should complete them before leaving for the day.
- Students should clear the study hall and hallway of all of their belongings before they start their chores.
- Please make sure all rooms are returned to original condition with ALL CHAIRS STACKED and lights turned off with doors open before leaving for the day.
- Fellowship Hall – STACK ALL CHAIRS AND TABLES.
- Cleaning supplies are located at the end of the hallway under the steps near the women's bathroom.