

# ESCHEL Handbook

## RESPONSIBILITIES OF ESCHEL MEMBERS

As a member of ESCHEL your responsibilities include: Attending parent meetings, paying fees and tuition on time, helping on assigned class days with a volunteer duty or coordinating an activity.

### I. Attend Parent Meetings

A mandatory meeting for parents is held in Aug/Sept before the start of the class year. Other meetings may be held during the school year if necessary.

### II. Pay Tuition and Fees on Time

Tuition and fees are collected according to the schedule posted on ESCHEL's website. If your payments are not received by these deadlines and other arrangements have not been made with an ESCHEL Treasurer, your membership will be parked and students asked not to attend class until payments are made.

### III. Complete Extra Activity as Selected

An extra-curricular activity may be selected to coordinate. As that Activity Coordinator, you are responsible for:

1. Securing event details from available information in the folder.
2. Acting as liaison between ESCHEL families and the event manager.
3. Promoting the event in a timely manner (i.e. at least three weeks in advance). Publicity should include a description of the event, date, time, location, cost, registration deadline, age or behavioral requirements, and directions. (The website Forum OR information board at ESCHEL is a great place for this info.)
4. If you want the event on the ESCHEL calendar, please forward all main details (place, date, time, cost, deadline for sign up, etc.) to the Administrator.
5. Collecting any fees. Checks should be payable to ESCHEL.
6. Forwarding registration information and fees to the event manager.
7. Attending the activity (or find a replacement if it is not possible for you to attend).
8. Arriving promptly, informing the event manager of our group's arrival when all are present, and helping ensure the good behavior of all ESCHEL attendees.
9. Writing a thank you note to the people who made the event possible as appropriate per activity.
10. After the activity, filling out the extra-curricular evaluation form, placing it in the folder, and returning the folder to the Board Administrator.

11. If you need a room at the host facility for your activity, make arrangements with the ESCHEL Building Liaison. Please do not communicate your request directly to the church facility staff.

## IV. Help on Class Days

When all fulfill their assigned duties, ESCHEL class days run smoothly. As a courtesy to the host facility, our families, and our tutors, please take your responsibilities seriously. No younger children may accompany while a parent is completing classroom or emergency parent volunteer duties. Please arrange for child care when volunteering in this capacity at ESCHEL. Children may attend with a parent for lunchroom and cleaning duties. The jobs described below are assigned to members at the parent meeting before classes and in January.

If you are unable to work on an assigned morning, you may (1) trade the date of service with another and change the schedule posted on the information table, or (2) pay someone to take your slot. Names of those willing to work for pay are found on the "Buyout" list on the ESCHEL website. **If you do not show up for your service requirement, you are responsible for paying \$30 to your replacement, as well as a \$20 fine to ESCHEL.**

When you arrive on your day of assigned responsibility, you will need to sign in on the clipboard located near the Emergency Parent station, recording your time of arrival. If you are late, it is your responsibility to pay a \$5 late fee. The Parent Tutor Liaison verifies when all volunteers are present and will issue a late fee notification as necessary. Please place the fee in the Treasurer's folder.

### Emergency Parent/Lunch Monitor Outside 9:45 am-1:30pm:

The Emergency Parent is stationed at the table along the wall of windows as you enter the main lower level entrance to Hope Church. He or she is designated by the bright yellow vest. We are grateful that we have never had a medical emergency beyond the need for a band-aid or cold pack.

1. Arrive early, noting your arrival time on the helper sign-in sheet, and be in your chair by 9:45a.
2. Wear the yellow vest provided so that you are easily identified as the Emergency Parent.
3. Record any updates to emergency contact numbers on the printed list.
4. Remind students to walk and to keep their voices low in the hallways.
5. If you will be out of sight, leave a note on the table as to where you are and when you will return.
6. Five minutes prior to the start of classes, lead students in phy. ed. class upstairs to the gym.
7. Be ready at the change of classes to lead the next group up to the gym, and monitor the previous group coming down.

8. In particular, please help to ensure that ESCHEL students do not run or act disrespectfully, that they enter and exit the gym in an orderly, quiet manner, and that they do not go into areas of the church that are off limits (extra hallways beyond gym or lower level).
9. Supervise students dismissed from class for behavior problems. They are to sit quietly near you until the next class begins.
10. Serve as a study hall monitor by checking it two times per hour.
11. As you are making your rounds to check the study hall please look for any dangerous items. If any are found, keep the item at the Emergency Parent table with you. Contact the parent and ask them to pick the item up at the end of class.
12. Be available with the first aid kit to help with minor injuries.
13. If an injury requires further attention or in case of medical emergencies:
  - Contact parent (refer to Emergency Contact Phone List and duty roster).
  - Call 911 if necessary. Provide the Emergency Medical Information for the student, which is located in the back of the parent folder files.
  - Fill out an Accident Report, which is located at the back of the folder crate.
14. During a fire alarm, go to the kindergarten classroom to help take little ones from the building.
15. During lunchtime: Monitor students outside until lunch ends at 1:30pm.

### **Kindergarten Helper (if needed):**

1. Arrive early so you are in the room by 9:45 and available to assist the tutor by 9:50.
2. Help maintain order in the classroom before, during, and after class. While the tutor is the final authority, it is helpful if you take the initiative to quiet children who talk out of turn, remind them to stay on task, and prompt them to be respectful to their tutor and classmates. Support the tutor's instructions and discipline.
3. Assist the tutor and students as the tutor directs.
4. Help the tutor clean up.
5. During a fire alarm, exit classroom and, following posted emergency exit signs, help lead children out of the building.

### **Art Helper:**

1. Arrive early so you are in the room by 9:45 and available to assist the tutor by 9:50. The tutor may have instructions to convey or jobs for you to do before class begins.
2. Help maintain order in the classroom before, during, and after class. While the tutor is the final authority, it is helpful if you take the initiative to quiet children who talk out of turn, remind them to stay on task, and prompt them to be respectful to their tutor and classmates. Support the tutor's instructions and discipline.
3. When the tutor is instructing or the students are working on assignments, take the initiative to walk around and look for students who may need help or clarification.

4. Help the tutor clean up.
5. During a fire alarm, exit classroom and, following posted emergency exit signs, help lead children out of the building.

## **Parent Cleaners / Lunch Monitors / Student Cleaners**

Our goal is to leave the building neater and cleaner than we find it. One way to ensure this is by scheduling parents and secondary students to clean the building after classes.

1. One Parent cleaner will first supervise the lunch room and one will supervise outside. Please wear the yellow vest so all children know who the Lunch Monitors are.
2. Once lunch is finished, you may proceed with your room cleaning assignments.

You will receive a reminder about your scheduled cleaning duties via e-mail the week prior and in your folder the day of duty. Note: Reminders for student cleaners are also given to the parents since parents are to oversee the cleaning. On the day you and/or your student is to clean, you will find a checklist of responsibilities in your folder. If your student is assigned to clean, you are responsible as the parent to see that your child completes his or her duties well.

If you or your child are unable to clean on the scheduled day, find a replacement by either trading with another family or using the buyout list. **\*\*Please note: The cleaning checklist will still be placed in your folder on your assigned day to clean, so the person substituting for you will need to look in your folder for the checklist. If you do not show up for your service requirement, you are responsible for paying \$30 to your replacement, plus a \$20 fine to ESCHEL for parent cleaners and a \$10 fine to ESCHEL for student cleaners.**

# **ESCHEL POLICIES**

## **I. Building Guidelines**

Hope Church of Oakdale has offered us the use of their building at a generous rental fee. One way to show our gratefulness is to follow these guidelines:

1. Park in the lower level parking lot on the north side of the building and enter the main lower level entrance to the church. Please do not use the main upper level entrance under any circumstances.
2. Pick up your children promptly. Do not leave your children unattended (inside or outside). Do not allow them to run through the halls or to go upstairs except when their class is escorted to and from gym.
3. Students and their families who remain for the optional afternoon classes may eat lunch outdoors when weather permits or in the multipurpose room.

4. Siblings of students registered for a 1:30-2:30 class are welcome to study or do a quiet, seated activity in the hallway during the 1:30-2:30 time slot. We expect that all kids that are in elementary grades and younger be supervised by a parent or other adult arranged by the parent.
5. Eating and drinking is allowed in the designated lunch room as well as in classrooms for special occasions, but please be careful to clean up well after your family.
6. Do not make requests directly to the church staff. If you have questions about the building or if you need a room for an extra-curricular activity, talk with the ESCHEL Building Liaison.

## **II. Standards of Behavior**

ESCHEL's behavior standards and discipline policies were established to provide an orderly learning environment for all. Please review these guidelines with your children so they know what is expected.

1. Classes begin at 10:00 am. (Drama begins at 8:50 am) Be in your chair and ready to begin by that time.
2. Speak wholesomely (no swearing, cussing or slander will be tolerated.).
3. Respect your tutors and classmates by:
  - responding when spoken to.
  - listening attentively when your tutor is speaking.
  - being considerate to others.
  - not being disruptive in the classroom. Disruptive or dangerous items will be confiscated as necessary.
  - no stealing or cheating will be tolerated
4. Respect the host facility's property by
  - using things for their intended purposes.
  - walking in the halls and stairways.
  - using classroom equipment carefully and correctly.
  - sitting properly in chairs.
5. Respect those around you by wearing modest clothing. Dress as would be appropriate for any other activity taking place in a church.
6. Come to class prepared with necessary supplies and completed assignments.
7. No weapons of any kind (including, but not limited to guns, knives, pocketknives, or lasers) are allowed onsite at any time. Any of these items found in the possession of a student will be confiscated and returned only to the parent.

## **II. Discipline Procedure**

If a child does not honor an aspect of the standards of behavior, the tutor has the authority to send the student to the Emergency Parent for the remainder of the class.

Parents will be notified of their children's behavior. Please discuss the situation with your child, provide appropriate consequences, and see to it that the situation is made right with the offended person.

ESCHEL reserves the right to suspend children.

### **III. Health Guidelines**

1. Please leave other children (except babies) in the hall for drop off and pick up.
2. As a courtesy to others, please do not bring your child to ESCHEL if they exhibit any of the following symptoms:
  - a fever within the past 24 hours,
  - vomiting or diarrhea within the past 24 hours,
  - pink eye,
  - an undiagnosed rash or lesions,
  - runny nose with yellow or green discharge,
  - persistent cough, or
  - nits or lice in the family

Please err on the side of caution when deciding whether or not to bring your child to ESCHEL.

Also, please contact ESCHEL's President if your child contracts any communicable disease (such as chicken pox or lice). The President will need to inform other parents of their children's possible exposure.

### **IV. Cancellation of Class Days**

Cancellations of ESCHEL class days are rare, but if classes are canceled, an email will be sent out and posted on the website by 8 am on the class day. It is your decision if you should bring your family out in the weather. Please be safe and allow plenty of time for slow driving conditions. As a general policy, missed class days due to weather or other unexpected situations will not be made up.

### **V. Extra-Curricular Participation**

Although participation in extra-curricular activities is optional, you'll want to attend as many as possible because the offerings are interesting, educational, cultural, social, ministry-related, and/or fun.

1. Check the information table and the ESCHEL website often so you don't miss any opportunities.
2. Fees should be paid when you sign-up for an activity.
3. Attend the event with your children and arrive on time.
4. See to it that your child's behavior blesses others. If it doesn't, remove him from the group or activity.
5. Consider having your child write a thank you note to the event manager. The ESCHEL Parent who planned the trip can give you names and addresses.

## **VI. Information Table/Bulletin Board**

Please remember these guidelines:

1. The information table and bulletin board is for ESCHEL related activities and information only.
2. Postings should be no larger than 8 1/2" x 11".
3. Remove posting after three weeks.

## **VII. Homework**

Students are expected to complete assignments to the best of their abilities and to turn them in on time. As a courtesy, notify tutors two weeks in advance if you have a planned absence.

## **VIII. Visitors**

Parents are welcome to visit their student's classes. In respect of the tutors, please make your request to the elementary or secondary liaison (as appropriate) at least one week before you wish to visit.

We do not, however, allow non-ESCHEL visitors because our classes are full, it may be disruptive, and there are safety and liability concerns. Those interested in joining ESCHEL should contact ESCHEL's president to schedule a guided tour.

## **A TYPICAL ESCHEL MORNING**

ESCHEL meets on most Tuesdays (27 class days) from 10:00am-1:00pm at Hope Church of Oakdale located at 7910 15th Street N in Oakdale, Minnesota. There is an extra Drama class at 8:50am and afternoon options from 1:30-2:30pm. Parents are free to leave the building if they have no assigned duties. Be back before 1:00pm or 2:30pm to pick up your children.

Due to liability concerns, children outside your family are not allowed in ESCHEL classes.

1. Arrive at the host facility in time to get your children to class by 10:00a. If you are scheduled to work, plan to arrive by 9:45a.
2. Park in the lower level parking lot on the north side of the building. The lot entrance is on Hydram Ave. N. Enter the main lower level entrance from the walkway.
3. Check your parent folder and the information table.
4. If you are not scheduled to serve, enjoy your free morning! \*If necessary, please let the Emergency Parent know if there is any change to your emergency contact phone number for the morning.
5. Be back in the building by 1:00 to check your folder and the information table for any pertinent announcements.
6. Parents of preschoolers should pick up their children promptly at 1:00p.
7. Elementary and secondary students will be dismissed from their last class of the day at 1:00 or 2:30 pm to meet their families in the hallway by the lower level main entrance.
8. Gather your children as they are dismissed and keep them with you. They should be closely supervised by you inside and outside the building until your departure.

## **FIRE ALARM PROCEDURE**

Each classroom at Hope Church has a “Fire Emergency Exit Plan” posted by the door with which tutors and students should familiarize themselves. In essence, these exit plans instruct you to:

- Go out of the building at the nearest exit (northwest doors on the lower level)
- Remain calm
- Move away from the building as quickly as possible.

Emergency Parent: Go to the preschool and kindergarten rooms to help take little ones from the building.

Other parents in the building: Exit the building unless asked to assist with moving students out. **DON'T TRY TO FIND YOUR CHILDREN.** It will only cause chaos and confusion. Your children will be escorted out by their tutors and helpers.