

# CHFM Service Area Expectations

Each member of CHFM is required to serve every other week during the hours their students are in classes. This service is crucial to the day-to-day operation of CHFM. Each of you ensure that Mondays and Wednesdays are running smoothly and effectively. Before your Service Day, please locate and read through your Service Area Expectations and reach out to your coordinator if you have any questions.

## What to do if you know you will be absent?

1. If you must be gone, please make every effort you can to cover your absence. One option is to trade with the member who serves in the same position on the opposite week. Another option is a spouse or other family member. However, men cannot serve in the Nursery or COL Area.
2. Contact your service coordinator to let her know who is covering for you.
3. If you have a last minute need to be gone or need help finding coverage, contact your service coordinator. She will either fill your absence with a "floater" member or will give you further instructions on how to swap times with another member.
4. *We request that you limit absences to no more than 2, if any, per semester.*

Yellow Weeks: Anna Graves – 316- 708-5100 [Akgraves2005@gmail.com](mailto:Akgraves2005@gmail.com)

Blue Weeks: Skye Racchini – 316-680-6480 [skyerracchini@gmail.com](mailto:skyerracchini@gmail.com)

## Classroom Helper

- Arrive to your assigned class a few minutes early, if possible, to assist the instructor in any way needed. The exception to this would be if you are coming from a prior service assignment or transferring students.
- **Be an active participant** and help where needed.
- Help with class control but follow the instructor's lead. Allow them to discipline first and step in if they desire your help.
- Please be sensitive to the different teaching styles of our instructors. You may not handle things the way they choose to, but they need to be seen as the one in charge.
- **Walk 1<sup>st</sup>-3<sup>rd</sup> grade students in a line** to their next class when necessary.
- Please refrain from visiting with other helpers during this time as it is distracting to the teacher and students.
- **Turn off cell phones** while serving in the classroom or put them on vibrate.

## Copies

- On your first day of service, please wait at the Greeter Table for the director to begin training...first days are often busy, so apologies are sent in advance for possible tardiness.

## Greeter

- **PLEASE NOTE THAT A LARGE PORTION OF THIS ASSIGNMENT IS FOR SECURITY PURPOSES. MEMBERS MAY NOT HAVE CHILDREN UNDER 12 WITH THEM IN THIS AREA.**
- On your first day of service, please wait at the Greeter Table for the director to begin training...first days are often busy, so apologies are sent in advance for possible tardiness.

## Center On Learning & Nursery

- All Center on Learning and Nursery helpers must complete a CCC Background Check to ensure the safety of our children in the area. Watch for an email from chfm@ccc.org with directions.
- Arrive 5 minutes before the scheduled session, if possible. The exception to this would be if you are coming from a prior service assignment or transferring students.
- Make sure all students have a nametag on, and belongings are labeled when they come to you.
- Be an active helper and get to know the little ones.
- Nursery and COL have a permanent coordinator, and she will give each helper instructions when they come in.
- **Do not leave these areas until your replacement has arrived or all the children are picked up.**
- While we appreciate your effort to cover an hour that you may not be able to serve in the nursery, please **DO NOT ask your husband** to fill in for you in this area. CHFM policy is “no men” in our nursery area, therefore, please contact the appropriate service coordinator to fill your spot if need be.

## Commons Area Monitor

**IN THE EVENT OF EMERGENCY, TAKE ALL CHILDREN TO THE SAFEST PLACE.  
A KEY TO DOWNSTAIRS IS LOCATED IN BUCKET AT GREETER TABLE FOR TORNADO SHELTER.**

- Sit in the South Coffee Bar area.
- Locate the list of students enrolled in Childcare and note who is present and shepherd these children while they are in your care.
- Encourage table games, schoolwork, quiet conversation and fellowship among students and parents.
- Engage with students too young to work independently.
- Monitor use of games and assure return of games and all game pieces.
- No running, horseplaying or balls in the Narthex area.
- Make sure tables are clean before games are played on them.
- Ask students and families to clean up their trash and messes.
- Help everyone to pick up all belongings so items are not forgotten.
- Push in chairs that aren't being used during your hour.

**Opening & Closing Jobs:** (If you are assigned the final hour, you may begin at 2:30)

- **8:30 a.m. Mondays:**
  - Bring the game cart out from the Parlor Closet and move it to the South Coffee Bar.
  - Bring the Keurig cart (located in the Parlor Closet) to the South Coffee Bar.
- **10:00 a.m. Mondays:**
  - Roll two microwave carts from the Supply Closet to Central Court during 12-week classes. Place paper towels, Kleenex, sanitizer and wipes on tops of microwaves.
- **End of Mondays:**
  - Return game cart to the Parlor Closet.
  - Return Keurig to the Parlor Closet.
- **End of Wednesdays:**
  - Return game cart to the Parlor Closet.
  - Empty and return Keurig to the Parlor Closet.
  - Gather unclaimed belongings and take them to the Greeter Desk at the end of the hour.
  - Double check the floor and pick up any large pieces of trash – maintenance will sweep up crumbs.
  - Make sure ALL the chairs are pushed in so that the room looks “neat” as we leave.

## **Floater**

- Floaters are substitutes for members who are unable to find coverage for their service.
- Sometimes the Service Coordinator will call you ahead of time with a service position to fill.
- If you don't receive an assignment ahead of time, arrive and stay on campus for your assigned Floater time. Service Coordinators may contact you at the last minute if needed.

## **Lunch Clean-up**

- Clean all tables in Central Court.
- Put tables in the upright position, if able. Help to move tables to the hallway storage area.
- Clean inside microwaves and return them to Science Cabinets in Central Court. Place all loose items in basket under cart.