

# Madrona Integrated Team

## *Class Host Duties*

### First Day of Class

- Greet instructor at the office (they should arrive no later than 3:40 pm)
- Help them sign in/introduce them to the front office staff
- Show them their space
- Review/compare the roster
- 3:40-3:45pm go to the Kindergarten classes and walk them to enrichment. Try to connect them with an older child in the enrichment class who will pick them up for future classes.

### Conduct Roll Call

- Follow up with any roster discrepancies such as:
  - Registered child not present – report to Madrona office
    - find out if child was absent/had early dismissal. If so, there is no action required. If they were at school, call the parents. Please do this by 4:05. Let the office know if you were able to get ahold of a parent.
  - Unregistered children present w/parent – note student's name and parent name, phone and email on the roster. Give the information to the Enrichment Team.
  - Unregistered child present without parent – report to Madrona office

### Classroom Maintenance

- Make sure students are not using classroom supplies and materials.
- Make sure students are not playing with student/teacher belongings.
- Assist the instructor as needed during class.
- After class:
  - Reset classroom
  - Clean surfaces which are used
  - Clean whiteboards if used
  - Make sure floor is picked up
  - Ensure the area is restored to pre-class condition. Turn out the lights.
  - Make sure all windows are closed.
  - If food is consumed, please throw the remains away in the Commons to avoid lingering food smells.
  - Walk any kids going to Kids Krew (the before/after school care program) to the commons.

### Greet Parents Picking Up

- If an exterior door is locked, please post a note letting parents know it will be open 5 minutes before class ends.
- Prop the door open 5 minutes before class ends. Any janitor onsite can assist if needed.
- Ask parents to check the roster for correct contact information.

# Madrona Integrated Team

## *Class Host Duties*

### Prior to next class

Email the enrichment team ([MadronaEP@gmail.com](mailto:MadronaEP@gmail.com)) any notes or information about the class you think would be helpful.

### Future Class Days

- We ask parents to inform the instructor directly if their child is not attending class, however this does not always happen and sometimes the kids forget they have class. Either way, the office needs to be informed of any unexcused absences by 4:05 pm. Call 425-431.7979.
- The instructor is responsible for informing parents of any schedule changes, but may need assistance especially if it is a last minute cancellation.
- You will be given a list of the days the enrichment class meets. Please have this available at each class and remind parents if the class will not be meeting the following week.
- You will also be given a roster for the class that includes family email and phone numbers. If you cannot host one week please make sure to find another parent in the class to cover. Please also let your host parent coordinator know.

### Benefit/Tuition Reduction

As a class host you are eligible for up to 50% off one student's tuition. To receive the full tuition reduction you need to be present every week of class. If you are not able to attend you will need to arrange a substitute who has their volunteer paperwork cleared. Your reimbursement will be requested on your behalf after class has concluded.

### Questions?

Host Parent Coordinator: Jessica McCrocklin - 425-263-2892 - [momofthehugger@gmail.com](mailto:momofthehugger@gmail.com)

Enrichment Team: [MadronaEP@gmail.com](mailto:MadronaEP@gmail.com)