

Christian Educators Resource Center

Service Aide Hour Policy

Each family participating in classes has the opportunity to offer aide for as many hours as your student(s) are in class. Commitments for service aide hours are on a monthly basis and will afford a \$5 discount towards tuition per month per class. Failure to keep your commitment will result in the loss of your discount. **Each week sign-in on clip board** by front door in order to be counted for invoicing records. *If you are not able to fulfill your commitment, please provide a substitute for yourself.*

Hallway Monitor responsibilities include:

- Making sure that no food, drink, chewing gum, running, roughhousing, loud conversations or another disruptive behavior is occurring in the common areas.
- Making sure student is corrected if Student Guidelines are not followed as written. Notify Director of Education immediately if student doesn't respond respectfully to correction.
- Making sure there are no unattended children under 11 years of age in the hallway or classrooms.
- Monitoring class if the instructor needs to briefly leave the classroom.

Class Assistant responsibilities include:

- Grading assignments
- If instructor needs and request an assistant, the assist instructor with any classroom activities that require more supervision than normal

Clean-up Crew responsibilities include:

- Wiping down tables, desks, door knobs, light switches, bathroom counter, bathroom sink, toilet, kitchen sink, and kitchen counter with disinfecting wipes or spray.
- Vacuuming (if possible) and/or sweeping classrooms, bathroom, and kitchen.
- Dumping trash cans and replacing trash bags.
- Check off check-list each week in supply closet

Desk Help responsibilities include:

- Answer phones and take messages
- Sell snacks
- Take tuition and write receipts

Box Top Coordinator responsibilities include:

- Plan with Director of Programs monthly incentive program
- Gather, trim, and package by 50's Box Tops
- Mail once a quarter Box Tops

Snack Bar Coordinator responsibilities include:

- Monitor what is selling, not selling, expiring from Snack Bar
- Purchase items by quantity at best prices
- Store, stack, replace items on snack bar
- Update pricing list at 50% markup

CERC will honor requests on a first-come, first-serve basis. Please designate your choice(s) below. The Service Aide Coordinator will contact you with your approved designated time slot. Aides **must** sign-in each service hour to show attendance and completion of responsibilities in order to receive your monthly discount.

CERC greatly appreciates your assistance and servant's heart in order to ensure a clean, safe and orderly environment in which our children will learn and grow.

I have read, agree with, and will uphold my responsibilities as a Service Aide.

Signature: _____ Date: _____