

**OUR LADY OF PEACE
RELIGIOUS EDUCATION PROGRAM**

PROCEDURE FOR HALL MONITORS

Thank you for helping with this important position. Your service contributes to the safe, peaceful environment we seek to maintain in our Religious Education Program.

Arrival:

1. Please sign in at the entrance of the parish hall.
2. Take an ID tag and put it on.
3. A staff member will direct you to your assigned post.
4. Proceed to your assigned post as soon as possible.

In Hallway:

1. Supervise children in hallways. Children should only be out of classrooms to use the bathrooms or to get a drink of water. Children are expected to walk (not run), maintain quiet voices, and return directly to classrooms.
2. Assist Catechists if a child is sick, needs band aide, or is misbehaving. Please escort the child to the gym to a staff member. Then return to your assigned post.
3. Be aware of how many children are in the bathrooms, making sure that they do not spend an inordinate amount of time. Please listen for any horsing around, and call into the bathroom if you suspect any problem. If a child is sick, please inform the child's catechist, collect their belongings, and have one hall monitor escort him/her to the gym so that a parent can be contacted.
4. Be kind and caring to each child, but under no circumstances should you help children with toileting needs or clothing. Unless there is a situation of imminent danger to a child, do not pick up or have physical contact with him/her.
5. Patrol the hall ways periodically, paying special attention to outside doors and closet doors. Under no circumstances should anyone be allowed to enter or exit the building through any door other than the parish hall doors. No exterior door should be propped open. You have the authority to shut any open door.
6. Everyone associated with the Religious Education Program or the Academy of Our Lady of Peace should be wearing an ID tag. Should you notice anyone in the hallway who does not belong there, please notify a staff member. If possible, one hall monitor should escort the individual to the gym.
7. When classes are dismissed, please help encourage good behavior by discouraging running and any rough housing.

Dismissal

1. Upon returning to the gym, please return your ID tag to the back table.
2. *Thank you* for your help.