

## Cornerstone Set Up Procedures for Parents

For Set Up please arrive no later than 7:45 AM. Check in with Study Hall Monitor on arrival.

Take the two crates from the top of the cabinet in room 6 and place in the study hall. Retrieve the mailbox and put it on the stage in the study hall.

- Deliver seventeen of the red chairs found in the study hall room to rooms 3, 4, 5, 6, and 7. **Please leave the chair racks in the rooms.**
- Room 2 will need six (6) chairs. There may not be enough room to leave a rack in the room. Room 2 will need one (1) table. This may be altered by the SHM in order to fit the needed chairs.
- Rooms 4 and 5 need four (4) tables each. Rooms 3, 6, and 7 need three (3) tables each. (Some rooms may already have a table or two.) If we run out of tables, more can usually be found in one of the Narthex rooms. **Please be sure to have 2 people per table and do not drag or slide any furniture, including chairs. If you remove a table from a narthex room, please make note of where you found it so it may be returned. Also, do not remove tables from the hallway.**
- Place 4 chairs at each table in the classrooms. Arrange the tables and chairs in each room as per the set up diagram (see Study Hall monitor for diagram). **Leave chair rack in each room.**
- Erase the chalkboards in each room, if needed
- Take chalk boxes from the crate. Deliver one box to each of the classrooms. Please be sure that there is some colored chalk and some yellow chalk in each box.
- Each class should have a music stand and a small table for the tutor's use. Ask the Study Hall monitor where to get these, if needed.
- Return set-up diagrams to the study hall monitor.
- Study hall monitor will ensure that overhead projectors are in place.
- The study hall should be set up with 7 round tables and 5 chairs per table. **You may gently roll the round tables but you must have 2 people per table to set them up. They will slip and fall so please follow this rule. Please do not slide chairs across the floor.**
- **Be sure you, as the parent, sign the duty register.**

## Cornerstone Tear Down Procedures for Parents

For Tear Down please arrive by 3:15 PM. Check in with Study Hall monitor on arrival.

Please tear down the study hall room last. Study hall should not be disassembled until 3:30 because it may still be in use by students waiting for pick up.

Please do not interrupt any classes which are still in session. If they are running late, please inform the Study Hall Monitor.

- Check to make sure that yellow and colored chalk has been returned to the chalk boxes and return chalk boxes to the crate in the study hall.
- Tear down rooms 2, 3, 4, 5, 6 and 7 according to the instructions for each room. (Two grey tables should be left in room 4). If there is a diagram on the wall, that is how it should be set up. If there is no diagram, we are not responsible for setting it up in a particular way.
- Stack the red chairs on the rack in the room. Return the chair racks to the Study Hall.
- Be sure all tables and red chairs are returned to the study hall room (except for two tables from room four). Return any tables removed from a Narthex room in the morning. **Please be sure to have 2 people per table and do not drag or slide furniture, including chairs.**
- Turn off heating/cooling in each room. Note: During the winter some heating units may have signs indicating they are to be left on at all times. **Please leave them on as instructed.**
- For study hall tear down, you may gently roll the round tables, **but please be sure to have 2 people handling just in case they slip.** Do not stack **more than about 6 tables** on the racks for round tables. Even though there is room on the rack, they are too heavy and the church has requested that we follow this procedure.
- The Study Hall Monitor will direct you where to put the student mailboxes and crates from the stage in the study hall to the top of a Cornerstone cabinet in room six.
- **Be sure you, as the parent, sign the duty register**