

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.

- Deliver seventeen of the red chairs found in the study hall room to rooms 4, 5, 6, and 7. **Please leave the chair racks in the rooms.**
- Room 3 has folding chairs that we will use for that classroom only.
- Rooms 3, 5, 6, and 7 need four tables. (Some rooms may already have a table or two.) Room 4 will only need three tables. If we run out of tables, more can usually be found up in room 2 or 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.**
- 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).
- 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 if 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 3:25 PM. Check in with Study Hall monitor on arrival.

Please tear down the study hall rooms last. These should not be disassembled until 3:30.

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 chalk and colored chalk has been returned to the chalk boxes and return chalk boxes to the crate in the study hall.
- Tear down rooms three, four, five, six, and seven 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. Stack the folding chairs in Room 3 on the rack in that room.
- 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**