

# YOUTH CHOIR PARENT MONITOR INSTRUCTIONS

2 parents needed per rehearsal and mass

## ALL MONITORS

### 1. Arrive 15 minutes early.

2. Check in with the director in the music room, put on a parent safety monitor badge so all will know you are the parent helper for the event, and make sure you are clear of your duties for the event.
3. Take note of all youth entering your area and make sure they go/return safely to their event room.
4. On Sundays, assist the director with movement of youth from the music room to the church for mass, from the church to the music room after mass, and from the music room to the FDC main lobby to meet their parents after they have put away their binders and hymnals.
5. If a parent comes to pick up their child early, instruct that parent to go to the event room to pick up their child, where they will sign their child out on the attendance log (with the help of the upstairs monitor). Youth are not allowed to leave rehearsal or mass early unless their parent comes to the event room to escort them out.
6. At the end of the event, youth will be escorted to the FDC main lobby by the upstairs monitor. When they meet their parents, they must sign out on the attendance log by blackening the square by their name in the appropriate date column. Both monitors should assist with sign out. A youth may not be released from the building unless their parent is in the lobby to escort them, or if they have a signed note from their parent allowing them to leave with another adult or responsible teenager (see Youth Safety Folder for "Youth Safety Information Forms" if it is an ongoing permission).
7. Assist director with any necessary clean up. If it is a birthday celebration week, help the birthday treat parent clean up.
8. Check with the director before leaving to make sure that all youth are accounted for.

## HELPER #1 - DOWNSTAIRS MONITOR

1. Position yourself near the reception desk of the FDC so that you have a clear view of the reception area and the "gallery of light" (hallway). On Sundays, sit in a pew close to the choir.
2. Take note of all youth entering the building and make sure they go directly to the event room (they are not allowed to roam on the first floor).
3. In case of an emergency evacuation of the building, perform a quick check of first floor reception area and library to ensure all have exited, exit via the FDC main door, and proceed midway down the "walk of faith" (sidewalk in the middle of the back parking lot). Keep watch over the main door to ensure no one enters the building until the building is clear and safe for re-entry.

## HELPER #2 - UPSTAIRS MONITOR

1. Position yourself outside the music room on the second floor (there is a nice bench by the restrooms). On Sundays, sit in a pew close to the choir.
2. Take note of all youth entering the second floor and make sure they go directly to the event room and sign in on the attendance log (they are not allowed to roam on the second floor across the bridge from the music room).
3. During events, if youth need to exit the event room to use the restroom or the practice rooms, monitor them until they return to the event room.
4. At the end of the event, escort the youth downstairs to the lobby with the attendance log.
5. In case of an emergency evacuation of the building, perform a quick check of second floor restrooms to ensure all have exited, take the attendance log from the sign in table, exit via the emergency exit in the music room, and proceed to midway down the Lawrence Avenue sidewalk (towards the school). Give the attendance log to the director and assist with roll call. Assist with bringing the youth back into the building once the building is clear and safe for re-entry.