

OPEN HOUSE

12:00-1:00

GREETER	GREETER
Office	Office
Staff: Joel	Staff: Kristen
Courtyard greeter to welcome parents, direct to gym & monitor front of bldg.	Gym greeter to welcome parents, direct to stations & monitor gym.

OFFICE STATIONS:		
Office	Office	Office
Staff: Vicki	Staff: Claire	Staff: Melinda
Ans. Phones, new registration, gen. questions, runner (if needed).	Ans. Phones, new registration, gen. questions, runner (if needed).	Ans. Phones, new registration, gen. questions, check in meds.

GYM STATIONS:						
Class Placement	Class Placement	Fee Payment	Fee Payment	Food Svs.Staff	BTS Packets	General Forms
Staff: Melissa	Staff: Sabrina	Staff: Melody	Staff: Joanne	Cooks	Staff: Andrew	Staff: Charlotte
Provide an alpha student body list to allow each station to find any student.		Provide an alpha student body list to allow each station to assist any name. <u>Note payment method:</u> check# or cash.		Lunch Menus, Lunch fees, Lunch forms	Families w/ no internet access can pickup a paper copy. Communicate w/ office if running low and will send a runner.	Bus Registration, Background Cks., Supply Lists other misc. forms. Communicate w/ office when running low on stock.

GUIDES:	GUIDES:
Purple Hall(outside)	Red Hall (outside)
Staff: Jeremy	Staff: Brenda
Provide a map to guide parents to room locations.	Provide a map to guide parents to room locations.

Joel & Kristen will carry walkie talkies to communicate with office.
Signs needed (office staff will create):
<u>OFFICE:</u> Questions, Med Check in, New Student Regist. <u>GYM:</u> Class Placement, Fees, Packet pickup, Lunch Fees, Bus Registration
<u>GYM, Backpack Table:</u> Kristen will monitor the donated backpacks for distribution.

Girls Scouts and PTO may join us and monitor their own tables.