



MCC school

Day to Day Operations

- Roles slide – let us know each other
- Review for day to day operation
- Routines document by Sr Tasia & importance of communication
- Before, during and after school
- Future plans with new IT website
- HR updates and deadlines
- Eid Party Plans



Roles in the School

Review Roles
Roles Slide

Our Goals as staff at school

- Proper teaching environment
- Helpful processes in place considering limited space
- Fun for everyone since we are making a different insha-Allah
- Direct volunteers – teachers or Admin

Before School starts

- School need to open on time
- Take a look in the classrooms for temperature and cleanliness. Put name badges and color magnets on
- Attendance paperwork needs to be in place (mailbox)
- Activity sheets to be in place (teacher mailboxes)
- Teachers ready in their classes with name badges
- Orange and beige cards need to be in place

Roles (Duties, Do/Don'ts)

- Admin / Assistants: opening, inspection, paperwork, name badges
- Teachers: ready in the classes
- Others:

Before class starts and first 5 minutes

- Admin direct students to class – put correct color magnets on if not done already
- All students enter the class and get name badge
- Teachers take attendance and hang out the sheet in the color magnet clip
- Late students check with admin before entry

Roles (Duties, Do/Don'ts)

- Admin / Assistants: direct students, late students
- Teachers: attendance, name badges and start class on time
- Others: directing students – follow admin command

Once class starts

- Teachers set the timers
- Bathroom breaks sparingly with pass only
- Take notes on activity sheet
- Use notebooks for homework notification
- Admin enter any paperwork in computer as applicable

Roles (Duties, Do/Don'ts)

- Admin / Assistants: paperwork entry and extra children management
- Teachers: class activity

Last 10 and 5 minutes of class

- Admin ring the first bell 10 minutes before class
- Admin ring the second bell 5 minutes before class ends and change magnets
- Admin change class magnets accordingly and volunteers/admin bring the snack to class
- Teacher help students pack up and help making queues
- Classes switch at the hour as needed
- Admin take the activity sheets for data entry

Roles (Duties, Do/Don'ts)

- Admin / Assistants: bells, data entry, snacks, direct students to next class
- Teachers: pack up and queues
- Others: directing students – follow admin command

School Closing

- Saturday and Sunday, older student put their chairs on the tables and pick the big trash. Teachers can assign students to do this. Teachers clean whiteboard
- Check the bathrooms for flushing and garbage bins
- Collect all garbage from classrooms
- Vacuum as needed and arrange the classroom if needed
- Enter all the data and put papers in correct bins when done

Roles (Duties, Do/Don'ts)

- Admin / Assistants: cleanup, data entry (activity & attendance), closing
- Teachers: get all papers to admin, chairs on tables & big trash, whiteboard
- Others: directing students and cleaning – follow admin command



Communication

- Please check your emails regularly
- Call as directed
- Check the website (mccschool.org)
- Eventually this will not be needed as much



HR & Future Plans

- New IT plan coming up – data entry in the classroom
- Timesheets need to be entered on time for timely delivery