

# WELCOME TO ST. MICHAEL'S! WE'RE SO GLAD YOU'RE HERE.

## MORNINGS:

Unlock the door using the hex key.

*The key is located in the hall, around the corner from the entrance. It is on top of the box of mail slots. To unlock the door, push the bar and hold it down. Insert the key into the hole at the left of the bar and turn to the right. When you let go of the bar, it should stay pushed in. Remove and replace the key to the top of the mailboxes.*

Place a Welcome sign in the window directing students downstairs.

*Use clear tape on the window, but not on any painted surface. There is a roll of blue tape in the entry table drawer you may use on walls and doors.*

After check-in is over, lock door and hang new sign with phone number for parents who arrive mid-day for late drop-off or early pick-up.

*In an effort to maintain security, we keep the door locked during the day. Write a counselor phone number on the sign with the dry erase marker located in the entry table drawer.*

## AFTERNOONS:

Unlock the door when pick-up time is approaching to prepare for pickup and post sign directing parents downstairs.

## EVENINGS:

Before leaving for the night, please complete the following:

- Turn off all lights, including halls, kitchen, and bathrooms.  
The light behind the cross in the parish hall should stay on.
- Close all doors labeled "Fire Door" that have been propped open, especially the one leading downstairs.
- Take down sign and place in entry-table drawer.
- Lock door.
- All trash bins containing food should be taken out and placed in the proper bin outside the parish hall. Please do not put trash in the compost or recycle bins, unless it is compostable or recyclable.

## FRIDAYS:

Return all furnishings to their original condition. If floors need to be swept, there are supplies in the closet next to the parish hall bathroom.

Wipe off tables and chairs if soiled.

You may use the designated storage area for weekend storage, but do not block the closets at the front of the room. Please put things away neatly.

Chairs should not be stacked more than 4 high in the closet outside the Parish Hall and should never be stacked in front of the electrical box. Overflow chairs may go in the storage room at the end of the hall.

In case of emergency, call or text: