**ECE Gate Duty List 2021~22**

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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Location & Responsibilty** | **Mon** | **Tues** | **Wed** | **Thur** | **Fri** |
| 7:30~8:00 | Outside ECE gate | Hayes | Elaina | Feng | Elaina | Hayes |
| 7:50～8:10K4 time | ECE frontOutside K2A classGuide K4 students | 1 K4C teacher | 1 K4D teacher | 1 K4A teacher | 1 K4B teacher | Zoe or Debbie  |
| 7:50～8:15 | ECE slide area | K4A ayi | K4B ayi | K4C ayi | K4D ayi | K4A ayi |
| 7:55～8:35 | Outside ECE gate | Heads of ECE& Sarah \* | Head of ECE& Ettie\* | Head of ECE& Heidi\* | Head of ECE& Sarah\* | Head of ECE& Heidi\* |
|
| In tent--- Scan QR code | Irene | Feng | Irene | Feng | Irene |
| Hand wash areaSend K2/K3 student to library or classroom | 1 Support ayi &K2A/K2C ayis | 1 Support ayi & K2B/K2C ayis | 1 Support ayi &K2A/K2D ayis | 1 Support ayi &K2C/K2B ayis | 1 Support ayi &K2A/K2B ayis |
| Library K3 student supervise | Ettie | Heidi | Ettie | Heidi | Sarah |
| Send K3 student to classroom | K3D ayi | K3C ayi | K3B ayi | K3A ayi | K3A ayi |
|  |  |  |  |  |  |  |
| 7:55～8:15K3 | In tent—Pick and settle child ( only from 8/30~9/6) | 1 K3A teacher | 1 K3B teacher | 1 K3D teacher | 1 K3C teacher | Rainbow or Laura |
| 8:15~8:35K2 | In tent--Pick and settle child  (only from 8/30~9/8) | 1 K2B teacher | 1 K2A teacher | 1 K2C teacher | 1 K2D teacher | Stacey or Sheryl |

Primary arrival--7:30~8:00, K4 arrival--7:50~8:05, K3 arrival--8:05~8:20, K3 arrival--8:20~8:35

**Rainy Day Duty List 2021~22**

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| Time | Location | Mon | Tue | Wed | Thurs | Fri |
| **7:55~8:35** | Outside ECE gate | Heads of ECESarah \* | Head of ECEEttie\* | Head of ECEHeidi\* | Head of ECESarah\* | Head of ECEHeidi\* |
| In tent--- Scan QR code | Irene | Feng | Irene | Feng | Irene |
| Send children toECE building | 1 Support ayi &K2A/K2C ayis | 1 Support ayi & K2B/K2C ayis | 1 Support ayi &K2A/K2D ayis | 1 Support ayi &K2C/K2B ayis | 1 Support ayi &K2A/K2B ayis |
| Send K2/K3 student to class | Irene, Ettie & K3D ayi | Irene, Heidi & K3C ayi | Irene, Ettie & K3B ayi | Irene, Heidi & K3A ayi | Irene, Sarah & K3D ayi |
| ECE sandpit areanext to ECE building | K4A ayi | K4B ayi | K4C ayi | K4D ayi | K4A ayi |
| **7:50~8:15** | 1st floor hallwaySupervise K4 students walk through | 1 K4C teacher | 1 K4D teacher | 1 K4A teacher | 1 K4B teacher | Zoe or Debbie  |
|  |  |  |  |  |  |  |
| **7:55～8:15****K3** | In tent—Pick and settle child( only from 8/30~9/6) | 1 1K3A teacher | 1 K3B teacher | 1 K3D teacher | 1 K3C teacher | Rainbow or Laura |
| **8:15~8:35****K2** | In tent--Pick and settle child(only from 8/30~9/8) | 1 K2B teacher | 1 K2A teacher | 1 K2C teacher | 1 K2D teacher | Stacey or Sheryl |
|  |  |  |  |  |  |  |