**ECE Gate Duty List 2021~2022**

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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Location & Responsibility** | **Mon** | **Tues** | **Wed** | **Thur** | **Fri** |
| 7:30~8:00 | Outside ECE gate | Hayes | Elaina | Feng | Elaina | Hayes |
| 7:50～8:15 | ECE front--  Outside K2A class  Guide K4 students | 1 K4C teacher | 1 K4D teacher | 1 K4A teacher | 1 K4B teacher | Zoe or Debbie |
| 7:50～8:15 | ECE front  Wooden train area | K4A ayi | K4B ayi | K4C ayi | K4D ayi | K4A or K4D ayi |
| 7:30～8:35 | ECE Library  K3 student supervise | Michelle | 1 teacher from K3A | 1 teacher from K3D | 1 teacher from K3C | 1 teacher from K3B |
| Stair’s platform – near Elain desk | K3A/B/C/D ayi  （Rotate） | K3C ayi | K3B ayi | K3A ayi | K3D ayi |
| 7:55～8:35 | Outside ECE gate | Joanne | Michelle | Miriam | Joanne | Miriam |
|
| Scan QR code | Irene | Feng | Irene | Feng | Irene |
| Hand wash area  Send 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 &  K2B/D ayis  Or K2A/C ayi  （Rotate） |

Primary arrival--7:30~8:00, K4 arrival--7:50~8:05, K3 arrival--8:05~8:20, K2 arrival--8:20~8:35

**Rainy Day Duty List 2021~2022**

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| Time | Location | Mon | Tue | Wed | Thurs | Fri |
| **7:30~8:35** | ECE Reception area  student support | Michelle | 1 teacher from K3A | 1 teacher from K3D | 1 teacher from K3C | 1 teacher from K3B |
| Stair’s platform – near Elain desk | K3A/B/C/D ayi  （Rotate） | K3C ayi | K3B ayi | K3A ayi | K3D ayi |
| **7:55~8:35** | Outside ECE gate | Joanne | Michelle | Miriam | Joanne | Miriam |
| In tent -- Scan QR code | Irene | Feng | Irene | Feng | Irene |
| Send children to  ECE 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 &  K2B/K2D ayis  Or K2A/K2C ayi |
| ECE sandpit area  next to ECE building | K4A ayi | K4B ayi | K4C ayi | K4D ayi | K4A or K4D ayi |
| **7:50~8:20** | 1st floor hallway –  outside K2A class  Supervise students walk through | 1 K4C teacher | 1 K4D teacher | 1 K4A teacher | 1 K4B teacher | Zoe or Debbie |
|  |  |  |  |  |  |  |