

SOP – Kids Night Out

5pm - 9pm (Dinner, Craft, Dance Class, Movie Time)

Ages 4-11

- Teachers arrive at **4:45pm**
- Students check in at Customer Care desk and get a stamp from staff.
- Students that have their stamp leave all their belongings in the lobby and line up with the teachers
- Teachers will need to take students to the Princess Ballroom for freeze dance or to play with boardgames.
 - One teacher will always stay in the room while the other(s) walk kids to the room if they came late.
 - If there is any Teacher assistants- at 5:20 they need to come downstairs to setup plates, napkins, and juice box on tables. (if there is no TAs, one teacher needs to do it).
- **5:30** Start lining up to go downstairs to wash hands.
 - Have them line up in the hall. Once they washed their hands they can seat on the benches and wait for everyone to be done washing their hands.
 - They all walk together to the blue room to eat. Once they are seated teachers, and TA go around to serve the Pizza.
- **6:15-6:30** Start lining up to wash hands. Same process as before.
- Craft time- There will be a room assigned for the craft. Make sure you explain and help students do their craft. Customer Care desk will let you know at the beginning of you shift what the craft will be. This will probably take 45 minutes to 1 hour.
- **7:15** is the dance class.
 - If you have a lot of students, divide them in two groups, by age 4-7 and 8-11.
 - You will teach a 40-minute class. (warm up and a dance)
 - The dance needs to be age appropriate and KNO theme related.
 - While the 2 groups are sharing their dances. TA or one of the teachers needs to go and setup movie room (foldable mats, TV, snacks).
- **8:00** is movie time.
- Parents will start showing up around **8:45**, help customer care staff by bringing to the front the students that the parents are there.
 - Put away mats and any trash that was left behind in the movie room.
 - Wait until all students have been picked up.

**All times are approximate, use the time as needed, but all activities need to happen.

**Please make sure that you are always on as if you were in class. There is no scrolling on your phone or just standing. There is always a moment that you can interact with the students.