

Time	Location	Responsibility	Name	
6:00 - 8:00	Downstairs by check out	Gift wrapping table supervise	Moe Shyne	
6:00 - 6:30	Downstairs by escalator	Directing shoppers where to check in	Rebecca	Marilyn- reads @ 6:15
	Checking Attendance	Class lists & NU day passes	Colette	
	Checking Attendance	Class lists & NU day passes	Blaire	Joan @6:30
	Checking Attendance	Class lists & NU day passes	Karissa	
	Reading room	Settling the students down to listen to story	Lois	
	Reading room	Monitoring that the area is listening area		
	Escalator monitor	Monitoring Escalator and downstairs area	Joan	
	Elevator monitor upstairs	Safety monitor and walking upstairs area		
	Floater	Walking the store to monitor safety		
				Mary - reads @ 6:45
Time	Location	Responsibility		
6:30 - 7:00	Downstairs by escalator	Directing shoppers where to check in		Judy - reads @7:00
	Checking Attendance	Class lists & NU day passes	Colette	
	Checking Attendance	Class lists & NU day passes	Blaire	
	Checking Attendance	Class lists & NU day passes	Karissa	Same - read @ 7:15
	Reading room	Settling the students down to listen to story		
	Reading room	Monitoring that the area is listening area		
	Escalator monitor	Monitoring Escalator and downstairs area		
	Elevator monitor upstairs	Safety monitor and walking upstairs area	Rebecca	
	Floater	Walking the store to monitor safety		
Time	Location	Responsibility		
7:00 - 8:00	Downstairs behind escalator	Gift wrapping table - supervise wrappers	Moe Shyne	
7:00 - 7:30	Downstairs by escalator	Directing shoppers where to check in		
	Checking Attendance	Class lists & NU day passes	Karissa	
	Checking Attendance	Class lists & NU day passes	Joan	
	Checking Attendance	Class lists & NU day passes	Blaire	
	Reading room	Settling the students down to listen to story		
	Reading room	Monitoring that the area is listening area		
	Escalator monitor	Monitoring Escalator and downstairs area	Lois	
	Elevator monitor upstairs	Safety monitor and walking upstairs area		
	Floater	Walking the store to monitor safety		

Time	Location	Responsibility		
7:30 - 8:00	Downstairs by escalator	Directing shoppers where to check in		
	Checking Attendance	Class lists & NU day passes	Karrissa	
	Checking Attendance	Class lists & NU day passes	Joan	
	Checking Attendance	Class lists & NU day passes	Sis	
	Reading room	Settling the students down to listen to story		
	Reading room	Monitoring that the area is listening area		
	Escalator monitor	Monitoring Escalator and downstairs area		
	Elevator monitor upstairs	Safety monitor and walking upstairs area		
	Checking for Clean up	Walking the store to monitor safety	Lois, Sam, Blaire	