1. Enter the cafeteria through the doors located across from the playground (on the SMART Academies Office side)

2. Sign in on the official SMART Academies Sign In/Out Form and obtain a name tag (EVERYONE MUST HAVE A NAME TAG)

3. Report to your assigned sign in/morning area (assigned by grade level)

4. Eat breakfast

5. Clean up area and await instructions

6. Teachers and mentors escort student to sessions as scheduled

7. Follow schedule for the day (ensure areas cleaned after lunch)

8. Sign out on the official SMART Academies Sign In/Out Form & return name tag