

2014 Lunch and Recess Volunteer Guidelines

Thank you so much for volunteering to help with lunch and recess! Since we have lunch in the classrooms, we have a new lunch volunteer procedure this year to ensure the safety of our children.

- Please sign in at the office and get a visitor badge by 11am for kindergarten, by 11:30am for primary/intermediate and by 12:50 for jr. high.
- Proceed to the Dispensary where you can cross your name off to indicate you are checking in and pick up a copy of the volunteer guidelines.
- Please sign and return the guidelines receipt form to Mrs. Ols before checking out at the office and turning in your visitor badge. Signing your name is simply a way to verify that you have read the guidelines for volunteering for lunch and recess.

Lunch volunteer shift times are as follows :

Kindergarten – 11am-12pm

Primary/Intermediate – 11:30am-1pm

Jr. High 12:50pm-1:35pm

AS ALWAYS, VOLUNTEERS NEED TO STAY FOR THE ENTIRE LUNCH AND RECESS SHIFT EVERY TIME TO ENSURE THE SAFETY OF OUR STUDENTS!

- Kindergarten lunch volunteers can't do kindergarten and primary/intermediate on the same day given the significant time overlap.
- Volunteers may do primary/intermediate and jr. high on the same day.
- In the event you can't make a scheduled volunteer shift, please email Kelly Nash at kellyrnash@gmail.com right away so that we can find a sub for your classrooms.

Below is the Lunch and Recess Volunteer Guidelines receipt of which all volunteers need to acknowledge by signing and returning an acknowledgment form to Mrs. Ols in the dispensary.

- Please wait outside the classroom until lunch begins to avoid disrupting lessons.
- Please make sure the children enjoy their own lunch using indoor voices.
- Provide 5 and 10 minute reminders at 11:50 & 11:55 for primary and 12:30 & 12:35 for intermediate to ensure the students get outside for recess.
- The students should throw away all trash and put away lunch boxes.
- Students should wipe desks and tops of chairs thoroughly with Lysol wipes (start at one corner of desk and go back and forth, back and forth to ensure entire top of desk is cleaned.)
- Students that have been assigned to take out trash should do so after all trash is thrown away.
- Students should not go to the restroom after 11:55/12:35 so everyone gets out to recess.
- Line up students at 12:00/12:40 if desks are clean, trash thrown away, lunch boxes put away.

Lead students to the playground, have the line stop at designated spots along the way. The class can start out and stop at a door, crossing hall, or some other easily identified spot. That way the supervisor can check to see that all students have left the room. One or two stops along the way with the last being at the exit door should suffice. Then the adult can lead the **walking** students out the door to the black top where they can check for moving vehicles before walking the students to their designated areas. When you have 2 classrooms at one time, all students in both classrooms must be finished and cleaned up before either class can go out to recess. Please line both classes up at once and have the first student in one line follow the last student in the other line, with the adult in front of both classes the entire time.

- Rooms 1, 1a, 1b, and 2 should walk to the playground through the Gathering Area, staying on the sidewalk the entire time. All other classrooms should walk out past the library and PAC to exit through the doors by the playground.
- At outdoor recess, volunteers should spread out and stand between the cars and the students for safety at recess. Organized soccer and football games are **NOT** allowed. Students may pass a soccer ball while in a relatively fixed position. Students may catch and throw a football from relatively fixed positions or play jackpot.
- Students are not allowed behind the dumpsters or garage. They should remain on the blacktop or in the playground equipment area.
- For indoor recess, teachers should have indoor recess policies posted.
- Please refrain from using cell phones so you can monitor students with undivided attention.
- After the primary recess bell rings, please proceed quickly to your intermediate classroom assignment.
- Friday volunteers only! – pizza boxes should be stacked outside the door when students finish their lunch. All other trash should be thrown away as usual.

Thanks so much for volunteering! We really appreciate your help!