

Recess and Lunch Duty Guidelines

Kindergarten

10:25-11:25

I. Volunteer Duties

Thank you for your willingness to volunteer for recess and lunch duty.

Please plan to arrive 5 minutes before the start of lunch/recess. Please park in the Moss Rd. lot across from the school. Upon arrival at school, please be sure to sign in and pick up a volunteer badge in the office.

After signing in and getting a badge, volunteers should report to Miller Hall cafeteria. Volunteers are asked to check in with the teacher on duty.

II. Lunch Room Guidelines (Lunch for K 10:25-10:55)

Volunteers need to help pass out a wipe to each child to clean their hands when entering the lunch room.

The teacher will call for those buying milk (using money in their lunch accounts) after the lunch buyers have gone through.

Seating arrangement is:

Room 30 closest to the doors

Room 26 middle table

Room 27 furthest from the doors.

Volunteers should encourage students to eat as much lunch as he/she can starting with the healthy foods. Snack bags are supposed to be labeled for eating later in the classroom. If it is not labeled, it is lunch.

If a child has to use the restroom they raise their hand, have one volunteer stand in the hallway outside the doors to make sure the child comes back into the lunchroom quietly.

The teacher on duty will be directing students. If a student has forgotten their lunch in the classroom, an adult must accompany the child to get the lunch bag.

Children are to raise their hand before getting up for any reason. Please be

available to open milk, ketchup and help bus the trash. Ask the student to try first, talk him through it if possible. If they still need help, then you can assist.

It is best if all of the trash is picked up from the tables before lunch is over. They may not save any part of the purchased lunch.

Students cannot go to the snack table in kindergarten.

III. Recess Guidelines

Recess for kindergarten is 10:55 to 11:25

The teacher on duty will let you know if it will be inside or outside recess. If it is inside recess, you will be assigned rooms to watch based on the number of volunteers. Students are not allowed to run in the classroom. Each teacher has a collection of games and activities that students can use on indoor recess days. Check with that teacher or paraprofessional if available if it is your first time in that room.

If it is outside recess, you will be asked to watch a particular area. Please keep adult conversation to a minimum to help you focus on the safety of the students.

Kids need to stick to the rule of no running games on the brown playground surface, only run and play active games like tag on the black area. Slides are bottom only, one at time. Keep bottom of slide area clear. Watch for pushing on the “big toy” or equipment.

Lunchboxes: room 30 by their classroom door, room 27 and 26 by the fence. Room 27 should be first out the door and place lunch boxes further down as they typically start line the inside first.

If a child has to use the rest room during recess, they should go into Mrs. Grote's room and use the rest room there (her room has a door that opens directly from the playground.) Parent should stand in Mrs. Grote's doorway to monitor.

Stress to kids to take turns on the swings and keep a clear distance. You will need to call “time” on swings if there is a line. Students should not push each other on swings.

IV. Injuries and Illnesses

Please inform the teacher or paraprofessional on duty if a student is sick or injured. She will make the judgment call of what to do next. **NEVER PICK UP OR MOVE AN INJURED CHILD.**

In some situations, an adult is needed to walk with the child to the clinic. During lunch, if a child complains of a mild head or stomach ache, have the child use the restroom, get a drink of water and try to eat his/her lunch.

IV. Behavior and Resolving Issues

Rules for proper playground and lunchroom behavior can be found in the Family Handbook. The rules state:

1. No playing with hard balls is allowed at any time.
2. Any type of game that involves tackling is prohibited.
3. Children must play in areas assigned to them.
4. All teachers and parents on duty are to be obeyed promptly and respectfully. Every teacher has jurisdiction over every pupil of the school and every pupil owes respect and obedience to each member of the faculty, all school personnel and parents.
5. Fighting is not permitted.

If a child is not behaving in an appropriate manner, please gently remind the student of the proper behavior. If after repeated reminders, the behavior does not improve, notify the teacher in charge.

If arguing occurs among the students, try to diffuse the situation by listening to each child's side of the story without interruption. It is best to show empathy for the student and again remind them of proper behavior. When in doubt, involve the teacher or paraprofessional.

We are adjusting routines as we settle in this year. The teacher on duty may adapt some of these policies if we feel it is necessary going forward.

Thank you for time and dedication!