

## 2009-10 LUNCH/PLAYGROUND GUIDELINES

### LUNCH:

Sign in at the office (in both the More Love Hours Notebook, located on the side counter and in the visitor log at the front counter). Please don't forget to wear your Volunteer Badge.

**Do not** bring younger siblings along when you do lunch duty. This is very important for safety and liability issues.

Please refrain from using cell phones during lunch duty.

Assist food service workers by handing out food trays and/or serving any needed condiments. **Do not serve condiments other than in serving line. Children may get second servings of lunch if the cafeteria workers put food on the serving table after all children have been served lunch.**

Walk around and help with opening containers, wiping up spills, etc.

Remember to monitor children throughout the cafeteria, checking on each table. If a situation presents itself and/or you see a situation developing please bring it to the attention of the teacher on duty.

**Primary shift** Only the primary teacher on duty can give permission to students to get water/go to the bathroom at a time (we have passes this year).

**Intermediate shift** Only allow one girl and one boy PER TABLE to get water/go to the bathroom at a time. Please monitor the number of students in each bathroom at any given time.

Please don't bring treats or snacks for your own children or their friends.

Only teachers may dismiss children to go to the trash can, or go outside.

When the teacher turns off lights, everyone is to be quiet. You may need to quietly and gently remind students of this. The teachers will monitor the level of noise and will determine when the lights need to be turned on/off.

During primary lunch, soft music is played for about 5 minutes. During this time, the children are strongly encouraged to eat rather than talk. If the music is playing, please remind children who are talking that this is an eating time.

***Primary shift*** parents should roll the trash cans to the tables so the little ones can dispose of their waste. Then the teacher on duty will dismiss the table to deliver their dirty plates to the lunchroom employees.

***Intermediate shift*** One parent should help at the trash cans. Remind children that there is no running to/from trash cans. Please make sure trash makes it into the cans.

Please assist teacher on duty to help children clean up tables and floor area. Pull any chairs that are badly soiled aside so that lunchroom employees can properly clean them. When teachers start to dismiss children, one parent needs to stand at the table being dismissed, spray the table with cleaner after children are up, and supervise cleanup. Grades 3-5 spray their own tables please just monitor them.

Please refrain from conferring with teachers. For the safety of our children volunteers should circulate and watch the children at all times. Teachers on duty need to attend to the children and they have a limited time to eat.

There is an allergy table on the stage for children with severe food allergies. Teachers will monitor seating at these tables. Please cast a glance in their direction from time to time to see if they need anything.

## **RECESS:**

Parents who help in the cafeteria also help with recess. The children play in a number of different locations (courtyard, courtyard playground, field and gym). A teacher will advise you which location to help.

During **recess**, teachers are the only ones who dismiss children to the bathroom or office.

Parents should stop any activities in which children are engaging that are not safe and could result in injury. Walk around and monitor all children. **Keep circulating.** Please advise teachers in charge of any problems or injuries. **Teachers make decisions whether injuries require office attention.**

Please refrain from conferring with the teachers as they need to attend to the students. For the safety of our children volunteers should circulate and watch the children at all times rather than chatting and/or visiting with other helpers or teachers.

Please refrain from using cell phones during recess duty.

Please attend to all the children, not just your own.

On the field, please try to keep the children off the hill and away from the classroom windows.

Please hold up all sweaters or jackets left on the playground to show while children line up to go in. Place those not claimed in “Lost and Found” when you sign out. (“Lost and Found” is located in the entrance of Mulhern Hall.)

Remember to sign out in the school office. THANKS!