



GUIDELINES FOR LUNCH & RECESS VOLUNTEERS

Welcome! Thank you for volunteering to help with Lunch & Recess period!

We are fortunate to have an interested, committed and involved parent community. Our volunteer program offers valuable hands-on assistance throughout lunch recess period. Our mission is to foster inclusivity, kindness, empathy, wellness, and fun in a safe and enabling environment. We work to empower our community with an organized infrastructure that allows the kids to have a great experience during lunch and recess period. We thank you for taking the time to volunteer to assist all of the children during this period. In order to ensure a successful volunteer program, we would like to share some tips as well as your responsibilities inherent in working with the children at PS10.

Please be reminded of the following:

- **Safety:** If a child shares anything that involves concerns about personal safety, please see an Assistant Principal.
- **Bathroom:** Adults should not use student bathrooms, if they need a restroom, they are to request the key from the front desk.
- **Discipline:** Please, do not discipline. If needed, get assistance from a staff member. If you cannot leave a situation, ask a child to find the Assistant Principal or an aide.
- **No tech:** Do not use your cell phones, iPads, computer or other devices when working with students. **Photography and video recording of students is strictly prohibited.**
- **Fairness:** Do not focus only on your child. Remember you are here to help all the children, and must treat them all equally!
- **Injury:** If a child falls and is lying on the ground, please do not move him. Get help immediately from a staff member or Assistant Principal.
- **Confidentiality:** Please know that your knowledge of PS10 students is privileged information and may only be shared with the Assistant Principal, first and foremost.
- **Awareness of All Students:** Please be mindful of the children in general but especially those with special needs, food allergies and language barriers. Some may present with varying and additional needs for support. If you see a child uncomfortable or struggling, ask a school Assistant Principal or staff member if and how you might best be able to assist.
- **Empathy, Inclusivity & Kindness:** Join and support our efforts to create a school culture of empathy, inclusion, and kindness.

Appropriate Strategies to Get Students Attention

Please follow protocols set by the AP or leading school aide. This could include:

1. **Peace** sign in the air. Once the room is quiet – directions can be given
2. **Clap** a rhythm and students should repeat
3. **Counting** in a speaking voice while using the microphone (when available) is effective.



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What to Expect When You Arrive to Volunteer

- **Sign-up:** After signing up for a volunteer slot via **Konstella**, please come to the 17th Street entrance of the school and present a valid picture ID at the security desk shortly before the period you signed up for is to begin. Once the security guard gives you a badge, you can proceed to the cafeteria.
- **Coats & Bags:** Volunteer coats and bags can be stored in the PTA office while you volunteer.
- **The schedule:** An Assistant Principal is assigned to each period, which begins with one grade in the recess yard and one grade in the cafeteria. Should you have questions, go to them.
 - **Period 4:** Led by Assistant Principal Ms. Braithwaite
 - Kindergarten: 11:00 - 11:30 is lunch. 11:30 - 11:55 is recess.
 - Second Grade: 11:00 - 11:30 is recess. 11:30 - 11:55 is lunch.
 - **Period 5:** Led by Assistant Principal Dr. Wong.
 - 1st Grade: 12:00 - 12:30 is lunch. 12:30 - 12:55 is recess.
 - 3rd Grade: 12:00 - 12:30 is recess. 12:30 - 12:55 is lunch.
 - **Period 6:** Led by Assistant Principal Mr. Nusser
 - 4th Grade: 12:55 - 1:25 is lunch. 1:25 - 1:45 is recess.
 - 5th Grade: 12:55 - 1:25 is recess. 1:25 - 1:45 is lunch.

Note: Once lunch is over, we truly appreciate if parents go to the playground to volunteer during recess period as well. We kindly ask that you stay outside for the entire period, especially on colder days.

How you can help in the Cafeteria

1. **Main Focus:** Circulate throughout the cafeteria to assist students. Encourage students to stay seated and keep eating so they will have time to participate in recess.
2. **Noise-levels:** Encourage students to keep the noise level down by using their inner voices and raising their hands if they need assistance. No screaming please!
3. **Safety:** Remind students to remain seated during lunch time unless they receive permission from you or the aides to leave their seats.
Please remind them to walk (no running!).
4. **Keep it clean:** Assist students with carrying trays or getting condiments, utensils and napkins as they exit the lunch line. Remind children to pick up trash that falls to the floor.
5. **Clean-up time:** When staff members indicate it is time, assist the students in throwing their trash away in the large cans and recycling their milk containers.
6. **Kids with Food Allergies:** Check to see if any children in your area have food allergies and assist them in avoiding contact with those food items. Do not give any child any additional food or drinks without checking with the lunchroom staff.



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Restroom Use

1. **Please do not enter the student bathrooms.** Please wait at the door for students. If a child needs assistance in the bathroom, please contact a school aide or administrator. Do not remove any student clothing.
2. **How it works:** When a student needs to use the restroom, they must raise their hand and ask for permission to leave their table. Please don't send more than two to three students to the restroom at a time. Students must wait for other students to return before anyone else is allowed to go to the bathroom. Please remind students to return as quickly as possible.

RECESS

Helping on the Playground

- **Safety:** Monitor recess for safe play. While supervising recess, think of your role as a "lifeguard". Keep alert at all times – attempt to anticipate potential issues. **NOTE:** Redirect students who appear to be engaged in inappropriate play.
- **Fairness:** Encourage, coach or use conflict resolution steps when students disagree.
- **Discipline:** Refer to a recess staff member / school aide when a student does not follow your directions
- **Line-up:** Help staff members gather students when it is time for them to line up for dismissal from recess
- **Injury:** Please notify one of the lunchroom / recess staff members if a child gets injured and or asks to go to the nurse.

Grade Play

- **E3Sports** is an outside vendor organization hired to create a custom program for our recess period. Their holistic approach focuses students' with a routine brief daily warm-up, and provides organized "free play", which promotes structure in a way that contributes to the decrease of bullying and playground injuries. **Ask the E3Sports staff how you may be of assistance.**
- **Free play:** Please encourage students to play age appropriate games (e.g. *Duck-Duck-Goose, etc.*) in areas designated for free play during recess period. Many students at this age find it difficult to initiate games on their own and do not know the rules of many games. Your support will enhance their playtime!

THANK YOU!!! We appreciate your assistance, support and cooperation!!