

Lunch and Recess Volunteers

2010-2011 Policies

All Volunteers

All volunteers report at 12:10; sign in at the office and get an ID badge. All volunteers go to the hall to help set up and distribute hot lunch. Re-fill fork/napkin bins as needed.

Volunteers must **ALWAYS** wear gloves in the hall.

After the students return to afternoon lessons, all volunteers report to the hall for cleanup. Wash the tables and push them and the chairs against the wall. Please sign out at the office at 1:05 PM and return the ID badge.

Each teacher has a rainy day recess policy that you need to be familiar with.

No students are allowed to run indoors, visit other classrooms, or congregate in the halls.

Encourage the children to use the restroom (no more than one at a time) during indoor recess.

Lunch and recess monitors earn 1 hour toward the 20 hour requirement every time they serve. Volunteers who are scheduled to work and are unable to attend are urged to contact the school office as soon as possible. Because this role is so critical to a safe and efficient lunch/recess time for our students, volunteering through the end of the school year is greatly appreciated.

All lunch and recess volunteers must be in compliance with the Archdiocesan requirements (STAND) for volunteers who have substantial contact with children and agree to respect each child's privacy.

Receipt of Lunch and Recess Volunteer Procedures & Polices

St. Augustine School 2010-2011

I have received a copy of the Lunch and Recess Volunteer Procedures and Policies and have carefully read and understand the policies and procedures of St. Augustine School. This includes obtaining an Archdiocesan STAND Certification for Volunteers. I hereby agree to adhere to the procedures and polices of the St. Augustine School lunch program as outlined during the training.

Printed Name of Volunteer

Student's Name

Signature of Volunteer

Date

Lunch and Recess Volunteers

2010-2011

First Lunch Session Grades 1-5(12:25-12:45)(wait in Hall for Teacher to bring to lunch)

1. **Please wash your hands and put on gloves** then begin taking trays to tables and distribute hot lunches. Then assist students with milk. **The volunteer must distribute the lunches.**If a child is absent their lunch goes back to the kitchen.
2. Ensure that students **remain seated**.
*They may only be out of their seats to discard trash or go to the restroom (one at a time).
3. At 12:43 the students clear their tables and pray. A table captain is assigned to wipe down each table.
4. One parent for grades 2 & 4 and one parent for grades 1 & 3 will lead the students out to the play area between the cars.
5. Students are not to run until they have reached the back parking lot inside the cones
6. Students are not to throw lunch boxes, but rather place them on the white lines.
7. At 1:05 please lead the students back to the school for afternoon lessons.

Second Lunch Session Grades 6-8 (12:45-1:05)(go to classroom at 12:24 to lead class to playground)

1. Volunteers for grades 5-8 should go to the classroom at 12:24 to lead the children to the play area.
2. At 12:43 please go to the hall to begin lunch. The Teacher on Duty will lead the students from the playground to the hall. Students will enter the hall and go to their tables.
8. **Please wash your hands and put on gloves** and begin taking trays to tables and distribute hot lunches. Then assist students with milk.**The volunteer must distribute the lunches.**If a child is absent their lunch goes back to the kitchen.
3. The Teacher on Duty will lead the students in Prayer.
4. Remind the students to stay focused on eating and **remain seated**.
*They may only be out of their seats to discard trash or go to the restroom (one at a time)
5. At 1:03 the students clear their tables.
6. At 1:05 the bell rings and the homeroom teacher will pick up their students and return to their classrooms.

RECESS

- While on the play ground it is the volunteer's responsibility to vigilantly supervise the children and enforce the rules.
- Any injuries should be reported to the nurse or teacher on duty.
- Each teacher has a rainy day recess policy that you need to be familiar with.
- **If children are misbehaving, please escort them to the teacher on duty.**

**** Examples of unacceptable behavior that must be reported to the teacher on duty:**

1. **Using bad language**
2. **Calling names; meanness**
3. **Overly aggressive behavior**
4. **Disrespect of any kind**
5. **Excluding classmates**

Lunch and Recess Volunteers

2010-2011

First Lunch Session Grades K (12:25-1:00)

1. **Please wash your hands and put on gloves** then begin taking trays to tables and distribute hot lunches. Then assist students with milk. **The volunteer must distribute the lunches.** If a child is absent their lunch goes back to the kitchen.
2. Ensure that students **remain seated**.
*They may only be out of their seats to discard trash or go to the restroom (one at a time).
3. At 12:43 the students clear their tables and pray. A table captain is assigned to wipe down each table.
4. Students are not to run until they have reached the back parking lot inside the cones
5. Students are not to throw lunch boxes, but rather place them on the white lines.
6. At 1:05 please lead the students back to the school for afternoon lessons.

RECESS

- While on the play ground it is the volunteer's responsibility to vigilantly supervise the children and enforce the rules.
- Any injuries should be reported to the nurse or teacher on duty.
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- b. **Calling names; meanness**
- c. **Overly aggressive behavior**
- d. **Disrespect of any kind**
- e. **Excluding classmates**