



Dear Volunteers,

This letter is to describe the Lunch and Playground Supervision roles. We have three volunteers each day and each person will be listed at 1, 2 or 3. **You will need to check in to the office first. Please sign in and wear a visitor name tag. Return it to the office and sign out when you are done.**

#1 This person will come at 11:40 and go to the cafeteria (parish center) to work with the Kindergarteners and First graders. Please do your best to stay with them during the duration of lunch. Around 12:00 Shelley will send you down to the doors leading out to the sidewalk/parking lot. While here, please stop any running down the steps, sliding down the banister, etc. and watch that children are following the sidewalk and not cutting through the parking lot. Around 12:10/12:15, the last of the kids from the lunchroom should be coming out and then you can head out to the playground where you will supervise the playground equipment area (slides, swings, etc.) and the area around the shed. The whistle will blow at 12:35, **return the visitor name tag and sign out in the office. Then you are free to leave.**

#2 This person will come at 11:40 and go to the cafeteria to work with 2nd and 3rd graders. Around 12:00 Shelley will send you outside to the playground. You will float around at first until the teacher comes out around 12:10 and then you will watch the back area of the playground (behind the swings) and field areas. If you could walk back and forth along the paths, that would be an assurance that the whole area is being covered. The whistle will blow at 12:35, **return the visitor name tag and sign out in the office. Then you are free to leave.**

****The 2nd volunteer will arrive outside on the playground after the last child leaves the lunchroom****

#3 This person will come at 11:50 and go outside after checking into the office to supervise 4th, 5th and 6th graders on the playground with a teacher. You will watch the back area of the playground and backfields. If you could walk back and forth along the paths, that would be an assurance that the whole area is being covered. You can also check with the teacher as to where they would like you for the day. Around 12:15 the whistle will blow, meet the teacher at the gate area. You will be in charge of having 4th grade line up and then you will walk them into the cafeteria. Follow the teachers' direction as when to leave. Please make sure the kids are walking and staying behind you all the way into the cafeteria and not running or pushing, since there still may be smaller kids coming out of the cafeteria and making their way out to the playground. All the children coming and going are instructed to stay to their right. **You will have a fob to get you through the locked double doors by the elevator.** Once in the cafeteria, please make sure the kids sit and stay in their seats until instructed by me. Watch for hands and direct as necessary. At 12:50, **return the visitor name tag and sign out in the office. Then you are free to leave.**

****During the winter you will be lining them up earlier and walking them to their lockers so they can get their winter gear off before heading up to the lunch room, follow teachers' direction on this****

****While in the cafeteria WALK AROUND THE LUNCHROOM AND HELP**

- o Remind children to keep voices low
- o Open food and beverage containers
- o Cut food, only if absolutely necessary, we want to encourage the kids to be independent.
- o Clean spills
- o Give permission to use the bathroom and get water, one at a time. **(Water is only allowed after all their milk is gone (K-3), or they chose not to get a milk, and only half a glass)**
- o Encourage children to eat and stay in their seats

****PLAYGROUND GUIDELINES**

We want the children to have FUN, but AVOID the following:

- o Sliding or rolling down the hill into other people's yards
- o Running behind the shed
- o Carrying other children around
- o Swinging two on a swing or standing/laying on the swing seats
- o Throwing balls or bringing jump ropes on the playground equipment area
- o Throwing wood chips or rocks
- o Playing in standing water
- o Tackle football and wrestling (flag or touch football is fine)
- o Standing on top of any tables or playground equipment
- o Playing in snow without boots or snow pants
- o Throwing snowballs or ice chunks
- o Sliding on any ice
- o Doing anything that appears dangerous!
- o DON'T LET THEM WALK **UP** THE SLIDES!

*****If there are any behavioral issues on the playground, please direct them to the teacher on duty***

*****If there are any injuries, depending on the severity, an adult should walk them in to the school office***

If you are scheduled for a day and can no longer make it, please call the office as early as possible. It's imperative that we have three volunteers each day.

To sign up for Lunch and Playground Duty, go to Sign Up Genius, <https://www.signupgenius.com/go/10c0e4eacaa28a1f4c07-lunchplayground#/> or contact the office. Once you are signed up, you will get an email notification to remind you of your assigned day.

We really appreciate everyone's help...*Thank You!*

Saint Boniface Catholic Elementary School

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