

# RHPS Lunch/Recess General Guidelines

2010-2011

Written by the RHPS PTA

## GENERAL

- Volunteers are the helpers – the paraeducators are in charge. Bring all matters of discipline, injury, etc. to them for resolution. If you have any questions or concerns, call the paraeducator over or send another child to get assistance.
- You may facilitate problem resolution and encourage and model constructive and respectful behavior
- Model and remind children of the Rainbow Big 6:
  - Follow Directions Cooperatively
  - Work Together, Stay on Task
  - Treat Myself and Others So That Everyone Feels Liked and Safe at School
  - Keep Hands, Feet and Objects to Myself
  - Take Care of Our School, School Equipment and School Supplies
  - Do My Best

Please turn off your cell phone and limit social conversations so that you can focus on helping out. It is critical that volunteers are fully engaged and not distracted.

Enjoy the time and know that you are making a difference to the children and the staff. Thank you!

## ARRIVAL

- Arrive to the school about five minutes before the start of the lunch period. Sign-in at the front office on the computer system and get a volunteer sticker. Proceed to the Multi Purpose Room.
- Introduce yourself and check-in with the lead paraeducator who will give you a role depending on the number of volunteers present. Each lunch period will have at least three school staff working and four staff members for recess. There may be up to four volunteers.
- Get a blue RHPS apron for volunteers to wear during lunch. In addition to protecting us from splatters of yogurt or juice, they also have pockets for supplies like extra napkins, straws, and bath room passes. Wearing the aprons will clearly identify you to the children and paraeducators.

## LUNCHTIME

- Teachers escort their classes to the lunch room. "Bringers/Packers" carry their lunches into the cafeteria and go to their assigned tables. There is a map of the table layout in the binder indicating where classes sit.
- Each class of 24+ students is assigned one full table and half of one of the tables in the middle of the room. Students can sit anywhere at their assigned table. Ideally, it is four students per section of table but in larger classes, more need to fit in.
- "Buyers" (including students buying milk) stand in the buyer line in the hallway. Students get their food, punch in their PIN number, and go

to the class table. Teachers stay with the class until the buyers enter the cafeteria line.

- Volunteers and staff help opening packages, answering questions, excusing children to the bathroom by clipping a bathroom pass on their clothing, and encouraging them to eat. Students are asked to stay in their seats to help make the room less chaotic.
  
- The students have been taught hand signals to help volunteers and paraeducators know what they need:
  - Bathroom/Drink of water – fist making knocking motion
  - Napkin – as if wiping face
  - Straw – as if sucking through a straw
  - Apple cutter – hold the apple in the air
  - Ketchup – the letter “K”
  - Spoon – scooping motion

When a child needs something, he or she will raise his or her hand and make the appropriate motion. The adult closest by will step in to help.

#### BATHROOM PASSES

- Each apron has a two clip-on clothespins. These are the bathroom passes. When a child indicates he or she needs to go to the bathroom, please put the clip on their sleeve or collar.

- They should go to the bathroom, wash their hands and return to the person who gave the pass for the adult to remove. The goal is to avoid having the children handle the passes.
- It is also helpful to return the clip to the person who gave it out so that each apron has bathroom passes at the end of the lunch time for the next grade coming in (and for the paraeducators who have their own aprons).
- Volunteers are asked occasionally to check in on the bathrooms to make sure everyone is doing ok and that no one is getting too rambunctious in the bathroom.

## ALLERGY ISSUES

- If a child has an allergy and cannot safely be at a table where others have brought food from home, he or she will sit at the allergy table.
- Teachers should help their students find the table on the first days.
- Paraeducators will know who is to sit at that table. There also is a list for reference in the volunteer binder. Friends may join at the table if they are buyers only.
- If there are any questions, please ask a paraeducator.

## CLEAN UP

- As children finish their lunches, clean up begins and everyone gets ready to go outside.
- Children are responsible for cleaning up the area around them, including the floor, and having their trash ready to throw in the bins. During clean up time please assist children by pointing out food/trash that they have inadvertently dropped on the floor and needs to be picked up.
- Staff and volunteers roll trash cans around the tables and children deposit their trash. Children should stay seated.
- Trays from the cafeteria are collected and stacked for building services crew to handle.

- We recycle what we can.
  - Plastic milk bottles are recycled. A volunteer collects the milk bottles and brings them to the sink area. They are dumped out and placed in the recycle containers. Plastic water bottles can be recycled this way too.
  - The black containers on buyer trays are pulled out and recycled before going into the trash.
  - Encourage children to put any uneaten food that will not make a mess back into their lunch boxes to take home.

#### LUNCH WAGONS/BASKETS

At clean up time, "Bringers" put their lunch boxes in the wagon/basket. Each class has two lunch room helpers who are responsible for returning the cart or baskets to the classroom. (this varies by grade)

#### LUNCH TO RECESS

- The lead paraeducator dismisses the students (usually by table) and they proceed along the sidewalk (walking 2 by 2) around the back of the school to the playground.
- Children are asked to walk and not be too loud as it disrupts classes underway in the building.
- Volunteers are tasked by the lead paraeducator to accompany a group from the lunch room to the blacktop.

- Before going outside, volunteers are asked to PLEASE replenish supplies in the apron, take off the blue apron and leave it in the lunch room for the next grade.

#### ON THE PLAYGROUND

- Volunteers spread out to help be eyes and ears on the playground.
- Let children accomplish playground challenges on their own (Don't help them with equipment)
- Trips to the bathroom require a swipe card to enter the building. A paraeducator or volunteer is usually the keeper of the pass and can take groups in to the bathroom. As children get familiar with the routine, a volunteer can be stationed at the entrance and let children proceed to the bathroom with a buddy.
- Direct ALL injuries to a paraeducator. Minor bumps and scrapes can be handled by the paraeducators with the first aid kit. If the child needs to go inside, the paraeducator may ask a volunteer to accompany the child to the nurse's office which is in the main office.

#### LINING UP

- At the end of recess, students line up by class when the paraeducator blows the whistle.
- The first whistle indicates the children should freeze.
- The second long whistle is the cue to walk to their class lines.

- Teachers come out to the playground to collect their classes. Once the students are lined up, volunteers can leave.

Please remember to sign out in the office as you leave.

Questions? Contact your grade coordinator(s) or PTA reps:

Kindergarten –	Catherine Dunn <a href="mailto:cmdunn@starpower.net">cmdunn@starpower.net</a> Tammy Shea <a href="mailto:tammy_shea@discovery.net">tammy_shea@discovery.net</a>
1 <sup>st</sup> grade –	Dalene Erickson <a href="mailto:Dalene@dushor.com">Dalene@dushor.com</a>
2 <sup>nd</sup> grade –	Julie Tewksbury <a href="mailto:julietewksbury@rcn.com">julietewksbury@rcn.com</a>
PTA co-presidents	Holly Gross <a href="mailto:hollygross66@yahoo.com">hollygross66@yahoo.com</a> and Emily Mazzella <a href="mailto:emily_m@verizon.net">emily_m@verizon.net</a>
Volunteer Training	Heather Viera <a href="mailto:hviera@comcast.net">hviera@comcast.net</a> Julie Tewksbury <a href="mailto:julietewksbury@rcn.com">julietewksbury@rcn.com</a>