

Lunch Duty Guidelines

Thanks for taking time out of your busy schedules to assist in the lunch-time supervision of our students. In order to keep this hour orderly and safe, please observe the following guidelines:

Pre-lunch duties

Please arrive no later than 11:25 to prepare for the lunch hour. Inside the parent box (or drawer below) are name tags and a sign-out clipboard. Be sure to put on a volunteer name tag. Decide among yourselves where each of you will be stationed. Lay out plastic table cloths from the storage closet for the students to eat on. While the students are eating, a minimum of two parents should be inside the P.E. room to monitor the students, and a minimum of 2 parents should be stationed outside for the recess group.

Lunchtime/Recess location

Students in K-5 eat in the P.E. room from 11:30 am until Noon and go outside for recess from Noon until 12:30 pm. Older students have recess from 11:30 am until Noon and eat in the P.E. room from Noon until 12:30 pm. Encourage younger students to clean up their mess before the older kids come in to eat. Once the lunch hour has started, absolutely no students should be in the halls or classrooms unless leaving with a parent or with special permission from a teacher to work on a project in a classroom. Please release the students only after they have cleaned up after themselves (all trash and food in its proper place and lunchboxes stored). P.E. equipment is off limits to students during recess. Two parents will go outside with the students. A parent should retrieve any play equipment that goes into the street. If there are not enough parent volunteers all students must be inside during recess. Please do not let the students climb trees or pick the leaves off the trees or bushes. This has been a problem in the past. For your children's safety we have specific rules for the play area at lunch time. Children must stay in the grassy area in front of the church building, the lunch area, or the sanctuary (during inclement weather) during the lunch hour. There are toys and table games (for inside play) and outdoor play equipment in bins. All equipment must be returned to the bins before students return to class. No kicking of any equipment is allowed in order to protect windows of the church. We will not tolerate any play that places a child in danger as safety of the children is most important. The parents on duty for recess will determine safe/unsafe play of students. The coordinator will decide if weather dictates indoor or outdoor play.

Incident Book

Please write up any issues that come up during lunch that Miki might need to know about. Examples are bullying or fighting, injuries, illness and any discipline problems. If a parent calls Miki, she will have a record of the situation. You may also need to make her aware of situations either during lunch or immediately following lunch. You will have to use your best judgment as to when this is necessary.

Final responsibilities

The play equipment and games should be replaced in the storage area. Please put away parent volunteer items in the parent box, and make sure everything is cleaned up. After students have gone to class you are free to leave. Thanks for your commitment and time to help make L.E.A.P. a success for all students.