

Lunch Duty Guidelines

Thank you for supporting the faculty and staff by donating your time to help supervise the children during lunch and recess. The primary goal is to make certain that all the children feel safe while they are on this campus. Lunch duty is from 11:45 to 12:30. Please sign in at the office and proceed to the appropriate classroom. If you are unable to make it to lunch duty on your assigned day, please contact the office or try to find a replacement for yourself.

Playground Supervisory Duties

1. The most important element of playground supervision is to be visible and proactive. Students need to know that you are out there to assist them with any problems that may occur and to make certain students are behaving in an appropriate manner.
2. **Circulate within assigned area.** Please do not use this time to visit with other parents, and please refrain from using cell phones while on lunch duty.
3. **Report any unsafe condition(s) to the staff member on duty – keep students out of this area.**
4. **Intervene when students experience problems – report serious problems to the staff member on duty.** Confidentiality is essential. Faculty / staff will communicate with families if there is a concern or issue.
5. **Address injuries / illnesses immediately – exercise extreme caution – refrain from moving students who appear injured / unsteady, etc. – send for the school nurse**
6. **Keep students from running after one another**
7. **Keep students from grabbing or pulling on one another**
8. **Keep students from kicking balls to excessive heights and from kicking balls from other groups of students.**
9. **Remind students to be careful at all times**
10. Be aware of activities going on and make sure swings, equipment, slides are being used correctly: students may not jump from swings, swing side to side, spin or twist; students should climb up the ladder and slide down the slide, feet first.
11. **Keep students in their assigned play area – This needs to be better defined i.e. what grades get the swings / bars on what days; what areas are off limits; track walking for smaller kids**
12. **Keep vehicles out of play area from 11:30 a.m. – 12:30 p.m. – consult with staff members on duty for emergency situations or needed exceptions**

Note: On inclement weather days, parents will assume responsibility of students while they stay in their classrooms. This will be better defined by each teacher i.e. using the bathroom, games/areas that are off limits, computer usage, coat room issues, etc.

Issues for teachers to communicate to parents: milk, hot lunch routine; what happens when kids have no lunch; any changes in playground games i.e. kickball, soccer due to behavior issues; how to address disrespectful / inappropriate language; utilize email to keep parents abreast of any changes, etc.; in the absence of the teacher, parents have authority over students behavior, etc.