



Envision Science Academy

Lunch & Recess Volunteer Supervision



Today, we hope you will...

1. Understand the basic procedures for lunch and recess supervision.
2. Leave with specific tools to connect with students and support positive behavior.
3. Understand that creating a SAFE, FUN, and RESPECTFUL environment are the most important aspects of your job as a lunch/recess volunteer.



** Parent volunteers play a vital role in the learning community whether assisting with lunch and/or recess.

** Please consider giving your time, skills and talents and resources. Enthusiastic parental support is essential to the success of ESA.

** All parents are encouraged to volunteer a minimum of 1 hour per month per child. Please do your part so other parents are not overwhelmed.

When you arrive 5-10 min early:

- Sign in on the laptop in the front office and get a **visitor/volunteer** badge.
- Listen carefully to teachers' directions to the students. They will help you know class expectations.
- For last minute emergencies, please call the front office: (919) 435-4002.



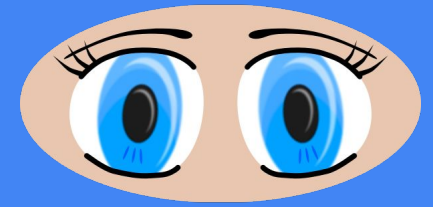
Time to Change Your Hat...

From “parent” to “student supervisor”



- Maintain established boundaries for a safe and predictable environment.
- Reinforce rules and expectations consistently.
- Encourage an equitable experience for all students.
- Ask for help from a staff member when you need support.

Active Supervision



- Engage with students. Point out positives - a lot of great things happen outside!
- Address unsafe and inappropriate behaviors **quickly, calmly, clearly and consistently** (redirect with reminders about expected behaviors).
- Keep cell phones in pocket.
 - For emergencies, please notify lunch/recess coordinators that you need to step away.
- Remain in area assigned...refrain from clustering together.

Recess & Lunch Schedule

Lunch Schedule			Recess Schedule			Location
10:46	11:11	Kindergarten	10:22	10:42	Kindergarten	K/2
11:13	11:38	1st/2nd	11:40	12:10	1st Grade	
11:43	12:08	3rd/4th	12:25	12:55	2nd Grade	
12:11	12:36	5th/6th	1:18	1:48	Kindergarten	
12:44	1:09	7th/8th				
			11:10	11:40	4th Grade	3/5
			12:37	1:07	5th Grade	
			1:10	1:40	3rd Grade	

Transitioning Back into the Building

- Students line up quietly by class.
- Ensure that ALL students are accounted for.
- Before entering the building, make sure to remind students about hallway behavior (quiet voices, walking feet, etc.)
- Students return play equipment to storage bin.
- Please ensure the outside door is closed and secure when entering the building.
- Students should wash hands or use hand sanitizer before/after eating.



****In the event of inclement weather, students will have indoor recess and teachers will provide parent volunteers with next steps.****



Where do I go for Recess?

Staff will assign your supervision location.

Field



Gaga Pit



Back Patio



Playground



*Thank you
for
Supervising
Closely in
Your
assigned
area.*

Be Proactive

Watchful Supervision
Support Problem Solving
Intervene Early

**if a problem does
occur...**

Verbal/Physical Conflict:

- Calmly point out the unexpected behavior; remind student what the expected behavior is (be specific).
- If behavior continues, notify the teacher immediately to discuss next steps. Only a teacher should assign consequences to students.

Our goal at ESA is to support and reinforce expected school behaviors

- Directly address unexpected behavior in a positive and consistent way...remember the students are aware of the expectations.
- If a student does not listen to your directions, do not use any physical contact to force a child to comply. Request assistance from a teacher/staff member immediately.



Injuries



- Inform staff of all injuries or medical concerns.
- Staff will escort student(s) into the building and complete an incident report.

Food Allergies & Sensitivities



- Ask teacher about food allergies in class.
- Ask teachers before distributing treats.
- Students with allergies may be assigned to sit at the peanut free table or a designated area in the classroom.
- All tables should be wiped before and after lunch.
- Remind students not to share food.

Emergency Procedures for ESA

- Fire or evacuation
- Severe weather
- Serious medical emergencies/injuries
- Non-immediate threat outside of the building (example: police activity in area)
- Armed or dangerous intruder inside the school building
- Threat outside the building
- Bomb threat
- Media procedures

Lunch/Recess Sign Ups

- Create a free account on www.signupgenius.com
- Click on the link for the respective grade level to sign up for your specific time slot.
- If something comes up, please contact the front office or email the Volunteer coordinator at lthames@envisionscienceacademy.com.

FAQs

- Can children run through the parking lot to get balls?
 - **NO, adults should retrieve balls.**
- Can children go to the bathroom during lunch/recess?
 - **YES, with permission and escort (depends on grade level)**
- Can parents text/talk during recess supervision?
 - **NO, active supervision is needed from parent volunteers.**
- If a child hits another child, should I escort him/her to the office?
 - **INTERVENE to restore safety & ask a staff member for assistance.**
- If someone uses unkind language, should I have him/her sit out for a few minutes?
 - **No, please inform the teacher of the situation and they will determine the proper steps**

Key takeaways...

- ❖ Safety First
- ❖ Early intervention, Positive & Proactive Reinforcement
- ❖ Active Supervision
- ❖ We are here to help so please ask!
- ❖ Always notify the teacher if you are unsure of what to do.
- ❖ Have fun!



PLEASE COMPLETE THIS
MANDATORY FORM