

## **Elementary Playground**

**Recess Supervisor: Steve Manfreda**

### **Recess Hours:**

**Kindergarten 11:10-11:40**

**4<sup>th</sup> Grade 11:40-12:10**

**2<sup>nd</sup> Grade 12:10-12:40**

**1<sup>st</sup> Grade 12:40-1:10**

**3<sup>rd</sup> Grade 1:10-1:40**

**5<sup>th</sup> Grade 1:40- 2:10**

### **1. General Procedures**

- Students should walk directly from the lunchroom to the elementary playground area by using the sidewalk. Students should stay off the grass.
- All students should remain inside the fence with the gates closed for their entire recess time.
- If any student should need to re-enter the building for any reason or leave the playground area for any reason, they should find Mr. Manfreda to make this request.
- Students may only enter the playground shed if permitted by Mr. Manfreda.
- At the end of recess, each grade level will be informed by Mr. Manfreda that it is time to go inside. At that time, all equipment should remain on the playground and students should exit the playground, with all personal belongings, through the gate closest to One World Way.
- First grade is the only grade level required to line up on the pavement in front of the shed and by homeroom. Once in line, students will leave the playground one line at a time.
- Approved reasons for students to re-enter the building include: bathroom, water fountain, nurse and/or to retrieve a coat, sweatshirt or sweater due to cold weather.
- No food or candy should be eaten on the playground at any time.
- All water bottles and any other personal belongings should leave the playground with the students at the end of their recess time.
- All personal belongings that are unclaimed will be placed in the Lost and Found near the nurse's office by the end of each day.

### **2. Bathroom Procedures**

- All requests by students to use the restroom must be made to Mr. Manfreda.
- Building doors remain locked so no access will be given unless students are accompanied to the building door to be unlocked by Mr. Manfreda, a staff member or parent volunteer.
- Once inside the building, students are expected to quietly use the restroom closest to the playground area (K/1 hallway) and then return immediately to the playground area. Parents are not expected to accompany students to the bathroom.
- The adult that is letting a student into the building should visually confirm when that student has returned.

### **3. Parent Volunteers**

- All parent volunteers are expected to be available for the entire Lunch and Recess times (Total of 60 minutes) for the grade level they are at school for. Partial coverage is discouraged due to logistical challenges this creates.
- Parents will be greeted at the playground by Mr. Manfreda at the beginning of the recess period for their respective grade level.
- Mr. Manfreda will request that 1 parent supervise the Gaga Pit, Blue Spinney Thing and Covered Seating Area / 1 parent supervise the Soccer Field / 1 parent supervise the Basketball Court, extended concrete area that is between the basketball court/soccer field and the additional Covered Seating Area closest to the middle school playground.
- Mr. Manfreda will assist all parent volunteer efforts by continuously walking around and monitoring each area as well.
- Mr. Manfreda will provide a building door key fob to a parent volunteer so that they may lead the grade out of the playground and unlock the doors for students to re-enter the building at the end of recess.
- The parent volunteer that is in charge of the key fob should return it to Mr. Manfreda on the playground after they have made sure that all students have returned safely to their classrooms.
- Additionally, 1 parent volunteer will walk with the students as they exit the playground (middle of the pack) and 1 volunteer will be the last person off the playground for their grade level, ensuring that no students or personal belongings have been left behind.
- Cell phone use by parent volunteers during recess is strongly discouraged as this may compromise the supervision of students.
- All parent volunteers are expected to assist students during any fire, lockdown or weather related drills and occurrences.
- Parents are encouraged to participate with the students to explain games, demonstrate the rules and have fun!

#### **4. Behavior**

- Appropriate language should be used by students on the playground at all times.
- All students, personal belongings, equipment and supervising adults should be treated responsibly and respectfully at all times.
- Disruptive behavior will be determined and addressed by Mr. Manfreda and could result in the temporary loss of recess privileges and/or a deduction of Dojo points.
- If disruptive behavior should escalate, Mr. Manfreda will contact Amy Wilson, Elementary School Director, for assistance to address the severity.

#### **5. Emergency/Drill Information**

##### **A. Fire Drill:**

- All students should immediately stop what they are doing and move quickly and quietly to the far corner of the playground closest to the middle school playground and gravel road gate.
- Students should locate the colored card attached to the playground fence that corresponds to their homeroom.
- Students should line up in a single file line and remain quiet until attendance has been taken and Mr. Manfreda has confirmed that it is safe to return to play.
- All parent volunteers will accompany students to the fence and assist with accounting for all students.
- Students may not leave the playground and are not permitted to enter the building during a fire drill.

##### **B. Severe Weather Drill:**

- In the event of a tornado or any severe weather, all students will immediately stop what they are doing and quietly form a line at the gate closest to the elementary playground shed.
- Mr. Manfreda will then disperse approximately half the grade to the doors by the nurse's office. Students will be led by the parent volunteer responsible for their grade's key fob. This parent will unlock the doors and assist students as they move into the hallways behind the nurse's office.
- The second half of the line of students will be led by Mr. Manfreda into the building through the doors at the top of the K/1 hallway.
- Students will proceed to the hallway leading to the administrative offices behind the nurses office.
- All students will kneel, facing the walls, and protect themselves by leaning forward and covering their heads with their arms.

- Students will remain in this area until a staff member has designated the area to be safe again.
- When given the all clear, all students and parent volunteers will return to the elementary playground until their designated recess time is over.

#### C. Lockdown Drill:

- In the event of an interior building lockdown, all individuals on the elementary playground will quickly exit the playground area through the gate closest to One World Way.
- All students, staff and parent volunteers will move collectively across One World Way and to the Moffitt Company parking lots and building, where they will wait for further instructions.
- In the event of an exterior threat and need to lockdown the building, all students, staff and parent volunteers should use their best judgment to re-enter the building through the closest doors possible or move in the opposite direction of the threat.
- Once in place and safe from the existing threat, all students, staff and parent volunteers should remain where they are until given further instructions or told that the lockdown has ended.