

Parent Lunch Room Volunteer Guidelines

Thank you for volunteering!

Safety first!: Please make sure to **bring in your ID on the day you volunteer**. You will be asked to present it at the door when you sign in with our safety officer –yes, even if we all know you! If you do not have an ID with you, you might not be allowed in to volunteer. We thank you for helping us keep our school safe.

Please take a moment to read these guidelines before starting your volunteer shift.

When should I arrive to volunteer for lunch?

Kindergarten and 1st grade have lunch from 11:05 AM to 12:05 PM, please arrive in the lunchroom five minutes before the start of lunch. **Grades 2nd-5th** have lunch from 12:05 to 1:05 PM. There is a half hour to eat and a half hour for recess.

What should I do in the lunchroom to help when I volunteer?

Walk Around: Most children need help with opening thermos', milk cartons, containers and snack bags. Please walk around as you see children raising their hands for help. Many children have their hands raised for water. They are allowed walk to the water station. Also, please encourage them not to start with dessert as they eat their lunch. Please do not stand only by your child's table.

Salad Bar Help: Sometimes we need someone to serve salad from the salad bar. This is a fun station as you get to interact with the children and see how many actually do love their veggies!

Remind Students of Cafeteria Rules: Please remind students of the rules in the lunch room: indoor voices, not standing without raising your hand, no running, being nice to each other.

Help with Clean Up: Please guide students as they sort their trash according to the bins. We are a Golden Apple award school because of our continued efforts at recycling. Encourage children to leave the table clean for the next person. Please wipe tables at the end of a lunch period. There are sprayer bottles with water and vinegar and paper towels on top of the trash/recycling stations.

Please Note: Parents are NOT allowed to sit at a bench with a child at any time.

What if a child needs to go to the bathroom? Kindergarteners can go to the bathroom in pairs. Higher grades should go to the bathroom on their own, but please discourage going in groups to the bathroom. If in doubt, send them to ask a school aide.

Can I be assigned to work with just my child and classmates?

NO, as a volunteer, you are here to help all children, not just your own. Please walk around the lunchroom and all tables to see what children need

Who is in charge at lunch and recess?

The School Aides, Ms. Buzzetta, Ms.Colon and Ms. Ivelisse are your site supervisors. Please comply with their requests.

Can I bring:

My younger child in a childcare emergency? No.

A special treat just for my child and his/her friends? No.

Can I take lunch from the kitchen or bring my own?

No, parents are not allowed to eat in the lunchroom during their volunteering shift.

Can I set my own rules for my child's behavior in the lunchroom and at recess?

No. Your child must follow school rules and respect the school staff, even if you are present. School staff is responsible for your child's whereabouts even if you are in the lunchroom or the schoolyard.

What do I do if a child is misbehaving?

You can always remind a child of school rules, and that we always treat each other with kindness and respect. Inform school staff of any serious behavior issues such as pushing, teasing or bullying. Leave the discipline to school staff.

Can I use my cell phone?

Please do not use your cell phone when volunteering, except in an emergency.

Can I help a child

...**in the bathroom?** No, get a staff person. You cannot enter the student bathrooms.

...**zipping a fly?** Yes, with a staff person present and watching

...**buckling a belt?** Yes, with a staff person present and watching

...**tying shoes?** YES! Ask first, some children want to do it themselves.

I want to stay for recess as well, how do I help in the schoolyard?

There are different stations in the schoolyard, please connect with Ms. Buzzetta on where she would like your help. We might need help taking out a hula-hoop station or some chalk for the children to draw. There are other stations as well such as soccer, kick-ball, basketball, etc.

