

Recess Duty

Thank you for your willingness to help our students and staff by volunteering for Recess Duty. The purpose of Recess Duty is to keep our children safe while they are enjoying fresh air and getting some exercise. Another benefit is that this allows teachers a much-needed time to regroup and prepare for the next classroom session of the day.

We ask that as a Recess Attendant Volunteer, you take this break for the kids seriously by following the schedule prepared, observing the rules and procedures below, and refrain from distractions such as talking on the cell phone or chatting with other adults during your shift. We ask that no pets be brought to the school during this time, as the focus needs to be on the children and their safety. *We especially ask that during recess you are mindful of ALL students on the playground and refrain from focusing on just one or two students.*

Please read the following, sign/date below, and return the front page only to the secretary before starting your first recess duty. Please keep the rest of this document for your reference.

Thank you!

I have read and understand the attached procedures, rules, and instructions and will fulfill the duties of Recess Attendant to the best of my ability.

I have a current First Aid/CPR certification: _____ (Please provide a copy to the office.)

Parent Volunteer Name (PRINT): _____

Parent Volunteer Signature: _____

Date Signed: _____/_____/_____

Recess Attendant Procedures & Expectations:

1. Sign in at the office five minutes before recess begins. Please call the office if you will be late so we can cover for you until you arrive, as recess needs to begin on time. If you are not able to work your shift for any reason, please call the secretary as soon as possible in the morning so she can find a replacement. If you cannot make it because you are staying home with a sick child, please let the office know at the same time you are calling or emailing that your child is sick. Do not assume that we will connect sick child absence with recess monitor absence.
2. Wear one of the provided orange safety vests. This helps the children and staff easily identify who the Recess Attendant is for that time.
3. Be ready to lead students out of the building from the interior entry doors when the recess bell rings. They must remain orderly and quiet while in the school halls, and they must **follow you** outside. **Do not allow the students to get ahead of you!**
4. Stay alert to all areas of the playground. Walk the area. Since we have two adults at each recess, please separate and watch different areas. **Please be mindful of ALL students on the playground and refrain from focusing on one or two students.**
5. Report any suspicious activity, cars, or persons to the teacher on duty.
6. Balls and other play equipment must be returned to their proper places after *every* recess. Please check the play area before releasing students back to class. The student(s) who brought the equipment out should also bring it back in.
7. Make sure all jackets, etc. are brought in. If you see jackets, gloves, etc. remaining on the playground, ask the students (after they are quietly standing in line) if they brought anything out that they are now missing. They are to retrieve their own items – not the Recess Attendant or another student.
8. At the bell, students line up with their class. They are to be released only by the teacher, one class at a time, when they are standing in line properly (facing forward) and quiet (this gives them a minute to take a breath and calm down before class). The parent volunteer helps get the students in line and quiet.
9. There must always be two Recess Attendants on duty, one teacher and one parent volunteer. If you find you are the only Attendant on duty, please send a responsible student to let the office know. It is not acceptable for a volunteer to be without a staff member. This is a liability issue for the school.
10. Never release a student to anyone other than a staff member, even a known parent.
11. After all classes are released, follow the students into the building. Monitor the students' hallway behavior, restroom and drinking fountain use. Students need to return to class in a timely manner. While in line, students should be winding down from recess fun. Once released, the class is to stay in line, stay quiet, walk in the halls, quickly use the restroom and/or get a drink of water, and get to class. It is the volunteer's responsibility to maintain order and get students back to class, as the teacher must be in the classroom as the students arrive.

12. Remember to sign out when you are finished. When logging your service hours, you may double your volunteer time; i.e., 25-30 minutes of recess/hall monitor duty = one hour in the log book.

First Aid Guidelines:

1. If a child requires a band-aid (bleeding – not just a scratch), bring him/her to the office. Make sure the other Attendant knows you are leaving for a moment.
2. If there is an injury that may require a cold pack, bring the student to the office for a staff member to administer necessary first aid. When there is an injury, the Recess Attendant that brought the student in must fill in an incident log in the office, and the office staff will call the parent. (Note: Most of the time, the child just needs the comfort of a cool, wet paper towel, which does not require an incident report or calling home.) The child must stay in the office – ice packs/cold packs do not leave the office.
3. For a more serious injury, stay with the student and send the other Recess Attendant (or an older, responsible student) to the office for help (or call with your cell phone). **Do not move the child, particularly if there is a possible head or back injury.** A first-aid certified staff member will tend to the student. You will be asked to complete an incident report at the office. If you are trained in first aid and the situation is urgent/life-threatening, you are expected to render whatever assistance you can until more help arrives.
4. The teacher on duty will be the lead in any emergency. The volunteer parent should go report the emergency to the office, who will then call 911 and assist the teacher. The volunteer should then return outside and tend to the other children.
5. If a student is brought to the office and remains past recess time, the office will let the classroom teacher know by the intercom system that their student is in the office.

Playground Rules:

1. Swings: Children must be sitting on the swings (on their bottom) and swing straight (not twisting or going sideways). They may push each other from the back only – no underdogs, no pulling on feet to push, holding on to the neighboring swing, etc., and no climbing on the poles of the swing set.
2. No students between the portable and the school building. No throwing balls against the portables.
3. Students must be visible to Recess Attendants at all times – no playing behind bushes, trash enclosure, along the fence line where the attendants cannot see them.
4. Students must bring their coat, ball, jump rope, etc. with them as they go outside. They should also use the restroom *before* going out. Allowing students to go back for these things should be a *rare exception*.
5. Students may not leave the supervised play area without permission. If you give a student permission to use the restroom, he/she must let you know when they return. Younger students (or special needs students) may need a buddy. Students in 3rd grade or above do not need a buddy to accompany them.
6. Students must stay in the designated play areas – never enter the parking areas or roundabout. They can only retrieve a ball with permission and with the Attendant watching. Students must stay clear of all cars at all times, even if their parent pulls in.
7. Electronic devices: The same rule applies at recess as the rest of the school day: no cell phones, electronic games, or other electronic devices are allowed. If a student has one of these items at recess, the Attendant is to take the item from the student and bring it to office where the parent of the student may retrieve it after school.
8. Equipment: Equipment is to be used for specified purposes, i.e., jump ropes are for jumping rope.
9. Discipline: Students who continue to disobey the recess rules are to sit out on a bench. The student's teacher is to be notified immediately after recess by the Attendant of the situation. Note: The teacher on duty will handle discipline issues.
10. Basic behavior rules apply: NO fighting, play weapons, bullying, pulling on others' clothing, throwing rocks, gravel, sticks, or other objects. Good sportsmanship is required, be kind to classmates/schoolmates, be respectful to adults, etc. Questionable behavior should be reported to the classroom teacher.
11. No card trading, or playground sales are allowed.
12. Special Needs Students: One teacher will be assigned to each recess; however, all Recess Attendants need to be familiar with any special needs students and how to relate to them.
13. **No child is to be released to a parent/other adult from recess.** If a parent needs to pick up a child during recess, he/she must sign the child out in the office. The office staff *only* will then get the child for the parent. **This is a child safety issue. No exceptions.**

If a student isn't returning to class after recess because of injury or parent pick-up, the office will notify the student's teacher of absence.

14. The Spider Web can accommodate 20 students. It was designed for bouncing not jumping. Student's feet must remain on the ropes-no jumping.
15. Regarding the monkey bars closest to the fence-no students may sit on the top of the bars. Students will use this piece of equipment to cross from one side to the other with their arms only.
16. Play equipment on the smaller playground:
 - No climbing up the slide.
 - One student on the slide at a time.
 - Slide down feet first.
 - No jumping off the rock wall.
 - No climbing on the outside of the play equipment.
 - No tag on the big play set.
 - Students assigned to this area must stay in the area-no going to the field play area.
17. No students should ever be in the PE container. Recess Attendants may access Band-Aids in container when needed.

Safety is of the utmost importance for all students. To ensure proper supervision of the playgrounds, **please be mindful of ALL students and refrain from focusing on one or two students.**

Recess is an important part of the school day. It offers students the opportunity to socialize, get fresh air and move. All students will go out to recess unless they have a doctor's note excusing them from recess. There are places available outside for students to sit and rest if they prefer to read or draw during recess time.

If you are unclear about a rule, please ask the teacher on duty.

Covered Play Area / Inclement Weather:

1. The covered play area (sports court) can be used at all recesses (unless there is a P.E. class in session).
2. With the potential for so many children under the roof (especially on a rainy day), more caution is necessary. Games should be played in designated areas; i.e., basketball within the boundaries of the lines, 4-square in one area, jump-roping in a specific area, etc. This will make the area safer for everyone.
3. If the weather is so bad that everyone would be miserable, even under the roof, an “indoor recess” will be called. Volunteers, please assume there is outside recess and come as normal. If indoor recess is called, the teachers can certainly use your help to monitor classrooms, hallways, and restrooms.
4. Conditions wherein an indoor recess may be called:
 - Strong wind
 - Extreme cold
 - Heavy rain
 - Field conditions are so muddy or wet that getting to the play area would mean children are muddy/wet by the time they get there; thereby defeating the purpose of the covered play area.
 - A combination of any of the above
5. If a teacher chooses to bring his/her class out for a short time when indoor recess is called, it will be his/her responsibility to take them out and monitor the students.
6. If the weather turns bad while outside recess is in session, the teacher on duty may determine to end recess early. He/she will use her cell phone to call the office (or ask the other recess attendant to go in) to have the bell rung, then line up the children immediately under the covered play area.