

# Lunch & Recess Volunteer Training



# Thank You!

- Thank you for partnering with us to benefit our students, school, and parish with your time and talent!
- We can't do it without YOU.
- You are valued and your presence is impactful.



# Requirements to Volunteer (Regular or 4+ hours/month)

- **Attend Virtus Training Session**
  - Selection.com Background Check via Virtus portal
    - One-time \$25 fee, updates quarterly
- **Read and sign (4) required policies:**
  - Employee & Volunteer Code of Conduct
  - Policy for the Safety of Children
  - Standards of Conduct for Ministry
  - Volunteer Acknowledgement Form



# Sign-up

- **Sign-up Genius**

- Links by period/grade will be sent out for the entire year.
- Sign-up regularly (days, weeks, etc.) or specific days that fit your schedule
- Art and Library sign-ups per homeroom will also be available (Sent out separately by Mrs. Whitehead and Ms . Wiersma)
- Please make arrangements for other siblings when coming in to volunteer.
- Outside food (fast food, etc.) should not be brought in for your child or other children.
- Make changes in the Sign-up Genius
- Email: [SRSvolunteers@saintraphaelparish.com](mailto:SRSvolunteers@saintraphaelparish.com)



# Checking-in/Checking-out

- Sign-in at the Welcome Center/Main Office to receive a badge
- Badge must be worn in a conspicuous place.
- Check-in with the Aide or teacher on duty to find out your area/zone for the playground, cafeteria, and classroom (if indoor recess).
- Phones should be put away (no photographs of/with other children-part of Virtus)
- Sign-out and return your badge at conclusion your time.



# Duties

- **#1 Duty is to assist with student supervision and safety**
  - Cafeteria, playground, classrooms
- Cafeteria:
  - Assist with opening, volume, table/floor clean-up
  - All lunch boxes should be collected in the baskets and table/floor clean before dismissal
  - Walk to/from recess and stay on the sidewalk
  - Insist on manners
  - No food or drink outside



# Duties

- Playground/Blacktop/Gaga Pit
  - Circulate your area/zone (head on a swivel)
  - No students behind the garage or dumpsters
  - Intervene/correct to ensure safe, fair, and inclusive play
  - Keep students within the coned area
  - Only adults may retrieve balls that roll under cars or into the driveway
  - Not a discussion about “why” the student did what they did... We “don’t do that at this school”
  - Directives to help clean-up equipment at the bell get into line
  - Report incidents to aide or teacher on duty
  - Grades 7 & 8 are not permitted on the climbing structure/slides
  - Aide posted by the door will swipe students into the building (bathroom/nurse)



# Duties

- Indoor Recess (classrooms)
  - Rules posted in each classroom for acceptable activities
  - No switching rooms
  - One person to the restroom at a time
  - Be mindful of time for clean-up so students are ready to learn upon teacher return





# How to Intervene

- **Rock, Paper, Scissors**
- **Call a Do Over**
- **Sit out 5 minutes (bench or on the line) to reset/calm down**
  - “We don’t do that”
  - What can you do next time?
- **Report to the Aide/teacher on duty**
  - Parents do not issue demerits or detentions
- **Confidentiality is imperative.**

