



ST. BARTHOLOMEW ACADEMY

The Catholic School that makes a difference in your child's life.

CAFETERIA/PLAYGROUND VOLUNTEERS NEEDED

Once again we are soliciting volunteers to assist us during the daily lunch and recess time. Preparations begin at 11:30 AM and conclude at the end of recess time at 12:10 PM. Whatever amount of time you can give us is greatly appreciated. Please consider joining us!

PLEASE RETURN TO SCHOOL OFFICE ON OR BEFORE AUGUST 27, 2018.

Cafeteria/ Playground Volunteer

Name: _____ Phone #: _____

Grade of Oldest Child: _____

I am interested in serving as a volunteer lunch and recess aide:

Weekly _____ Day(s) Preferred _____

Monthly _____ Day(s) Preferred _____

Other _____

CAFETERIA/PLAYGROUND RESPONSIBILITIES

Thank you for signing up to do lunch and playground duty. Please arrive at 11:30 AM and sign in at the school office. There will be a sign in sheet on the bulletin board. This is also a reminder for which area you will be responsible. All parents are assigned to outdoor recess. During inclement weather, you are to monitor the hallways.

At approximately 11:35 AM, grades Kindergarten – 2 will be sent out for recess and grades 3 – 8 will go to the cafeteria. At approximately 11:50 AM, grades Kindergarten – 2 will go to the cafeteria and grades 3 – 8 will go out for recess.

First floor students are to walk downstairs to the convent side entrance. Cafeteria students will be dismissed through the rectory side exit. Each class has an assigned area. A chart is posted in the office and all students know their assigned areas. The playground volunteers should encourage group play so that all the children are included. The children may play until the bell is rung. The teachers will line up the classes and, at this point, your lunch duty experience is over.

Sister Elizabeth will inform everyone via the PA system if the children will be staying inside. If this is the case, the parent assigned to the kindergarten will stay in that classroom and the other parents will monitor the halls. Please be attentive to those children that use the bathroom. Check that the bathrooms are clear and wait for them to return to their classrooms.

IN CASE OF A FIRE EMERGENCY OR FIRE DRILL, ALL CHILDREN IN THE CAFETERIA EXIT THROUGH THE RECTORY SIDE DOORS.

On the playground, it is important to remind the children what they can and cannot do, i.e. walk, don't run, play fair, etc. Please walk around to supervise the children and if someone gets hurt, send them to the nurse escorted by another student from their class. If there are any situations that you are not sure how to handle, please seek out one of the teachers stationed on the playground. Problems should be addressed to Sr. Elizabeth.

If you are unable to volunteer on the day of your assignment, please call a replacement parent from the list provided. This is your responsibility! Please realize that if you don't show up for your scheduled shift, the safety of all the children is being put in jeopardy.

Please let the Lunch Coordinator know if you have any new schedule changes, or any issues that arise affecting future scheduling, questions, comments or suggestions. Your time and help is greatly appreciated.