

Attention! All Interested

Yard Duty Volunteers!

Believe it or not, it is time to sign up as a Yard Duty Volunteer for the 2009-2010 school year. For those of you interested in helping (and earning your Parent Participation Hours for next year!), please fill out the bottom portion of this letter and return it to the office.

Your commitment would be to supervise the kids during their lunch hour twice a month from 11:45 a.m. – 1:00 p.m. We would like you to help for the entire school year, but you may also make only a short-term commitment if you like.

Come out and have lunch with your child/children - they will love it! You can also bring your younger children with you. They will have a great time, get familiar with St. Anthony's before they start Kindergarten, and you'll find yourself meeting potential babysitters with the older students! You'll also be giving our teachers a much-needed break at lunchtime to rest and prepare for the afternoon sessions.

Thanks again to all the helpers this year! Your participation and on-going commitment are terrific and greatly appreciated!!

Name: _____

Telephone number: _____

Email address: _____

Preferred day of the week: _____

Volunteer you would like to be scheduled with: _____

If you have any questions, call Carla Lippert at 447-1011 or 275-6605 (cell).

Attention! All Interested

Yard Duty Volunteers!

There is still time to sign up as a Yard Duty Volunteer for the 2009-2010 school year. For those of you interested in helping (and earning your Parent Participation Hours for next year!), please fill out the bottom portion of this letter and return it to the office.

Your commitment would be to supervise the kids during their lunch hour twice a month from 11:45 a.m. – 1:00 p.m. We would like you to help for the entire school year, but you may also make only a short-term commitment if you like.

Come out and have lunch with your child/children - they will love it! You can also bring your younger children with you. They will have a great time, get familiar with St. Anthony's before they start Kindergarten, and you'll find yourself meeting potential babysitters with the older students! You'll also be giving our teachers a much-needed break at lunchtime to rest and prepare for the afternoon sessions.

Thanks again to all the helpers this year! Your participation and on-going commitment are terrific and greatly appreciated!!

Name: _____

Telephone number: _____

Email address: _____

Preferred day of the week: _____

Volunteer you would like to be scheduled with: _____

If you have any questions, call Carla Lippert at 447-1011 or 275-6605 (cell).

YARD DUTY VOLUNTEER INFORMATION

Before You Start

When arriving for yard duty, please pick up a Volunteer Badge in the Yard Duty cabinet in the school office (under the counter on the south side). Return it at the end of lunchtime. At the completion of each yard duty service, please make a notation of your time worked in the Parent Participation Hours (PPH) book located in the school office. A full lunchtime of service is one hour and fifteen minutes (11:45 a.m. to 1:00 p.m.).

Please do not record any hours beyond the actual lunch hour. We cannot give you yard duty PPH credit for arriving early or staying late.

Areas of Supervision

Lunch Table Area

All classes have table assignments. Students must consume all food and drinks in the lunch area. The exception is ice cream, which may be eaten at lunch tables or at benches in the schoolyard. Students are expected to keep their own lunch area clean and to deposit all litter in the garbage cans when they are done. Clean table points are awarded as incentive to keep tables free of litter.

There must be at least one adult supervising in the lunch table area whenever students are present in that area. Volunteers should circulate around the tables, maintaining order and assisting younger students with opening containers or packaging, and watching for any student who may be choking. As students finish their lunches and go to the blacktop and turf areas, the yard duty volunteers need to circulate in these areas as well.

There are three lunch periods:

Grades 1 - 3:	11:45 - 12:30
Grades 4 - 5:	12:10 - 12:55
Grades 6 - 8:	12:30 - 1:00

Hallways, Restrooms, Kitchen and Courtyard

Volunteers should periodically pass through hallways, restrooms, and the areas near the kitchen and courtyard to be sure nothing inappropriate is taking place. If students are playing or being noisy in these areas, have them leave the area.

Playground Areas

No student is ever to leave the playground area for any reason. This includes retrieving balls from a neighbor's yard, the street, etc. Students should not be playing in the bushes in the far end of the playground area next to the fence. Also, be sure no student ever throws rocks over the fence at the neighbor's homes or cars.

The long jump pit is off limits to students during lunchtime.

Play Structures

Control the number of students on the equipment so it is reasonable. Students should use both hands on the climbing bars, and should always have one hand on the bar when sitting on them. No wet hands on the bars. Students should wait their turn in an orderly manner, with no pushing or shoving in line. Students should not control the equipment for an unreasonable length of time. No running or tag games near the play structures.

Student Behavior

Students are expected to behave and do as you direct. Fighting, including “play” fighting, and bullying another student are never allowed. Throwing rocks, sand, grass, sticks, etc. and playing in water puddles are not allowed.

If a student misbehaves, direct him/her to right behavior. Benching or paper pickup may be used as discipline for nonviolent misbehavior. If the problem persists, or if the student is defiant, uses profanity, is fighting, or is picking on another student, talk immediately to one of the staff members on duty.

At no time should a volunteer use physical force to restrain a student, with the exception of preventing a student from hurting another student.

Under no circumstances should a volunteer discuss a student’s behavior with anyone other than a school staff member.

Staff Support

During each noontime, there will be at least three staff members on duty with the parent volunteers. These staff members will typically include Coach Roblee, Mrs. Negrete, and Mr. Carroll, as well as either Mr. Houtsinger or Mrs. Silverio. Three of the staff members carry walkie-talkies. There is one more walkie-talkie unit available for one of the parent volunteers.

Accidents

In the event of an accident, the first duty of the volunteer is attend to the welfare of the injured student. If you have any doubt about the seriousness of the accident, send for a staff member. Students with serious back and neck injuries are never moved. Students in need of minor first aid should be sent to Coach Roblee, Miss Vicki, or the office for care.

Any volunteer or employee who is injured must report the injury to the office as soon as possible. Failure to report such accidents may result in loss of benefits.

Please report any hazardous conditions you observe on the playground to a staff member immediately.

Miscellaneous

Finding a Substitute

If you are unable to serve on your designated day, please find your own substitute. There is a list of possible substitutes available on the Yard Duty Roster which is posted on the school website under Yard Duty and is also in the school office. A roster will be emailed to all those with a current email address wishing to avail themselves of this option.

If you are unable to find a substitute, please notify the school office. No one will give you a bad time! The information will be passed along to the principal so he has a clear idea of how many parents will be out during the lunch recess.

Siblings Welcome

Feel free to bring your younger children with you. It's a great way for them to get comfortable with the school, so when they eventually start Kindergarten, they feel at home and it's not a strange environment to them.

Rainy Day Schedule

On rainy days, the students eat in their classrooms. The upper grade students are assigned as monitors in the classrooms, and noon volunteers circulate from room to room.

Air Quality Considerations

In response to official air-quality notifications, playground activities will be appropriately modified. Staff members will notify the Yard Duty personnel of any modifications.

Play Equipment

All noontime play equipment will be checked out from individual classrooms and must be returned to the respective classrooms at the end of noontime.

Special Activities

From time to time, students will participate in intramural activities.

Questions

If you have any questions, please call Carla Lippert at 447-1011 or 274-6605 (cell).

MANY THANKS for your assistance!

Remember, WE'RE HERE FOR THE KIDS!