

*(updated -8/23/2011)*

**FRANKLIN LUNCH RECESS(PLAYGROUND) ROUTINES FOR PARENT  
VOLUNTEERS AND SUBSTITUTE TEACHERS**

1st RECESS - 11:30AM - 11:45AM

2<sup>nd</sup> RECESS - 11:55AM - 12:10PM

- All Volunteers should fill out a MMSD Volunteer Disclosure Form. Dee Nicolai will keep these filed in the office.
- Please sign into the office before each shift. Parent Volunteers pick up orange vests in the office - located in the large bottom drawer below mailboxes.
- All Adult Supervisors (Faculty and Parent Volunteers) wear orange vests - 180 kids/2-3 faculty adults + ~2 Parent Volunteers
- Play safely until the bell rings
- 1<sup>st</sup> Lunch students come out when done eating ~11:30AM and play until the 2<sup>nd</sup> bell rings at 11:45
- 2<sup>nd</sup> Lunch students come out when done eating ~11:55AM and play until 12:10PM.
- When the bell rings - PICK UP EQUIPMENT BEFORE lining up and put it away
- Line up at the dot and wait to be dismissed
- Walk to your classroom - teachers meet at the classroom doors

DON'T LEAVE playground without asking an adult. On the playground we follow the Franklin PEACEMAKER RULES.

**FRANKLIN PEACEMAKER GUIDELINES**

**BE SAFE**

- Respect others' personal space
- Rocks, bark chips, and snow may not be thrown
- Stay on the playground at all times
- Sit on the slide and go feet first. Only go up steps and DOWN the slide
- Swings go back & forth - NO twisting, jumping off, or 2 kids on a swing
- Tag and chase games on ground only - not on equipment

- No play fighting

#### BE KIND

- Treat others the way you would like them to treat you

#### USE YOUR WORDS

- If someone is bothering you, tell him/her to stop. If she/he doesn't stop, get an adult to help
- Take turns talking and be a good listener

#### FOLLOW DIRECTIONS

- Ask to go in the building
- Line up when the bell rings

#### SHOW RESPECT

- Show respect for everyone including other children and adults
- Take pride in yourself and respect all the Franklin Peacemaker rules

#### IMPORTANT NOTES for Parent Volunteers:

- Every Adult on the playground should be wearing an orange vest. They need to sign in at the office and Dee will show them the drawer with the vests. Please investigate if there is an adult on the playground not wearing a vest.
- Younger siblings (not enrolled at Franklin) are not allowed on the playground during school hours.
- There will be a Supervising Faculty member on the playground with a Walkie-Talkie. Parent Volunteers should go to them with questions - including all those regarding injuries.
- Any injury to the head must be sent to the Nurse. Walk that student inside to the Nurse's Office.
- Other injuries - such as minor scrapes etc. can go to the Nurse with permission and a fellow student.
- Students will ask you if they can go inside to the bathroom or go get extra clothing from their lockers. The answer is "yes". There should be a Faculty Member stationed by Door #1. Send the child to that Faculty Member to let them in the building. This is the main door by West Lakeside Street. The student should go to the bathroom located upstairs by the office known as the "Teddy Bear" bathroom.
- Do not pick up an injured student who cannot get up themselves. Go to a Faculty Member who can call the Nurse to come outside.

- Please circulate on the playground to spread out the Adult Supervision.
- Please inform your child that you are happy to see them, but also need to be available to help the other children on the playground.
- We know there will be additional issues/Do your best and please ask for help. Please know that Franklin School appreciates your time and efforts as Parent Volunteers.