



ALL SAINTS CATHOLIC SCHOOL

Lunch/Recess Handbook

Administration is the final resource and has the right to amend this handbook at any time.

August 1, 2021

Dear Lunch and Recess Volunteers,

On behalf of the All Saints Catholic School community, we want to welcome you to the 2021-2022 school year and thank you for generously sharing your time and talents by participating in our lunch and recess program. It is only with your help that we are able to offer a safe environment to our children in the cafeteria and on the playgrounds.

Because your participation in the lunch/recess program will involve direct supervision of children, the following information must be completed and/or submitted to the school office:

1. Volunteer Information Form
2. Current Criminal Record Check
3. Certificate of Attendance from Protecting God's Children Awareness Session
4. Signed Confidentiality Agreement
5. Review of Allergy Information & Protocol
6. Review of Anti-Bullying Policy

For the safety of our students, we ask that during your time of service you actively support the rules and regulations as set forth in the All Saints Student Handbook. We also ask that you act in a confidential manner by refraining from discussing events involving students, teachers, and faculty in public.

The primary concern for all of us is the health and safety of our children. With that objective in mind, we have compiled the policies and expectations that will help to ensure the health and safety and well-being of the students of our school community. It is not possible to predict every situation, but it is important that we meet challenges with consistency and sensitivity.

Please note, several of our policies and procedures for the lunchroom and playground have been modified for the 2021-2022 school year due to COVID-19 and State of Michigan and Archdiocesan guidelines for re-opening schools.

Again, thank you for all you do. Your support is greatly appreciated.

Sincerely,

Kristen Strausbaugh
All Saints Catholic School Principal

Lunch/Recess Schedule

	Lunch	Recess
K	11:00-11:20 a.m.	11:25-11:45 a.m.
1-2	11:25-11:45 a.m.	11:00- 11:20 a.m.
3-4	11:55 a.m.-12:15 p.m.	11:30-11:50 a.m.
5-6	12:20-12:40 p.m.	12:45-1:05 p.m.
7-8	11:30-11:50 a.m.	11:55 a.m.-12:15 p.m.

Detailed Lunch/Recess Schedule

Kindergarten

11:00 a.m. Lunch Begins

11:20 a.m. Lunch Ends

11:25 a.m. Recess Begins (students led out to recess by recess coordinator)

11:45 a.m. Recess Ends (teachers pick up students from playground)

Grades 1/2

11:00 a.m. Recess Begins

11:20 a.m. Recess Ends (students led to lunchroom by recess coordinator)

11:25 a.m. Lunch Begins

11:45 a.m. Lunch Ends (teachers pick up students from multipurpose room)

Grades 3/4

11:30 a.m. Recess Begins

11:50 a.m. Recess Ends (students led to lunchroom by recess coordinator)

11:55 a.m. Lunch Begins

12:15 p.m. Lunch Ends (teachers pick up students from multipurpose room)

Grades 5/6

12:20 p.m. Lunch Begins

12:40 p.m. Lunch Ends

12:45 p.m. Recess Begins (students led out to recess by recess coordinator)

1:05 p.m. Recess Ends (teachers pick up students from playground)

Grades 7/8

11:30 a.m. Lunch Begins (students can leave after 10 minutes)

11:50 a.m. Lunch Ends

11:55 a.m. Recess Begins

12:15 p.m. Recess Ends (teachers pick up students from playground)

Lunch/Recess Team

Lunchroom

Kolleen Hunt, Lunchroom Coordinator

khunt@allsaintscs.com

Charlotte Lencioni, Lunchroom Supervisor

clencioni@allsaintscs.com

Tracy Jimenz, Lunchroom Supervisor

tjimenz@allsaintscs.com

Michelle Mahoney, Lunchroom Supervisor

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Playground

Kathie Kennedy, Recess Coordinator

kkennedy@allsaintscs.com

Nicole Rawski, Recess Supervisor

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Julie Tallman, Recess Supervisor

jtallman@allsaintscs.com

CAFETERIA PROCEDURES FOR VOLUNTEERS

Our main purpose in the cafeteria is to supervise and monitor the children and maintain a safe, healthy environment for them.

1. Kindergarten through 8th grade students will remain seated during their lunch period and will sit every other seat in the lunchroom.
2. Students will need to sit on seats designated with "X".
3. Volunteers help students by getting their milk, opening containers or packets, and walking a trash can up and down aisles so students can remain seated while throwing away their trash.
4. Students will be led in or out to or from recess by homeroom by the recess coordinator.
5. Any student needing to leave the lunchroom for any reason must ask permission of the lunch coordinator before leaving the lunchroom. Students need to raise their hands when they need assistance.
6. We encourage students to use the bathrooms before and after lunch/recess, but students may need to use bathroom facilities. We limit the amount of students in bathrooms to 3. Once a student has been given permission to use the bathroom, students must turn the bathroom pass (hanging on the wall) to red and flip the pass back to green when done.
7. GRADE SPECIFIC DISMISSAL TIMES WILL BE POSTED ON ALL TABLES.
8. Volunteers will be given cleaning supplies to disinfect tables between staggered lunch times. Volunteers are to wipe tables and seats between lunch periods with spray bottles containing required bleach/water solution.
9. Volunteers are required to wear masks (and gloves if working in the lunchroom) when in the building.
10. We continue to have a separate table for children with peanut allergies. Cleaning products are separated based on allergy table protocol.

LUNCHROOM & RECESS CODE OF CONDUCT

During students' lunch period, students are expected to:

- Be respectful and exercise good manners
- Refrain from pushing, shoving, punching, pulling or hitting others

- Refrain from engaging in name calling, insults, or the use of profanity
- Always respect the authority of the lunchroom volunteers
- Remain seated, be courteous, and display proper table manners
- Eat their own food (no sharing due to allergies)
- Ask for permission, if needing to leave the lunch room

During recess, students are expected to:

- Be respectful and exercise good manners
- Allow other students to participate in your activities
- Refrain from pushing, shoving, punching, pulling or hitting others
- Refrain from engaging in name calling, insults, or the use of profanity
- Always respect the authority of the playground volunteers
- Play safely and consider the safety of others
- Use playground equipment for the purposes for which it is designed
- Refrain from contact sports and physical contact
- Ask for permission, if needing to leave the playground
- Use benches for sitting
- Report any injuries to the recess monitors
- Maintain social distancing

Discipline

Students in violation of the lunch/recess code of conduct will receive a consequence and parents will be contacted. In grades K-3, homeroom teachers will notify parents through email or written note. In grades 4-8, students will be issued a demerit and parents will receive an email notice.

It is expected that volunteers respect and enforce school rules. This is important for the smooth and safe operation of the school environment. Policies and rules are given great consideration and are only effective if there is a consistency of enforcement. Lunch/recess coordinators bring discipline issues to the principal and/or assistant principal. Parent volunteers are asked to report any issues to coordinators.

Volunteer Duties

- Volunteers will monitor lunch and recess for safe play.

- Volunteers will be required to answer COVID-19 survey questions before entering the building. Masks must be worn by volunteers (lunch volunteers must also wear gloves. The school will provide gloves for volunteers upon arrival.
- All volunteers are expected to arrive on time and perform their assigned task. Please check in with the lunch or recess coordinator on arrival.
- It is the duty of the volunteers to dress in a manner that is professional and appropriate.
- Parents may not eat lunch with their child(ren) when volunteering.
- Lunch/recess duties may be reassigned according to the needs of the day. If a volunteer is assigned lunch duties but there is a need for extra recess support, the lunch/recess supervisors may reassign volunteer personnel.
- Report any inappropriate student behavior to lunch or recess coordinators.

Volunteer Procedures

Playground

1. Enter through main door and sign in at the front vestibule table. Volunteers will be asked COVID-19 survey questions before entering the building. Please be wearing your mask. Move to assigned playground and check in with recess coordinators to find out your location for duty.
2. When you have completed duty, sign out in the front vestibule area.

Lunchroom

1. Enter through main door and sign in at the front vestibule table. Volunteers will be asked COVID-19 survey questions before entering the building. Please be wearing your mask.
2. Move to the lunchroom.
3. Check in with the lunch supervisors and pick up gloves
4. When you have completed duty, sign out in the front vestibule area.

Injuries

General Information

- All playgrounds have their own first aid boxes. They contain gloves, band-aids, tissues, gauze pads, wipes, a blanket, and a First Aid chart. Each playground also has a lunchbox filled with frozen sponges in case of minor bumps and injuries.
- ANY lunch/playground injury MUST be reported to the designated supervisor. Each day, accident report forms are logged and sent to the office.

Minor Injuries

- Minor injuries are sent to the office.

Injuries Involving Blood

- Injuries involving blood are sent to the office.

Injuries Involving a Fall

- When a student has fallen from great height, such as the monkey bars, the office must be called before moving a child. CHILDREN SHOULD NOT BE PICKED UP AND CARRIED.

Head Injuries

- ANY HEAD INJURY AUTOMATICALLY GOES TO THE MAIN OFFICE (even if the child insists he/she is fine). Please alert the designated supervisor so he/she can fill out the proper form and parents can be notified.

Fainting/Seizures

- Students CANNOT be moved.
- A parent needs to stay with the child and the supervisor should radio to office.

Allergic Reactions

- Students must immediately be brought to office.

Indoor Recess

- Students will return to homeroom classrooms for indoor recess. Students will be required to wear masks and social distance as much as possible..

Medication

- Under no circumstance should a student receive any form of medication while at recess or lunch. All medications are given under the supervision of the office.