

Burning Tree Elementary School
Recess Volunteer Guidelines

1. Please sign in, get a volunteer sticker, and check the message board in the office when you arrive. Check in with one of the recess aides when you arrive on the playground or field to let them know you are there.
2. Please arrive on the playground at 12:20 pm if you are working the first recess, (grades 4-5 rear blacktop, Kindergarten primary blacktop) and at 12:50 p.m. if you are working the second recess shift, (grades 1-3). If you are staying for both recess shifts, please stay until the end of the second recess at 1:20 pm. The first few minutes of each recess are important, as the teachers are inside the building and recess aides are in transition between lunch and recess coverage.
3. If a child needs to use the restroom, they are to enter the building at Mrs. Dunn's room, where there is a bathroom located in her classroom. Have the students check back with you when they are finished.
4. If a child is injured, but is in good enough shape to be walked to the nurse's office by a friend, let them go. Alert the office that the child is coming in by telling the playground supervisor with the walkie/talkie. If you need to accompany a child into the building, try to inform one of the aides that you will be leaving the playground. Recess aides have a walk-talkie and/or a cell phone to communicate with the front office if necessary.
5. If there is a physical altercation or inappropriate physical contact, such as pushing or slide tackling, please intervene and inform a recess aide. *Please do not discipline students.* The recess aides will manage those situations. Football is not permitted at school. Soccer can be played in the grassy area, but not on the blacktop. Students are not permitted between the portables.
6. When you volunteer, please do not bring your younger children with you.
7. Please respect the confidentiality of students when you are volunteering at recess. If you have any concerns about students or student issues, please see Mrs. Erdrich or Mr. Tark.
8. If you have any questions, please ask a recess aide, Mrs. Erdrich or Mr. Tark.

Thank you for your willingness and commitment to volunteer and support Burning Tree students at recess. You are appreciated!