

Burning Tree Elementary School Recess Volunteer Guidelines

1. Please sign in and get a volunteer sticker 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. Please refrain from using your cell phone when supervising the children.

2. These are the times, grades and locations of our recess periods.

12:10 - 12:40 Grade Kindergarten (Primary Blacktop front of the building) Grade 2 (Back Black Top)

12:25 - 12:55 Grades 4 and 5 (Back Black Top)

12:55 - 1:25 Grades 1 and 3 (Back Black Top)

3. If a child needs to use the restroom, they are to enter the building using the classroom doors located on either side of the water fountain for grades 2, 4, and 5. Grades 1 and 3 will use the doors under the exterior stairwell to use the bathrooms next to the All Purpose Room. 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. ***Please do not discipline students.*** If there is a physical altercation or inappropriate physical contact, such as pushing or slide tackling, please intervene and inform a recess aide. 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 or behind 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!