

Primrose Lunchroom Volunteer Guidelines

Thank you for volunteering!

Please make sure to check in with the office before reporting to the lunchroom. You will need to wear your Volunteer Badge. We thank you for helping us keep our school safe!

When should I arrive to volunteer for lunch?

Kindergarten and 1st Grade have lunch from 11:40am-12:00pm. Please arrive in the lunchroom five minutes before the start of lunch.

In the lunchroom, there are plastic gloves for your use, as well as aprons that you can wear that have utensils, napkins and straws for students.

What should I do in the lunchroom to help when I volunteer?

Walk Around: Some students will need help with opening thermos', milk cartons, containers and snack bags. Please walk around as you see children raising their hands for help. Many children have their hands raised for water. They are allowed to walk to the water station. Please do not stand only by your child's table.

Remind Students of Cafeteria Rules: Please remind students: indoor voices, raising hands before standing, walking, and being nice to each other.

Help with Clean Up: Near the end of their lunch period, the students may need to be encouraged to finish up and start gathering their things. Please guide students as they make their way to the recycling bins. Encourage children to leave the tables clean for the next person. The custodian will wipe tables and prepare for the next lunch group.

Be Aware That Some Students Have Food Allergies: The staff is aware of individual food allergies. As a volunteer, it's important to make sure that you are careful when helping students. Change gloves and/or wash hands if you have touched a student's food. Refer to a staff member if you have any food allergy concerns.

Who is in charge at lunch? There are staff members who are in charge of lunch duty. Please comply with their requests.

What if a child needs to go to the bathroom? General rule- Please refer the child to the staff in the cafeteria to get permission- staff will track the students and keep a mental inventory of who is out of the cafeteria.

What if a child says that they are sick? If needed, you may send a student to the nurse's office.

Can I be assigned to work with just my child's class? No, as a volunteer, you are here to help all children, not just your own. Please walk around the lunchroom, and all tables to assist all the classes.

What do I do if a child is misbehaving? You can remind a child of school rules, and that we always treat each other with kindness and respect. Inform site supervisors of any serious behavior issues such as pushing, teasing, or bullying. Leave the discipline to school staff.

May I bring:

My younger child? No.

A special treat for my child and his/her friends? No.

What if I have a question, concern, issue or suggestion about lunchroom procedures, lunchroom staff or lunchroom volunteering? You will need to contact Anita DiMatteo, Barrington Schools Volunteer Coordinator, DiMatteoA@barringtonschools.org. Anita will answer questions or concerns. If needed, she will refer you to Mrs. Tolento

Reminders...

- Your responsibility is to support the supervision and safety of all the children: this is not a time to catch up or socialize with your own child, their friends or other parent volunteers.
- Please refrain from behaviors that will distract from supervising the children at lunch, such as cell phone usage, photography or excessive chatting with other volunteers. Please do not take pictures of students.
- Parents are reminded that they are not to share information with other parents regarding student's lunch time behaviors.

Thank you for being a lunch volunteer. Your help is greatly appreciated!

