

# BROMWELL ELEMENTARY - LUNCH+RECESS BUNCH

## INFO FOR VOLUNTEERS

### GENERAL INFORMATION

#### Why join the Bromwell Lunch+Recess Bunch?

- A lot happens during lunch and recess! Parent volunteers can provide an added level of supervision and support to teachers and support staff.
- Get to know other Bromwell parents and caregivers.
- Figure out the rules of that random game your student told you about.
- Most importantly, it is a lot of fun!

#### Information about the Lunch and Recess Schedule

- Lunch and recess at Bromwell takes place in two shifts. (see below for chart)
- Some grades eat lunch first and then have recess, other grades have recess first and then eat lunch.
- When the weather is nice, students are utilizing outdoor spaces for both lunch and recess, with the exception of kindie and 1st graders who eat in their classrooms on outside lunch days.
- As the weather gets colder, all students will begin having lunch in the cafeteria. Details for cafeteria lunch and indoor recess will follow at a later date.
- The basic schedule is below, with lunch and recess locations in parenthesis.
- Note: the first shift runs from 11:00 - 11:50; however, kindie/1st and 3rd/5th are staggered by 5 minutes.

BASIC LUNCH + RECESS SCHEDULE		
1st Shift (11:00/11:05 a.m. - 11:45/11:50 a.m.)		
	11:00/11:05* a.m. - 11:25 a.m.	11:25 a.m. - 11:45/11:50* a.m.
Kinder	LUNCH (classroom)	RECESS (kindie playground)
1st Grade	LUNCH (classroom)	RECESS (big playground)
3rd Grade*	RECESS (field or big playground)	LUNCH (awning outside of cafeteria)
5th Grade*	RECESS (field or big playground)	LUNCH (alongside basketball court)
2nd Shift (11:50 a.m. - 12:35 p.m.)		
	11:50 a.m. - 12:10 p.m.	12:10 p.m. - 12:35 p.m.
2nd Grade	LUNCH (in front of school)	RECESS (kindie playground)
4th Grade	RECESS (big playground)	LUNCH (alongside basketball court)

#### Information about volunteer slots

- All volunteer slots will include lunch and recess.
- Signups are organized by date, with 2 slots for each grade.
- When you sign up, you can choose to share your student's teacher's name in the comments so that Bromwell staff can assign you to your preferred teacher's section when possible. {For instance: Erin Phelan signs up for a slot in the 3rd grade shift and includes Mr. Johnson in the comments}
- As a general rule, volunteers will not be asked to supervise students without staff support.

## **LUNCH INFORMATION**

While the weather is nice, students (except Kindie and 1st grade) will take advantage of outdoor spaces for lunch. As the weather cools, students will transition to eating lunch in the cafeteria. More information will follow with respect to lunch duties in the cafeteria.

### Lunch duties:

Work with teachers and staff to

- help students remain focused on eating by encouraging them to stay seated;
- maintain an appropriate voice-level; and
- make sure students clean up at the end of lunch by throwing away hot lunch containers and looking around for extra trash to be picked up.

Volunteers may be asked to assist in other ways (especially as the kids transition to eating in the cafeteria), including:

- helping students to line up and pick up hot lunches from the cafeteria (inside and outside days)
- monitoring bathroom area
- serving milk
- supervising water station
- assist in the recycling / composting efforts (in the upper grades)

### PAWS in the Cafeteria

P	Pick up after yourself
A	Accept new friends
W	When the lights are off, voices quiet
S	Show our Values!

## **RECESS INFORMATION**

Students need movement, especially when they are working so hard during the morning sessions! At Bromwell, we encourage all kids to get up and get active during their recess time. We do not tolerate students rough housing, bullying either physically or verbally, or partaking in dangerous behavior. All Bromwell Bears are trained Upstanders; they know that when they see something not okay, they say something. Elementary school is the time where kids learn proper social cues and behavior. Many students are learning how to manage conflict, play well with others, and socialize with new friends. Please help our Bears as they navigate their playground interactions.

The role of parent volunteers during recess is to observe student activities. If you see behavior on the playground that you are unsure of, find a staff person. Support positive activities with verbal acknowledgement such as, "I love how you resolved that conflict on the soccer field with your kind words and not with your body".

If it's an inside day, volunteers will support teachers and staff with activities in the gymnasium or classroom (more details will follow).

### PAWS on the Playground

P	Play safe
A	Accept all friends
W	Walk on blacktop
S	Show our Values!

## **LUNCH + RECESS BUNCH SHIFT INSTRUCTIONS**

Before 1st shift:

- complete DPS volunteer form and [background check](#)
- submit covid-19 vaccine proof to [office](#)
- review all volunteer instructions
- signup!

When you arrive:

- \*\*\*Don't forget to bring a mask for indoor activities\*\*\*.
- Arrive a few minutes early to check in and receive instructions.
- Proceed to the main entrance of the school and ring the bell. Tell the person who answers (most likely this person will be Cindy) that you are here to help with lunch and recess and wait to be buzzed in.
- Sign-in using the sign-in sheets on the table outside of the office and make yourself a nametag. When they become available, take a blue and orange vest, too!
- Our goal is to have a staff person greet volunteers and tell you where to go based on your classroom preference and daily staffing needs. On days when someone isn't there to greet you, please feel free to proceed directly to your starting point and greet your staff partner. {For instance, Erin Phelan signed up to support 3rd grade and Mr. Johnson. They have recess first on the big playground.}
- Due to previous covid protocols, many parents and caregivers have not been inside Bromwell and aren't familiar with the campus. Please let another parent volunteer or the Bromwell staff person know if you need someone to show you where to go.
- As a general rule, parent volunteers will stay with the same class/grade and teacher/staff partner for the duration of their shift. {For example: Erin reports to Mr. Edwards and helps to supervise 3rd grade recess. When 3rd grade recess is over, Erin stays with Mr. Edwards and 3rd grade to help with their lunch period.}

At the end of your shift:

- Check in with teacher or staff partner to say goodbye;
- sign out at main office, return your vest; and
- sign up for another shift and tell your friends!

## **OTHER THINGS TO CONSIDER**

- The cafeteria is not a quiet space. If loud spaces are overwhelming, then this will not be your ideal volunteer shift.
- All volunteer shifts include recess AND lunch.
- If you are supporting 3rd and 5th grade be aware that during recess time the grade levels are split due to COVID protocol.
- There are many cases where your volunteer shift can be matched to your student. In the case of lunch and recess, volunteers will be assigned to locations based on daily staffing needs. We can't promise that you will be supporting your child's classroom, but we can promise to try!
- Please silence your cellphones while you are working your shift, our students value when adults are present and alert.
- Only teachers, staff are permitted to take photos and videos of students on campus.
- Please respect student and staff privacy and confidentiality while you are on campus.

**ON BEHALF OF THE BROMWELL STAFF AND PTA, THANK YOU SO MUCH FOR YOUR HELP AND SUPPORT!**