

CARDEROCK SPRINGS ELEMENTARY SCHOOL PLAYGROUND VOLUNTEER GUIDELINES AND POLICIES 2010-2011

Recess is a special time of day for the children. We all want them to have fun and to be safe. **Your presence is essential and greatly appreciated.** If you have signed up to volunteer and for some reason not able to make it please call at 301-469-1034, ideally two hours ahead of time so that we can arrange for coverage.

Recess Times

Grades 1/3 – 11:30-12:00
Grades K/5 – 12:05-12:35
Grades 2/4 – 12:40-1:10

If we have an early release day or a delayed opening, there will be no recess.

Please arrive ten minutes before your shift so that you are in place before the students are ready to have recess. This will give you time to sign in at the main office, sign the volunteer book, and pick up your volunteer sticker. Go directly to the cafeteria to assist with escorting the children outside.

Playground Supervision

Each volunteer should check with the playground aide and then take their assigned area to monitor. When monitoring, please be constantly on the move around the area to watch the children.

Be alert to inappropriate and/or unsafe activity and stop it immediately.

Assist students in problem solving. Often students will come to you with disagreements or concerns about an incident with a peer. Help them resolve the issue.

When disciplining students, inform them of the inappropriate behavior and why it is inappropriate. You may use “timeouts” or assign them specific games or not allowing them to play a game as a way of monitoring or redirecting their behavior.

It is not necessary to send children to the office for minor misbehavior. If, however, you deem it is something serious and it is continuous, such as fighting or blatant disobedience, let a staff member know and have them send the child to the principal. When a child is put on a “timeout,” have them sit at a picnic table.

Fighting of any kind is not to be tolerated. Stop it immediately.

In the event a child is seriously injured, call one of the playground aides or send someone to get help. One of the playground aides will always have a walkie-talkie for communication with the main office. Do not move the child. If injuries are minor (cuts, bruises, etc.), send the child to the health room with the health room pass.

Many head injuries that happen at school are minor. Head wounds may bleed easily and form large bumps. Bumps to the head may not be serious. Head injuries from falls or sports may be serious. **Err on the side of caution.** Injuries to the neck, head or spine should be considered serious. Do not move or change position of student. Stay with student and call for help. The school health room aide (or another MCPS staff member who is trained in First Aid) will come to you and the student.

Approximately two minutes before the bell rings at the end of each recess period, a whistle is blown. At this time the children should line up on the blacktop with their classes. Teachers will come outside to get the students at that time.

Indoor Recess Supervision

In the event of inclement weather, the children will have recess in their classrooms. At that time a staff member will be assigned to a specific classroom. You are to help monitor the children in their classrooms during that time. They should be playing quiet games, coloring, etc. They should not be going out in groups to the media center or moving between classes unless the teacher has made prior arrangements for this. Teachers will review with their students appropriate and acceptable indoor activities.

In the event a child is seriously injured during indoor recess, call the office for help using the call button in the classroom or send someone to the main office for help.

Confidentiality

In your role as volunteer, confidentiality is required and helps build a trusting relationship between school and home. If you see or hear anything that is of concern, we want to know. Please share your concern with the recess aide first. If this step does not clarify or resolve the concern, please bring it to the attention of the principal. This gives us the opportunity to clarify and/or resolve any concerns here at our school.

Thank you for helping our students enjoy recess.

