

Park Spanish Immersion School 2011/2012
Lunchtime Basement Hall Overview
10:50 a.m. – 12:00 p.m.

THANK YOU for volunteering today! We appreciate you being here.

The basics:

- 1) After signing in at main office, please proceed to the lower hall; stand outside bathrooms near locker #138
- 2) Children arrive in order by grade beginning with Kinder.
- 3) When children come down the West stairs and the hall, move to center of hall.
- 4) During winter months, grades 3-5 have lockers in the lower hall for coats as they come directly from recess.
- 5) **This is a GREAT area to volunteer if you have a younger child(ren) in your care!**

Your role:

- 1) To open the bathroom doors, using the door stoppers that are kept in locker #138; please return door stoppers to locker #138 after your shift as doors must be closed when not in constant use.
- 2) To help Kinder aides with their students in/out of bathroom for hand washing and then help students line up to go either to lunch or back to classroom.
- 3) To ensure grades 1-5 students WALK down the hall, go into bathrooms to wash hands and then continue walking down hall to the lunchroom.
- 4) Check bathrooms periodically.
 - a. Pick up paper towels from floor and push down in trash can.
 - b. Notify maintenance (at end of hall) if toilet paper, paper towels, soap, etc. are needed.
- 5) Troubleshoot as needed – e.g. walk younger students who are ill up to nurse, return lunchboxes if students leave them in hall, etc.
- 6) During winter months, direct grades 3-5 to put hats in sleeves of coats before hanging in lockers to reduce possibility of head lice.
- 7) Get to know the kids☺ and have fun with it!

Tips / Helpful info: (Speaking Spanish is not a requirement but here are a few good phrases you can use)

- 1) Lavan sus manos por favor, con habon = Wash your hands please, with soap.
- 2) Caminando por favor = Walk please
- 3) No corran = No running; Gracias por caminar! = Thank you for walking
- 4) Feel free to do random smell tests of hands to ensure kids are washing
- 5) Students who insist on using their own hand sanitizer is an acceptable alternative to hand washing but is not encouraged. The best defense against germs is proper hand washing with soap and water.

Benefits to you for being here today:

- 1) See and interact with your child and their friends.
- 2) Connect briefly with your child's teacher as they come down after lunch to get their class.
- 3) Make a difference through those interactions!
- 4) Get about 5 three minute breaks where you can read a book, check email on your phone, make a grocery list, etc. Seriously, when's the last time you had 15 minutes to read in the middle of the day☺?
- 5) Immerse in the culture of the place where you child(ren) spend 35 hours a week!

Thank you for all you do for our students! Today you made a difference!!

**Park Spanish Immersion School 2011/2012
Lunchtime Lunchroom Overview
11:00 a.m. – 12:00 p.m.**

THANK YOU for volunteering today! We appreciate you being here.

The basics:

- 1) This year the lunchroom is staffed daily by Deb Probst and one Amity Intern. Thank you for being here to offer additional support.
- 2) After signing in at the main office, please proceed to the lunchroom. There is a set of lockers on the far (East) side of the lunchroom where you may hang your coat and place any belongings.
- 3) There is a bathroom on the opposite side of those lockers. Please wash your hands and grab an apron from the lockers. Stock your apron with plastic ware, napkins, condiments, etc.
- 4) Please check in with the Amity Intern on duty or Deb Probst to find out if they need you in a specific area or job (eg. Dispensing condiments at the front table)
- 5) This is a great opportunity for parents with children in half day kindergarten. Your child may sit with the full day Kinder classes while you volunteer!

Your role:

- 1) To assist students with their lunchtime needs; e.g. opening containers, providing ketchup or utensils, etc.
- 2) Students raise their hands when they need something. Please circulate around the lunchroom to address their needs as they are not allowed to get up without permission.
- 3) Wash tables after the students depart. Students clear their own trays/trash but we are responsible for washing the tables with soap and water (red buckets located on rolling cart at front of lunchroom).
- 4) Encourage good behavior: politeness (por favor and gracias☺) and using indoor voices to keep the overall volume at a reasonable level.
- 5) If there are student behavior issues/concerns, please direct them to Deb Probst or a PSI staff member.

Tips / Helpful Info:

- 1) Double up policy has changed! Students may get a “double up” or purchase seconds of fruit, vegetables, milk and bread ONLY; Students need to have reasonably finished their first meal AND there must be at least 5 minutes remaining of their lunch time. Times are posted on the front of each table.
- 2) Students may ask to use the restroom. Direct them to the restroom across from the lockers at the far (East) end of the lunchroom. Only one student at a time is allowed in the restroom.
- 3) Be guided by the following: If something is not acceptable at home, it is not acceptable in the lunchroom.

Benefits to you for being here today:

- 1) See and interact with your child and their friends.
- 2) Get to know our wonderful Amity Interns!
- 3) Make a crucial time in the day a little bit smoother. Be a friendly face☺!

Thank you for all you do for our students! Today you made a difference!!

**Park Spanish Immersion School 2011/2012
Playground Overview
10:40 a.m. – 11:50 a.m.**

THANK YOU for volunteering today! We appreciate you being here.

The basics:

- 1) After signing in at the main office, please proceed to the end of the hall near the media center. Exit those doors to the playground.
- 2) There are 2 paid staff members, Janine Baker and Martha Olson on the playground and 1 Amity Intern. Your additional support is greatly appreciated!
- 3) Please dress for the weather as our kids go outside to recess everyday unless it is raining or the wind chill is below District levels. Enjoy that much needed fresh air!
- 4) If we can't go outside, check with Janine Baker as you may be assigned to a classroom for indoor recess.

Your role:

- 1) Please check in with Janine Baker to find out if she needs you in a specific area.
- 2) Otherwise, circulate the playground. Your job is to help enforce the playground rules and help students as necessary (e.g. you may be asked to escort a student to the nurse's office if an injury occurs).

Playground rules/guidelines:

The playground will be a safe place where students play cooperatively and treat everyone with respect.

1. Students are expected to go out for recess unless there is a written order from the doctor.
2. Conflicts must be resolved without fighting. Fighting on school grounds will not be tolerated. There is a ZERO TOLERANCE policy on fighting. “Fighting will result in suspension.”

3. Students are encouraged when possible to resolve their own conflicts, however, they are encouraged to seek help from the playground supervisor when needed. Serious incidents will be reported to/resolved by the office.
4. Bikes, rollerblades, skateboards, shoes with built in wheels are not allowed on the playground or building.
5. Throwing snowballs or any object is a safety concern and is not allowed on school property.
6. Students must leave unsafe objects at home as well as unapproved items at home such as radio's, MP3 players, ipod's, hard balls, skateboards, cell phones.
7. No food, gum or candy is not allowed on the playground.
8. Because Minnesota weather is unpredictable, students must dress appropriately for the weather each day. Students will be kept indoors ONLY if the weather conditions are deemed unsafe.
9. Students must use positive language towards each other and staff
10. No ROUGH PLAY on the playground, only " stay on your feet games "
11. Students must stay within the defined playground boundaries
12. No littering
13. Students must obtain permission from a playground supervisor before entering the building unless being escorted back to the class by the teacher
14. Students will line up promptly when their whistle blows to re-enter the building
15. Students must not play on or climb the fences, gates or play near the building windows
16. Students will strive to keep playground balls within the fenced area
17. Students will use playground equipment safely and only for its designated use.

Thank you for all you do for our students! Today you made a difference!!

**Park Spanish Immersion School 2011/2012
Lunchtime First Floor Hall Overview – Aiding grades K-2
10:45 a.m. – 11:35 p.m.**

THANK YOU for volunteering today! We appreciate you being here.

The basics:

- 1) After signing in at the main office, please proceed down the hall near the doors to the playground. You may store your belongings behind Kathy's desk in the main office.
- 2) Children arrive from the playground in order by grade beginning with Kinder.
- 3) Grades K-2 go to their lockers and remove boots, snow pants, coats, hats, mittens, etc. before heading to the lunchroom. Note a couple classes do not remove snow pants and boots.
- 4) Kindergartners must line up and go to the lunchroom as a group. Grades 1-2 students may move to the lunchroom after they finish removing their coats, boots, etc.
- 5) Please work the entire hall during the time K-2 arrives from the playground. Once 2nd grade is down the stairs, you are free to go! If you have an older student, feel free to stay and have lunch with them!

Your role:

- 1) To help students in K-2 remove their boots, snow pants, etc. if they ask for help.
- 2) To help the Kinder aides with their students as they go in/out of the bathroom for hand washing and then lining up to go either to lunch or back to the classroom.
- 3) To help maintain order and minimal talking as K-2 students move from the playground to their lockers and then to the stairwell.

- 4) Troubleshoot as needed – e.g. remind students to grab their lunchboxes if they walk away without them, etc.
- 5) Get to know the kids☺ and have fun with it!

Tips / Helpful info: (Speaking Spanish is not a requirement but here are a few good phrases.)

- 1) Caminando por favor = Walk please
- 2) Silencio por favor = No talking please
- 3) No corran = No running
- 4) Gracias por caminar = Thank you for walking
- 5) Vamonos = Let's go

Benefits to you for being here today:

- 1) See and interact with your child and their friends.
- 2) If you have an upperclassman, walk down with them and have lunch!
- 3) Connect briefly with your child's teachers and other PSI staff.
- 4) Make a difference through those interactions!
- 5) Have a moment to step into the media center to check on overdue books, etc.
- 6) Get to immerse in the culture of the place where your child(ren) spend 35 hours a week!

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