

Information for Lunch and Recess Parent Volunteers

We welcome your assistance at Carderock Springs Elementary School. The goal of the lunch/recess volunteer program is to provide a higher adult to student ratio for both lunch and recess. Just as important, our active volunteer program benefits the children by reinforcing ties between the children's individual homes as well as the community at large, and the school. In order to ensure a successful volunteer program, I want to take the opportunity to share and highlight the responsibilities inherent in working with the students at CSES.

Online SignUp.com volunteer sign-up: We encourage our parents to sign up in advance online. The sign-up can be found on our PTA website, www.csespta.org.

MCPS Parent Volunteer Training: MCPS is requiring that all parents who "regularly" volunteer at school need to do a 30-minute online "Recognizing and Reporting Child Abuse and Neglect" training. Once parents complete it, they'll get an email confirmation which they should then forward to Carol Meyer in the front office at [Carol D Meyer@mcpsmd.org](mailto:Carol_D_Meyer@mcpsmd.org).

The online training can be found at www.montgomeryschoolsmd.org/childabuseandneglect.

Important: Parent volunteers must show proof of vaccination.

Key Points to Remember When Working with Students

What you focus on, you get more of

- Tell children what you want them to do instead of what you don't want them to do.
- Example: Student keeps getting up from cafeteria table – "Please sit at the table."

Positive encouragement

- As an adult, your approach toward the children and adults will set the tone for the children and will directly impact their view of school and confidence in themselves. We find that interaction that is firm but gentle, along with plenty of positive reinforcement, works most effectively.

Confidentiality

- We must respect the confidentiality of your relationship with the school. Your knowledge of CSES students is privileged information and may only be shared with responsible staff at CSES. Every child deserves our silence.

Allow children the chance to solve their own problems

- Have children identify what making a good choice "looks like."
- Example: "Show me what sitting appropriately at lunch looks like."

Safety

- If a child shares anything that involves concerns about personal safety, please see a teacher or administrator as soon as possible.

Remain positive and calm

- When you address an issue with students in a calm manner, they are more likely to hear your message rather than react negatively.

Cell Phones

- Please keep your cell phones on vibrate/silent during instructional time. Feel free to use your cell phone in private areas when you are not with your students.

How you can help in the Cafeteria

- Assist students with condiments, utensils, and napkins as they exit the lunch line.
- Circulate throughout the cafeteria to assist students who raise their hands for help. Also, your proximity to students encourages them to make good choices.
- Encourage students to raise their hands if they need assistance. Students are to remain seated unless they receive permission to leave their seats.
- Remind children to pick up any trash that falls on the floor.
- Encourage students to keep eating.
- When staff members indicate it is time, assist the students in throwing their trash away in the large cans, recycling their milk bottles, and stacking the trays near the trash cans.
- Carefully monitor the “nut-free” table.

How you can help at recess

- Collaborate with recess staff to ensure all zones are supervised. In monitoring the area, please be constantly on the move around the area to watch the students.
- Monitor recess for safe play. While supervising recess, think of your role as a “lifeguard.” Keep alert at all times and attempt to anticipate issues.
- Assist students in problem solving. Often students will come to you with disagreements or concerns about an incident with a peer. **Investigate the situation and help the students resolve the issue. If you are not comfortable doing this, seek out a staff member.**
- Encourage and help children when they have a hard time finding someone to play with, especially with the younger grades. All play should be inclusive.
- Refer to a recess staff member when a student will not follow your directions.
- When the whistle is blown, help and encourage children to return all nearby equipment to the recess cart, unless it is in use by another grade. The last group should sweep the area as they line up to ensure no equipment is left outside.
- Help staff with line up at the end of recess by encouraging children to form class lines quickly and walk inside single file.
- Bring all injuries to a staff member’s attention. Always err on the side of caution. Staff can provide Band-Aids or passes for the health room, if necessary.
- If a student cannot get up, stay with the student and send another student to get a staff member for you. **DO NOT** move the student yourself.
- Indoor Recess – feel free to help in your child’s class on indoor recess.

Thank you! We look forward to seeing you often!