

Kindergarten and TK Yard Duty:

Volunteer Basics:

- Sign in at the office at the beginning of your volunteer shift and grab a TK/K lanyard hanging on the wall.
- If possible, check in with Coach Steve when you get there to see how you can best service the lunch/play needs of the day, or just jump in to help!
- Don't forget to sign out and leave the lanyard for the next volunteer.

Lunch Routine:

- **TK eating period is from 11:13-11:28.** Students should stay seated until Coach Steve or a lunch aide blows whistle and calls on quiet tables to be dismissed to TK Recess, which last from 11:28-11:55
- **Kinder eating period is from 11:45-12:00.** Students should stay seated until Coach Steve or a lunch aide blows whistle and calls on quiet tables to be dismissed to Kinder Recess, which lasts from 12:00-12:27. **Critical that the Kindergartners not be dismissed until the TK students are in their lines with their teachers leading them away (or off the yard completely).**

Lunch & Recess Rules:

- At lunch, kids must **stay seated** while eating until Coach Steve or a lunch aide dismisses them. There is no sharing food or drink.
- At the end of lunch students should put their lunchboxes back in the appropriate spot (Wagon: rooms 4 & 16, White Bins: room 2, Cubbies: Room 1 & 3)
- At playtime, there is **no tag**, wrestling, dogpiles, or horseplay.
- Trikes get ridden counterclockwise around track only. Students may ride around the track once and must stop at the red line to give the student at the front of the line their next turn. Students should not pass on the trikes. Students should not leave until the trike in front of them has past the first turn and is at the blue bench.
- Blue foam blocks stay in block zone and get used only as blocks (i.e. not as swords, balls, etc). These must be cleaned up by volunteers or Junior Coaches at the end of the lunch period.
- During recess students should stay on the play yard side of the 'white line' and not linger by the tables.
- **Play structure must be supervised by an adult**, specifically the Monkey Bars. Monkey bars move in one direction (line forms on grey platform & moves outward). No climbing on top of monkey bars. Slides may only be used in seated face forward position.
- Older students in Play Works t-shirts are our "Junior Coaches" who have gone through some training to help our younger students. They are great resources on the yard. They report to Coach Steve.

Bathrooms:

- Classrooms will be open for bathroom use only. An adult should be nearby when kids are in the classrooms.

Handling Injuries & Messes:

- Ice packs are in the front office (can send two children – buddy system – to ask for one if needed).
- Volunteer lanyards have some bandaids, which are especially helpful for very minor scrapes on the yard. For any injuries requiring first aid send child to office with a buddy, junior coach, or adult as necessitated by the severity of the injury.
- Keep an eye out for children that appear to be having an allergic reaction (food or bee sting) and have an adult escort to office immediately.
- Changes of clothes are in both the child's classroom (child's own), or in the front office (school spares).

Handling Conflict & Disagreements:

- Help kids share feelings, state needs, and take steps to make it right.
- Enforce boundaries around safe play and school rules by using a “calm down” bench. Blue benches near Rm. 1 are a good choice.
- Help kids remember the **4 B's of Kensington Hilltop**: Be Respectful, Be Responsible, Be Safe, and Be Kind. Ask them if they can do the chant with you, or teach it to you!

Confidentiality:

- **Maintaining confidentiality helps all our kids feel safe and respected on campus!**
- As you help kids through tricky moments on the yard, please remember that it is critical not to talk about them off the yard.
- If you need support or want to make a report following any encounter on the yard, please bring it up with a teacher, Principal Jordan, or the district support staff.
- **Please allow the teachers and administration to communicate with families about anything that happens on the playground that may warrant a follow-up, including injuries or conflicts.**