PS3 CHARRETTE SCHOOL

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Thank you for volunteering! You are making our community stronger with your help. And you are invaluable to fostering a sense of independence for our students.

There are **three places** to help during lunch/recess volunteer times:

1. On the Play Street
2. In the Gymeteria

There are **two lunch periods** where help is needed:

- 10:59 am-11:50 am: PreK and 3/4/5 Lunch & Recess
- 11:50 am-12:43 pm: K/1/2 Lunch & Recess

Please use our calendar to Sign Up for Time to Volunteer during Recess/Lunch.

General expectations:

- Please respect PS3 staff members and be mindful of directions given by teachers, staff & administration while in the building.
- Please remember that volunteers are there to help all children and staff; it is not helpful to give special attention or treatment to a few children.
- Do not discipline students; Alert staff if students need extra support
- Please do not photograph or record students when in the building.
- Only use the restrooms designated for adults.
- Do not bring in food or drink; do not share food or drinks with students.
- Do not bring in toys or other special items.
- Please do not bring pets into the building.
- Please respect our students. Cherish their diversity and uniqueness.
- If a volunteer is disrespectful to students or staff or does not abide by guidelines, they will be asked to refrain from volunteering in the future.

- **Lunchroom Volunteers:**

- ○ Eduardo and Samantha are the PS3 Staffers that manage the lunchroom, please go to them with questions or concerns. They take their job seriously and they are in charge of the lunchroom.
- ○ Eduardo & Samantha will provide cleaning supplies.
- ○ Always wear gloves when handling food
- ○ Please know that volunteers are not allowed to help with food service in the kitchen, but volunteers can help in other ways. Only kitchen staff is allowed in the kitchen.
- ○ Responsibilities:
    - ■ Wipe tables during lunch transitions
    - ■ Help students manage the lunch line by communicating lunch options & help students if they want cold lunch (which is a different line)
    - ■ Help students learn how to open containers and clementines and assist when necessary
    - ■ Sweep up messes on the floor
    - ■ Be prepared to help students with spills
    - ■ Help students recycle and throw away trash
    - ■ Help students with salad bar

- **Recess Volunteers -**
    - ○ Terence & Anthony are the school staffers that manage recess. Please go to them with questions or concerns. They take their job seriously and they are in charge of the play street.
    - ○ There is also a recess coach from Kids in the Game present for recess to organize activities & games. They set up on towards the Bedford Street side of the street.
    - ○ Responsibilities:
        - ■ Help keep students away from parked cars on the Open Street
        - ■ Help keep trash & debris away from play space
        - ■ Students are not allowed on the sidewalk on the residential side of Grove Street.
        - ■ Help keep students on the PS3 side of the sidewalk and in the Open Street within the boundaries of the play area.

- - Help keep students safe from cars and bikes that may gain access to the Open Street play area.
    - Keep students from climbing on ledges, planters, other objects

- **5th Grade Out Lunch -**
  - Walk the perimeter of the Out Lunch area to keep an eye on the area and alert School Safety Agents of unexpected conditions or hazards
  - Be available as a "Safe Adult" resource for 5th Grade students with questions

- Other guidance:
  - - Please be mindful and help all the whole lunchroom/recess yard, not just your child/ your child's class
    - If you hear or see something of interest, go to School Staff. Do not try to manage the situation yourself.
    - When you tell the school staff about an issue, rest assured that they will communicate with the guidance team who will inform the administration.

I have read and acknowledge the guidelines and expectations for volunteering at PS3.

Print name: _____

Signature: _____

Date: _____