



P.S. 154 *Museum Alliance for Science and Technology Magnet School*
1625 11th Avenue, Brooklyn, NY 11215 *Samuel Ortiz, Principal*
Tel 718-768-0057 *Eric Havlik, Assistant Principal IA*
FAX 718-832-2573 www.ps154.org

Lunch Volunteer Program Orientation

Agenda

- Welcome and Introductions
- Goals of the program
- Volunteer Roles & Lunch Routines
- Expectations for Volunteers

Notes:



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Lunch Routines and Procedures

Lower Grades	
Teacher in Charge - Ms. Capua	
<p>Lunch Procedure:</p> <ul style="list-style-type: none"> • Kindergarten has recess in the school yard first from 11:10 to 11:40 a.m. - then comes into the lunch room to eat from 11:40 to 12:10 p.m. • 1st and 2nd grade eat in the lunchroom from 11:10 to 11:40 a.m. - then go outside for recess from 11:40 to 12:10 p.m. • On inclement weather days, all students eat in the lunchroom from 11:10 to 11:40. Kindergarten goes up to their classrooms with one of the school aides. 1st and 2nd grades stay in the lunchroom and play games. • Students get their food as a class. When their class is called, they line up, and walk over to Marion. Marion inputs into the computer that they are eating school lunch and they proceed to get their food and return to their class table. • Students eat with their class. • Students throw away their food as a class. Students should not get up to throw away their food until their class is called. • When asking for quiet, teachers will say, "one, two, three --- eyes on me!" 	
<p>Volunteer Roles: (inside)</p> <p><u>Kindergarten:</u> 1st volunteer: Help serve food; circulate tables and help children open milks, etc.; and assist in cleaning up. 2nd volunteer: Monitor the girls bathroom (female volunteer only)</p> <p><u>1st and 2nd Grade</u> 1st volunteer: Monitor the girls bathroom (female volunteer only) 2nd volunteer: Help serve food; circulate tables and help children open milks, etc.; and assist in cleaning up.</p>	<p>Volunteer Roles: (outside)</p> <p><u>Kindergarten, 1st and 2nd Grade:</u> 1st volunteer: Assist in getting outdoor supplies out of storage and bringing outside; organize play including jump ropes, hoola hoops, skip it, sidewalk chalk, etc. In inclement weather, organize games, art activities, etc. 2nd volunteer: Monitor the jungle gym or another area of the yard. In inclement weather, organize games, art activities, etc.</p>
<p>Bathroom:</p> <ul style="list-style-type: none"> • There are a total of 6 bathroom passes in the lunchroom - 3 boys and 3 girls. • Students should go to Ms. Guzzi or Ms. Capua for permission to use the bathroom. 	
<p>Nurse:</p> <ul style="list-style-type: none"> • Students should go to Ms. Guzzi or Ms. Capua if they feel ill. • For minor illnesses and injuries, there are nurse monitors (2nd grade students) who will walk students to and from the nurse. • If a child is seriously injured, take appropriate action. For example, call 911 or call the nurse to the scene, ext 3001. Immediately following, notify the teacher in charge and the principal or assistant principal. 	



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Lunch Routines and Procedures

Upper Grades	
Teacher in Charge - Ms. Varriale	
<p>Lunch Procedure:</p> <ul style="list-style-type: none"> • 3rd Grade has recess in the school yard first from 12:15 to 12:45 p.m. - then comes into the lunch room to eat from 12:45 to 1:15 p.m. • 4th and 5th grade eat in the lunchroom from 12:15 to 12:45 p.m. - then go outside for recess from 12:45 to 1:15 p.m. • On inclement weather days, all students eat in the lunchroom from 12:15 to 12:45. All grades stay in the lunchroom and play games after eating. • Students get their food as a class. Ms. Varriale will call classes. When their class is called, they line up, and walk over to Marion. Marion inputs into the computer that they are eating school lunch and they proceed to get their food and return to their class table. • Students can throw away their food when they are done eating. • At 12:45, teachers ask for quiet. Classes line up, follow Ms. Guzzi outside, and wait on their line spot until the 3rd has exited the school yard. • When asking for quiet, teachers will say, "two fingers up!" 	
<p>Volunteer Roles: (inside) 3rd, 4th and 5th Grade: 1st volunteer: Monitor the girls bathroom (female volunteer only) 2nd volunteer: Help serve food; circulate tables and help children open milks, etc.; and assist in cleaning up.</p>	<p>Volunteer Roles: (outside) 3rd, 4th and 5th Grade: 1st volunteer: Assist in getting outdoor supplies out of storage and bringing outside; organize play including jump ropes, hoola hoops, skip it, sidewalk chalk, etc. In inclement weather, organize games, art activities, etc. 2nd volunteer: Monitor the jungle gym or another area of the yard. In inclement weather, organize games, art activities, etc.</p>
<p>Bathroom:</p> <ul style="list-style-type: none"> • There are a total of 6 bathroom passes in the lunchroom - 3 boys and 3 girls. • Students should go to Ms. Guzzi or Ms. Varriale for permission to use the bathroom. If no pass is available, they can wait by the wall until one is. 	
<p>Nurse:</p> <ul style="list-style-type: none"> • Students should go to Ms. Guzzi or Ms. Capua if they feel ill. • For minor illnesses and injuries, there are nurse monitors (5th grade students) who will walk students to and from the nurse. • If a child is seriously injured, take appropriate action. For example, call 911 or call the nurse to the scene, ext 3001. Immediately following, notify the teacher in charge and the principal or assistant principal. 	



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Expectations for Volunteers

- Adults should not enter student bathrooms. We advise all staff not to enter the bathroom unless you have cause to believe someone may be hurt or in danger.
- If a student is behaving inappropriately, encourage the student to do the right thing. If the behavior persists, notify the teacher in charge. Please do not scold or reprimand students.
- It is the responsibility of the school to notify parents when their child is acting inappropriately. Please do not reach out to parents on your own, even if you know or have a personal relationship with that parent.
- Please do not discuss children, other than your own, with your children or other parents. If you are concerned about a particular student, share that with the appropriate school personnel.
- Please be dependable. Notify the school in advance.
- We also ask that volunteers only use their cell phones in emergency situations.
- Volunteers should never touch or grab a child.
- Parent volunteers are there to help ALL children. If you volunteer during your own child's lunch and attachment issues arise that are disruptive to the group, you will be asked to volunteer during another lunch period.
- Parent volunteers are expected to circulate (unless posted at bathrooms). Volunteers should not sit at lunch tables with students.

I have read, understand and agree to the above.

Signature

Printed Name

Date