

# BBHES LUNCHTIME VOLUNTEER INSTRUCTIONS

## **SIGN-UP**

When the month's sign-up is released, we ask that each volunteer only sign up for 4 lunch or recess times for K-2 grades to allow all parents an opportunity to volunteer. After the first of that month, you may sign-up for additional slots. *All volunteers will need to sign into LobbyGuard using their Driver's License.*

## **ARRIVAL**

Upon arrival you will check in at reception using the LobbyGuard Kiosk. You will be required to present identification. Proceed to the cafetorium.

## **LUNCHTIME**

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Before lunch begins, please grab an apron, scissors for opening packets and packages, extra napkins, silverware, etc. from the supply cart where students pay for lunch

## **WHAT TO EXPECT**

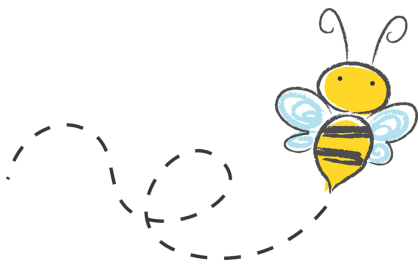
Students will enter the lunchroom and take their seats as a class. Please help us remind students of the lunchroom rules.

Students are:

- to remain seated, facing the table for the duration of lunch.
- not permitted:
  - to move around the tables for conversations.
  - to use the restroom during lunch.
  - to return to the classroom for anything.
- to use indoor voices and demonstrate their best PAX self.
- to raise their hand for assistance with opening containers or packages.

## **CLEAN-UP/RECYCLING**

- BBHES staff will inform the kids when they may stand up and dispose of trash.
- Encourage kids to clean up their own mess, within reason.
- Assist students with identifying whether an item is **recycling** or in trash.
- Excess liquid from juice or milk cartons must be dumped in the strainer bucket. This saves the district money by reducing the weight of our waste.
- Only adults are permitted to use the swiffer mops, dustpan and brooms for cleaning.
  - Swiffer mops are used to clean the top of tables only between lunch periods. Tables can be swiffered as soon as they are called to line up for recess and should be cleaned before the floors.
  - Dustpans and brooms should ONLY be used to clear the floors of mess and debris.



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### **RECESS DISMISSAL**

Students must be seated and quiet before being dismissed for recess. BBHES staff will determine which tables may line up for recess. Please continue to help us encourage PAX behavior while students transition from Lunch to Recess.

Volunteers will stay in the cafetorium for the duration of their volunteer shift and are not permitted to enter the playground during this time.

### ***TIMES:***

	<i>Lunch</i>	
<i>First Grade</i>	<i>10:45am</i>	
<i>Second Grade</i>	<i>11:15am</i>	
<i>Kindergarten</i>	<i>11:45am</i>	
<i>Fifth Grade</i>	<i>12:15pm</i>	
<i>Fourth Grade</i>	<i>12:50pm</i>	
<i>Third Grade</i>	<i>1:20pm</i>	

*After your volunteer shift, return to the LobbyGuard kiosk to scan your badge before departing.*