

## Lunch Monitor Guidelines

1. 1) The school lunch period is 12:20 to 1:00 PM. Please be prompt and allow time to sign in at the school office.
2. 2) All lunch monitors must have required clearances on file with the school office. Please visit [http://archphila.org/protection/SafeEnv/sep\\_main.htm](http://archphila.org/protection/SafeEnv/sep_main.htm) for more information. These clearances include but are not limited to:
  - a. a. PA State Criminal Check
  - b. b. PA Department of Public Welfare Child Abuse Clearance Check
  - c. c. For individuals who have not resided in Pennsylvania the preceding 2 years, a Federal Background Check is required. This must be obtained through Cogent using the Dept. of Public Welfare portal at: **Error! Hyperlink reference not valid.**
  - d. d. Safe Environment Training
  - e. e. Mandatory Reporting
  - f. f. Information and Technology Training, etc)
- g. 3) If you are unable to work on your assigned date, please switch your date with someone or find a substitute. You can easily switch or find a substitute using the email distribution list. Reach out to the other Lunch Monitors, someone will help you out! Please call the school office and let them know if you have not been able to find a replacement.
- h. 4) Lunch monitors are not assigned to a particular class or grade. We are responsible for overseeing the entire dining room, not just your own child's classroom.
- i. 5) During the time the students are in the dining room, they must remain in their seats while they are <sup>[SEP]</sup>eating. They may get up to throw out their trash or ask for assistance from a Lunch Monitor. Children should ask to use the bathrooms and use only the downstairs facility.
- j. 6) Some children may ask to leave the dining room to go to a classroom, library, choir, etc. They are excused if a teacher has given them permission.
- k. 7) On rainy days, the students bring board-games and may play at their tables or on the floor.
- l. 8) Grades K-8 will have lunch together followed by outside recess. The students must line up in a quiet, <sup>[SEP]</sup>orderly manner when walking outside and reentering the building. At least one lunch monitor should walk out at the front of the line and at least one at the back of the line.
- m. 9) Younger grades are assigned one day per week to play on the jungle gym during outside recess. That grade will be identified by the principal and then will line up and exit the building using the back exit. 1 lunch monitor will need to accompany these children and chaperone their play time at the jungle gym.
- n. 10) In the recess yard, children are generally involved in small group games, basketball, football and four-square. Grades K-4 are in the lower lot. Grades 5-8 are in the upper lot. 1 monitor is asked to cover the top lot, and 2 to the bottom lot.
- o. 11) If a child is hurt while outside playing, please ask a classmate or friend to accompany them to the nurse's office.
- p. 12) Please be aware of cars using the Church lot and keeping our children safe.
- q. 13) We ask Lunch Monitors to return to the office after lunch duty to sign out.

**Thank you for volunteering your time!**