

## Guidelines & Tips for Playground Duty

- All volunteers must complete Diocesan background check and Virtus training before serving as playground monitor. Please check with Kathleen Stirling to make sure you have completed these requirements. We ask that each family serve 4 shifts per child, per year.
- Upon arrival at SJS, go to the front desk and sign in: show your license to receive a guest badge.
- Check with the front office to see if you are going to B Lot or Convent Field.
- To access B Lot: walk across Teachers' Lot and down a small hill past the dumpsters. Turn right to walk along the path between the Rocket Playground and the gym onto B Lot. *NOTE – Teachers' Lot is currently not accessible due to the HVAC work being done in the middle school. Please walk through A Lot and through the breeze way to access B Lot during this time.*
- To access Convent Field: walk toward the church and convent; cross Spring Street at the crosswalk near the Church and walk past the Convent. There is a sidewalk with stairs down to the field.
- Check in with an SJS employee and introduce yourself. Ask if there is anywhere, they would like you to stand or anything specific they need assistance with.
- For younger students, assist with zipping jackets and tying shoelaces as needed.
- Watch for balls going underneath/over fencing. Retrieve balls if needed; students may not.
- At the end of recess encourage kids to: return any play equipment to the front for the next group, follow teacher instructions regarding gathering personal items and where to line up to return to the classroom.
- Playground monitors are permitted to:
  - Encourage positive behaviors witnessed.
  - Verbally correct inappropriate play/behavior; ask for SJS employee assistance if correction is not heeded.
  - Keep an eye out for kids who look lonely.
  - Interact with kids.
  - Partake in games as appropriate.
- With the understanding that the priority for volunteers' time is the monitoring of students at recess, parents may bring siblings not enrolled at SJS to playground duty
- Have fun!

**Inclement Weather Updates** – contact the front office or visit Falls Church City Schools at <http://www.fccps.org/>

### Emergency Protocol

- Fire Drills – Assist Recess Supervisory in lining children up along fence

For any question regarding playground duty, please contact Betsy Strong at [bsavage27@gmail.com](mailto:bsavage27@gmail.com)

