


## KLS Lunch Duty Responsibilities


**\*\* Parent volunteers: Please check in at the front desk and pick up an orange safety vest and the bag which holds the student keys to get in/out of building\*\***

(If there is no-one at the front desk upon your arrival please dial “KLS Reception” on the intercom dialpad next to the main door, or call 650-489-0071.)

### Lower School

- Arrive at KLS by **11:30 am** to pick up a safety vest and the pouch containing bathroom keys
- Be on the playground by **11:40 am** to greet the students. IL 1 is always first out for lunch
- Make sure all students are sitting down during lunch time
- **At 12:05 start checking student sections to release for recess.** (A “section” is a table or other area where students gather to eat.) Students need to pick up 5 pieces of trash and show an adult before beginning recess.
- Roam around the playground areas to make sure safe play is happening - students should not be roughhousing, climbing on or leaning against the fences, or going into the parking lot or street (adults can retrieve balls from these areas)
- **At 12:24 ring the end of recess bell** . (The iron triangle that hangs on the frisbee golf goal located next to the lunch tables.) All students must return all playground equipment to cart, jump ropes on hooks, hula hoops in shed. All students make sure all lunch areas are clean of trash and student belongings.
- Students line up, very quietly, by IL
- Announcements, if any, are made by staff
- Hand off safety vest and bathroom keys to adults supervising middle/upper school lunch
- **12:27 dismiss students to the building.** Students must enter building at a volume level 0
- Last adult on the playground sweeps the area for abandoned clothing, books, etc. Bring these to the lost and found near the reception desk.
- If you need to get students’ attention: clap a pattern (shave and a haircut), or try “1-2-3, eyes, on me,” etc.

## Upper School

- Be on the playground by **12:20 pm** to pick up the safety vest and the pouch containing bathroom keys
- **12:30 pm** greet middle/upper school students for lunch
- Make sure students are sitting down during lunch
- **12:49 ring the start of recess bell** . (The iron triangle that hangs on the frisbee golf goal located next to the lunch tables.) Students need to pick up 5 pieces of trash before beginning recess.
- Roam around the playground areas to make sure safe play is happening - students should not be roughhousing, climbing on or leaning against the fences, or going into the parking lot or street (adults can retrieve balls from these areas)
- **1:10pm ring the end of recess bell.** All students must return all playground equipment to the cart. Jump ropes on hooks, hula hoops in shed. All students make sure all lunch areas are clean of trash and student belongings.
- Announcements, if any, are made by staff
- **1:13pm dismiss students to the building.** Students must enter building at a volume level 0
- Last adult on the playground sweeps the area for abandoned clothing, books, etc. Bring these to the lost and found near the reception desk.
- Bring the pouch containing the bathroom keys and your safety vest to Antje at the front desk