
Title: Procedure for Recess Duty Training and Playground Rules

Control Information

Control Item	Details
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Document #	Procedure00018
Supersedes	
File Location	www.muddycreekcharterschool.org
Board approval date	02/05/2009

Revision History

Revision	Date	Revision Description	Originator
A	12/28/08	Initial Release	Mark Hazelton
B	02/05/09	Add training guidelines	Jen Renee

1. Procedure for Recess Duty Training and Playground Rules

1.1. Objective:

The objective of this policy is the following:

1. Define staff and volunteer training procedure.
2. Define the rules for playground safety.

1.2. Staff and Volunteer training procedure:

1. Staff and volunteers supervising recess and playground activities read procedures and guidelines.
2. Supervising staff train new personnel until trainer and the new playground duty personnel are confident s/he can supervise properly.
3. Trainer updates the list of trained personnel.
4. When possible, playground supervisors are trained in First Aid & CPR.

5. All playground supervisors, staff and volunteers alike, take a playground supervision course, when one is available, or minimally are provided with the information from the course.

1.3. Rules for safety:

1. Playground supervisors are expected to:
 - a. Have walkie-talkies in their possession at all times.
 - b. Know where the nearest first aid kit is.
 - c. Be outside and readily available as recess begins.
 - d. Spread out so that children may use the playground, the black top, the covered area and the field under direct adult supervision. The field will be closed if there are not enough supervisors.
 - e. Maintain expectations for students as listed below.
 - f. Turn disciplinary issues over to school staff.
2. Student are expected to:
 - a. Play, run, jump and have fun.
 - b. Have shoelaces tied.
 - c. Be respectful of others.
 - d. Never push, hit or kick.
 - e. Use kind words when talking with other. No name calling or put downs.
 - f. Help others to feel safe and to enjoy recess.
 - g. Ask for your turn and give another person a minute or two to finish.
 - h. Give others a turn when asked. Don't monopolize equipment.
 - i. Never exclude someone from a play area. Include others in your play and games.
 - j. Respect other's creativity. Do not destroy other people's play creations or games.
 - k. Leave objects such as pencils, pens and markers in the classroom.
 - l. Never have electronic toys.
 - m. Avoid getting non-raingear wet.
 - n. Keep balls and other equipment from getting wet and muddy; avoid puddles.

- o. Replace equipment you have been playing with when you are finished.
 - p. Stop and listen when one whistle sounds.
 - q. Line up and wait quietly when two whistles sound.
 - r. Clean shoes off before tracking mud inside.
- 3. Use of space:
 - a. Students must be within sight at all times.
 - b. Students may enter the building only with permission from a playground supervisor.
 - c. Students must stay within defined play areas. The playground, the black top, the covered area and the field need to be supervised for students to use these areas. If there are not enough supervisors, the field will be closed.
 - d. Given sufficient supervision students ought to be encouraged to go to the field, regardless of the weather, as long as they are suitable dressed.
 - e. The parking lot, trees and dirt area are always off limits.
 - f. Tag games may be played on the grass or mulch areas only.
- 4. Use of large equipment:
 - a. Do not run on play structures; walk only.
 - b. Tag games may not be played on play structure.
 - c. No standing on top of horizontal climbing equipment. Crawling across or sitting on top of bars is OK.
 - d. Do not grab or push people who are climbing on play equipment.
 - e. Count to 60 (“thousand one, thousand two, etc.”) when waiting your turn.
 - f. Swings must be used for swinging only. No twisting, twirling or jumping off.
 - g. Tether ball is for playing tether ball only.
 - h. Allow others to have a turn with areas and equipment.
- 5. Use of small equipment:
 - a. Jump ropes are only for jumping.
 - b. P.E. equipment will not be used during recess.
- 6. Rainy days

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- a. Rain gear or suitable clothing and footwear must be worn in order to be out in the rain so that wetness does not interfere with a student's lunch or academic time.
 - b. Walking and playing in the rain will be encouraged given sufficient adult supervision is available.
 - c. Most play equipment should not be taken out in the rain, and none should be left in the rain.
 - d. Upon reentering the building, wet and muddy shoes ought to be removed promptly and indoor shoes worn.
 - e. Students feeling cold must have an indoor option.
7. Wet and windy and freezing weather (a.k.a. Indoor Recess):
- a. Three areas will be utilized, if possible depending on the number of supervisors available and the current conditions of the space:
 - i. The gym for facilitated sport games, such as dodge ball, basketball, bump or horse, red light green light, mother may I?, yoga, dancing or obstacle courses.
 - ii. The library for social activity, such as board games, coloring, reading, playing the piano, and playing with dolls and other available manipulative. Computers will not be available for use during recess.
 - iii. The covered area for fresh air outdoor activity, for students who are properly dressed.
 - b. Balls and other equipment should be kept out of the mud and puddles.