

Yard Duty Guidelines 2011-2012

All parents are required to give three days per year if they have one child in attendance and four times per year if they have two or more children. **If you choose to opt-out of your yard duty responsibilities, the fee will be \$30 for the school year. You may pay this fee by Friday, October 7, by using our on-line ordering system.** If we have not received this check by then, you will be assigned dates.

The **Yard Duty calendar, substitute list and these guidelines can be found on the SMM Website** – go to School Calendar, and you will see the Yard Duty calendars (as well as the substitute list) underneath the monthly school calendars at http://www.stmarymagdalen.net/School/school_calendar.htm.

If you are unable to come to Yard Duty on your date, **it is your responsibility to find a replacement.** In all but emergency situations, you should attempt to switch with someone else scheduled on a different day. If so, please notify the office, so we know who should get a reminder call.

If you have a last minute emergency, please call someone from the substitute list (which is also on the web site). If you use a substitute, it is your responsibility to send in the required payment of \$10 to the office marked “Yard Duty Substitute.” Please indicate your name, the sub who helped you, and the date. The office will ensure the money goes to the sub. **If you do not show up for your scheduled Yard Duty or find a replacement, you will be rescheduled for a future date.**

Please plan to arrive by 11:45 and to stay until 1:00. Check in at the school office, initial your name on the calendar, and select one badge representing a “station.” The Yard Duty parents are to assist in the cafeteria with the first lunch (K – 3rd grade) at the tables designated on your badge.

There are four outside “stations” – playground (which is assigned to specific grades on a rotating basis), lower parking lot (6th – 8th grades), upper right parking lot, and upper left parking lot. After helping out with the first lunch, you are to go to your designated area outside. Specific rules for that area are on the back of the badge. When outside, please be vigilant to ensure the safety of our children. General rules include:

1. Children are to play on the blacktop only, except for the grass between the upper and lower parking lots and the playground.
2. Children are not permitted to be near the trees or on any hills. They should not be close to the school building, or by the tool shed and green electrical box by Kindergarten. Children should be able to be seen at all times.
3. Children need to stay off the church office parking lot. When going to and from the playground, they must stay on the side of the cones closest to the basketball nets to stay away from the office parking lot.
4. Rough play is not permitted. If someone is hurt, assess the situation. If there is any concern of serious injury, do not move the child and contact the nurse. Playground and main Yard Duty parents have walkie talkies directly connected to the school nurse. For minor injuries, **one child** should accompany the injured child to the school nurse.
5. Should you encounter any serious discipline problem, contact Mrs. Burke immediately to resolve the situation. Also, a copybook is in the office to record any problems observed.
6. Be aware of any movement of cars to/from the school office or any contractors in the area. If required, stop ball play until the car is safely out of the yard area. Contractors should not be anywhere near the children. School doors should remain closed at all times. Please ensure they are not propped open.

If recess is inside, you will be assigned classrooms to monitor after the first lunch. Please remain until 1:00 pm when recess is complete.

Thank you for helping to keep our precious children safe.