



ST. MARK CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE MEET

PREFECTING GUIDELINES

PURPOSE OF THE PREFECTING PROGRAM

The prefecting program is designed to provide for and secure the safety and proper conduct of students during lunch and recess time. This program is made up of parents and school faculty. Upon enrollment, each family that has a child in grades preschool – 5th makes a registration commitment to 5 days of prefecting supervision (families with only a middle school student are exempt). A \$100 prefecting deposit is due at the beginning of the school year as a deposit on your time. Once 5 days of prefecting duty are completed, the deposit will be refunded. Those who find it impossible to participate will relinquish the \$100 fee, and substitute parents will be used.

In June and throughout the school year, a prefecting calendar is available for sign-up.

Following are some general guidelines to follow during prefecting duty:

ATTIRE/WHAT TO BRING

-Wear comfortable clothes and shoes. Prefecting volunteers help students in the cafeteria, as well as on the playground, blacktop and field during recess.

-Feel free to bring bottled water, sunglasses, hat, coat and gloves (for cold days) so you will be prepared to go outside.

-Remember, **NO CELL PHONES** are allowed. Please do not carry them with you.

ARRIVAL AT SCHOOL

-Please arrive at school by 10:45 AM.

-Upon arrival, please sign-in with Rene O'Connor at the front office. Sign-in on the visitor's log **AND** on the prefecting sign-in calendar. The prefecting sign-in calendar is located at the back of the sign-in notebook (behind the red divider).

-Leave purses and personal belongings in the school office with Rene O'Connor.

-Before going to the cafeteria, pick up an apron in the storage/prefecting closet (located in the breezeway between the administration offices and the cafeteria).

-The apron should be stocked with napkins, straws, utensils, etc. Scissors are also provided to assist in opening condiments/packages for students. Replenish any items missing from the apron at the condiment/utensil cart located at the front of the cafeteria.

-Please be sure to get a pair of plastic gloves to wear in the cafeteria (gloves can be found on the table located in the front of the cafeteria, or on the podium).

CAFETERIA DUTY:

General Guidelines:

-11:00 AM – Preschool, Transitional Kindergarten and Kindergarten students arrive

-11:30 AM - 1st and 2nd grade students arrive

-12:00 PM - 3rd, 4th and 5th grade students arrive

-Students will raise their hands if they need assistance (napkins, opening packages, etc.).

-In between groups, it is helpful if two prefecting volunteers sweep under the tables while the other volunteers wipe down the tables and benches with Clorox wipes. Clorox wipes can also be placed at each table (one at each end of the table) so that each group of students can wipe the tables at the conclusion of their lunch period. Additional Clorox wipes can be found in the storage/prefecting closet.

-In case of a large spill or mess, please notify Rene O'Connor in the front office so she can call for the maintenance staff.

Preschool/Kindergarten Guidelines:

-Assist preschoolers with opening their lunches.

-Throw away trash for preschoolers.

-Please encourage preschoolers to eat their food.

-Sometimes it is necessary to cut food for preschoolers, especially the brownies on pizza day.

-If preschoolers have leftover food, please put it back in the student's lunchbox so parents will have an idea of how much they have eaten.

-Kindergarteners throw away their own trash and will need less assistance, when the trash can is brought to their table.

-Prior to the end of the Preschool/Kindergarten lunch period, one prefecting volunteer should take the ball bin outside (located inside the storage/prefecting closet). If the balls are flat, please leave a note for Coach Brooks so he can inflate them.

-Two prefecting volunteers will be asked to go outside when Kindergarten goes to recess. The remaining prefecting volunteers will remain in the cafeteria for the next group of students.

-Please return aprons to the storage/prefecting closet prior to going outside.

1st/2nd grade Guidelines:

-After 1st/2nd grades finish eating, some prefecting volunteers need to clean-up the cafeteria again.

- Please bring trash cans to the tables for the kids to throw away trash after eating. Students are not permitted to get up prior to bringing the pail.

-The remaining prefecting volunteers will go outside to assist with recess duty.

-Please return aprons to the storage/prefecting closet prior to going outside.

OUTSIDE DUTY:

General Guidelines:

-Prior to the end of the Preschool/Kindergarten lunch period, one prefecting volunteer should take the ball bin outside (located inside the storage/prefecting closet). If the balls are flat, please leave a note for Coach Brooks so he can inflate them.

-Volunteers should **spread out** on the field and blacktop. Please do not cluster together with other parents under the trees. One volunteer should always be near the driveway near the playground so that loose balls can be collected before they roll into the street.

-Students are not permitted to go near parked cars. They must stay within view. Occasionally, students will wander near the Lions' Lair door. Please remind them to stay within view.

-Students may use the outside bathroom, as long as they ask permission (volunteers must know where students are at all times).

-A black bag is attached to the ball bin and contains Band-Aids for small cuts and scrapes. Please let a teacher know if a student needs to see a nurse.

3rd/4th/5th Grade Guidelines:

-3rd/4th/5th grade students receive ball passes from their teachers. Those with a ball pass will line up at the ball bin first. Students with passes receive first choice in choosing a ball. All other students **MUST** form a line until all ball passes have been collected. When recess is over, please give the ball passes to students in the corresponding grades. They will return them to the teacher for the following day's use.

-Once 3rd/4th/5th grades are finished with recess, a prefecting volunteer must stay with students until a teacher arrives to get them. Other prefecting volunteers may assist with rolling the ball bin back to the storage/prefecting closet.

CONCLUSION OF PREFECTING DUTY:

-Prefecting duty ends around 1:00 PM.

-Once duty ends, please sign-out on the visitor's log at the front office.

IMPORTANT REMINDERS:

-Your tone and words should always be kind and caring, even when redirecting a student.

-**Never** put a hand on a student unless it is to prevent an injury from occurring.

- If you notice bullying behavior, please do **NOT** attempt to correct the student yourself. Please get the teacher on duty to handle the situation.