



# Mater Boni Consilii Academy

1225 Rebecca Street, Oakville, ON L6L 1Z1

## Lunch & Recess Monitors

The following guidelines aim to ensure a safe, orderly, and enjoyable environment during the lunch and recess hour. Monitors play a critical role in fostering a positive school atmosphere, and adherence to these guidelines will help create a respectful and productive environment for all students.

### 1.0 General Expectations

- 1.1 *Punctuality*: Arrive on time (12:00pm) to assigned areas and remain present for the entirety of your shift.
- 1.2 *Visibility*: Stay visible and actively move around your designated area to monitor students effectively.
- 1.3 *Engagement*: Interact with students respectfully and positively. Be approachable and model appropriate behavior.
- 1.4 *Consistency*: Apply rules uniformly and fairly to all students, without favoritism.
- 1.5 *Professionalism*: Maintain a calm demeanor, even during challenging situations.

### 2.0 BEFORE LUNCH & RECESS

- **Preparation**: Familiarize yourself with your assigned area, the schedule, and specific rules for the grade levels you are monitoring.
- **Safety Check**: Ensure the area is free of hazards (e.g., spills in the cafeteria, debris on the playground).
- **Communication Tools**: Carry any necessary equipment (e.g., whistle, walkie-talkie) as provided by the school.

### 3.0 DURING LUNCH

- **Seating and Order**:
  - Encourage students to remain seated while eating.
  - Monitor for any behavior that disrupts others, such as, running around, throwing food or excessive noise.
- **Cleanliness**:
  - Remind students to dispose of their trash and maintain cleanliness.
  - Address spills promptly to avoid accidents.
- **Assistance**:

- Help younger students open containers or navigate their lunch bags.
- Be vigilant about any allergies or dietary concerns; consult school staff if necessary
- **Conflict Resolution:**
  - Intervene calmly in disputes and redirect negative behaviors.
  - Notify school staff of any unresolved issues.

#### 4.0 DURING RECESS

- **Supervision:**
  - Position yourself strategically to monitor the entire playground or designated area.
  - Maintain visual contact with all students, moving around as necessary.
  - Refrain from the use of cellphones to remain focused on monitoring the playground.
  - Be mindful of conversations with school staff. This is not the time for Parent/Teacher Dialogue.
  - Ensure students return any balls or playground equipment back in the outdoor storage box.
- **Safety:**
  - Enforce playground rules to prevent injuries (e.g., no pushing, hands to themselves, proper use of equipment, etc).
  - Students should not be entering the parking lot without accompaniment from an adult volunteer for any stray balls or equipment.
  - Students should not be climbing down or swinging on the window well guard rails.
  - Respond promptly to accidents or emergencies, following school protocol.
  - If a child is hurt, please usher them inside accompanied by another adult or volunteer and return to your duty once school staff have addressed the issue.
- **Conflict Resolution:**
  - Promote inclusive play and mediate conflicts with fairness.
  - Teach problem-solving techniques and encourage teamwork.
  - Be mindful of your approach toward children ensuring a calm demeanor, even during challenging situations.
- **Weather and Environment:**
  - Ensure students are dressed appropriately for the weather.
  - Monitor for signs of fatigue, dehydration, or overheating.

#### 5.0 POST-LUNCH/RECESS DUTIES

- **Transition:** Ensure students line up and transition back to class calmly and orderly.
- **Clean-Up:** Check the area for leftover items or trash, and report any maintenance issues.

- **Feedback:** Communicate any significant incidents or concerns to the appropriate staff or administration.

## 6.0 KEY REMINDERS

- **Be proactive, not reactive.** Anticipate potential issues and address them before they escalate.
- **Listen actively.** Validate student concerns while maintaining boundaries.
- **Encourage kindness.** Reinforce positive interactions among students.
- **Stay alert.** Avoid distractions like personal devices or lengthy conversations with other adults.

By following these guidelines, monitors can contribute to a safe, respectful, and enjoyable environment that aligns with the values of the school. Thank you for your dedication!