

SUPERVISION DUTIES AND RESPONSIBILITIES

Our Objective is to provide a safe environment for the children at Our Lady of Mercy School

Morning shifts

Please ensure all cones, parking signs etc are taken out from the school hallway and placed by the parking lot as well on the side of the STM field. After all the signs are placed, proceed to your designated posts. (Please see diagram). At 8:50a.m., all supervision volunteers should head to the parking lot and help gather all the cones and signs and prepare them for lunch set up (moving the cones further down towards the church's parking entrance to give enough play area for the students after their lunch recess). Once this is completed, please head back to the school office and sign out.

Lunch shifts

Please ensure the morning volunteers have moved all the cones to Recess setting. *If not, please arrange cones accordingly then proceed to your designated posts.* At 12:55p.m., all supervision volunteers should head to the parking lot and help gather all the cones and prepare them for after school. Once completed, head back to the school office and sign out.

PLEASE DO NOT LEAVE THE SCHOOL GROUNDS UNTIL ALL THE STUDENTS HAVE GONE TO THEIR CLASSROOMS.

After school shifts

Please proceed to your designated posts. At 3:20p.m. Shift "C" should gather the children who have no parent/guardian with them and proceed to the office.

At 3:30p.m., all supervision volunteers should head to the parking lot and help gather the following:

- Cones
- Signs
- Delivery Truck sign (located outside the school gym)
- Walking Zone sign

Please ensure the signs mentioned above are stored in the hallway by Grade 4 and Grade 6 classrooms. Ensure classroom doors are not blocked. Once this has been completed head back to the school office and sign out.

Please refrain from using cell phones or listening to music during shifts, we have to be able to hear and see the kids at all times. Stay on your designated post and enjoy your shift.

Thank you for all your hard work!