

Dear P.S. 24 Families,

During our School Leadership Team Meeting, some parents brought up the point that many families are unaware of lunchtime and recess protocols and procedures. As an administration and as a staff our goal is for us to be on the same page as families so we can all support our children's growth academically, socially, and emotionally. Below are some of the structures that are in place to ensure a safe and fun recess and lunch for all children.

Thank you!

Sincerely,

P.S. 24 Administration

Lunchroom

- When children walk into the hot lunchroom they are met at the door by a school aide or other staff member and directed to their table where they sit and talk with their peers until their table is called to get hot lunch. Only one table can get lunch at a time since all children eating lunch must be accounted for in an online system
- When children walk into the cold lunchroom they are met at the door by a school aide or other staff member and directed to their table where they sit and take out their lunch and begin eating while conversing with their peers
- If children need water, to use the bathroom, or are having a conflict with their peers they are asked to raise their hand and an adult will go over to them.
- Children are asked not to get out of seats without permission because the lunchrooms are a tight space and when too many children are up at a time, accidents occur.
- When it appears that most children have finished eating or an announcement must be made, a staff member whistles a 5 whistle pattern to get the children's attention and the children clap this pattern back.
- Children then look at the adult and wait for further direction (usually it is that we are ready to go out and one table at a time will be called to throw out their garbage). Other possible scenarios are the noise level has gotten too high, students are out of their seats without permission, or there is a fire drill or other safety emergency. All of these situations require a whistle to quickly get the children's attention and give any important information to ensure all children are safe.
- Once garbage is thrown out students return to their tables and are then directed by an adult when it is time for their table to line up to go outside. The tables who have followed all lunchtime protocols are called to line up first. One adult leads out the upper grade to the lower yard first. Then another leads the younger grade to the upper yard after.

Recess

- One school aide will be standing near the entrance to the school leading to the bathroom across from the hot lunchroom and all children use the bathroom near the hot lunchroom, including children in the lower yard (until the cold lunchroom bathrooms are

reopened). During the first recess (grade 1) students are escorted to the bathroom from the lower yard. The other grades can go independently but the adult monitoring the exit to the yard will ensure all students who leave for the bathroom return.

- One school aide is responsible for writing down names of any students who leave the yard and reporting that information to the appropriate teacher. This includes children visiting the nurse and children leaving early.
- In the lower yard, both gates remain closed and a school aide is in proximity of each to ensure children do not leave the yard. In the upper yard, one school aide is standing in proximity of each exit to the yard to ensure children do not leave the yard.
- When the whistle blows (one long whistle), children must freeze where they are and wait for further directions. Children can choose to: freeze and put their hands on knees, sit, kneel, or stand where they are. However, the expectation is that they will freeze and be quiet so they can hear the next direction (line up because recess is over, line up because it is raining, line up for a fire drill, etc)
- If a child puts his hands on another child (push, shove, etc), he/she is asked to sit for the remainder of recess that day. Children are then asked 2 questions: Do you know why you were pulled out? What should you have done differently?
- If a child punches, kicks, or is more physically aggressive, child will be brought to speak with Ms. Amster/ Mr. Schwartz.
- If children are disrespectful, use inappropriate language, or throw food in the lunchroom they will be given a 5 minute time out. Children will be asked the following 2 questions: Do you know why you were pulled out? What should you have done differently? Once they answer they will be allowed to continue playing at recess

We hope this clarifies the expectations and procedures at recess. If you have any further questions, please contact Nina Amster at NAmster@schools.nyc.gov or Steven Schwartz at SSchwartz@schools.nyc.gov.