



Extended Day/Lunch Bunch Staff Procedure

Extended Day will begin at 12:15 pm daily on the Playground, beginning the 2nd Monday of the School Year.

Creekside Staff: Stephanie, Raengel & Maria (T/Th)

Mixed Age Staff: Itali, Bertha & Cecile

*staffing changes will be notified as needed.

Leads are responsible for Incident/Accident reporting in Brightwheel.

Assistants will report incidents/accidents in the absence of the Lead Teacher.

*Rain Schedule: Mixed Age starts in Big Room - Creekside starts in the Block Room

Creekside dismisses from the Big Room - Mixed Age dismisses from Room 160

Walkie Talkie to the office for any Late Pickups. Bring children to the office at 2:30 pm.

Blue Sky:

Remain on the playground after dismissal. Morning Class Teachers/Assistants need to connect with Lunch Bunch staff to complete attendance before leaving the playground. Please make sure to only mark children present who you have visually seen (Name to face correspondences).

Woodland:

Leslie & Magnolia will escort the lunch bunch children to the playground. Make sure to provide the attendance count to Itali and ensure that the children are marked present on the attendance sheet as they enter the playground @ 12:15pm.

Creekside:

Maria & Raengel will escort the Chameleons down to the playground. Make sure to provide the count to Stephanie and ensure that the children are marked present on the attendance sheet as they enter the playground @ 12:15pm.

Tracy will escort the Treefrogs up to the playground. Make sure to provide the count to Stephanie and ensure that the children are marked present on the attendance sheet as they enter the playground @ 12:15 pm.