

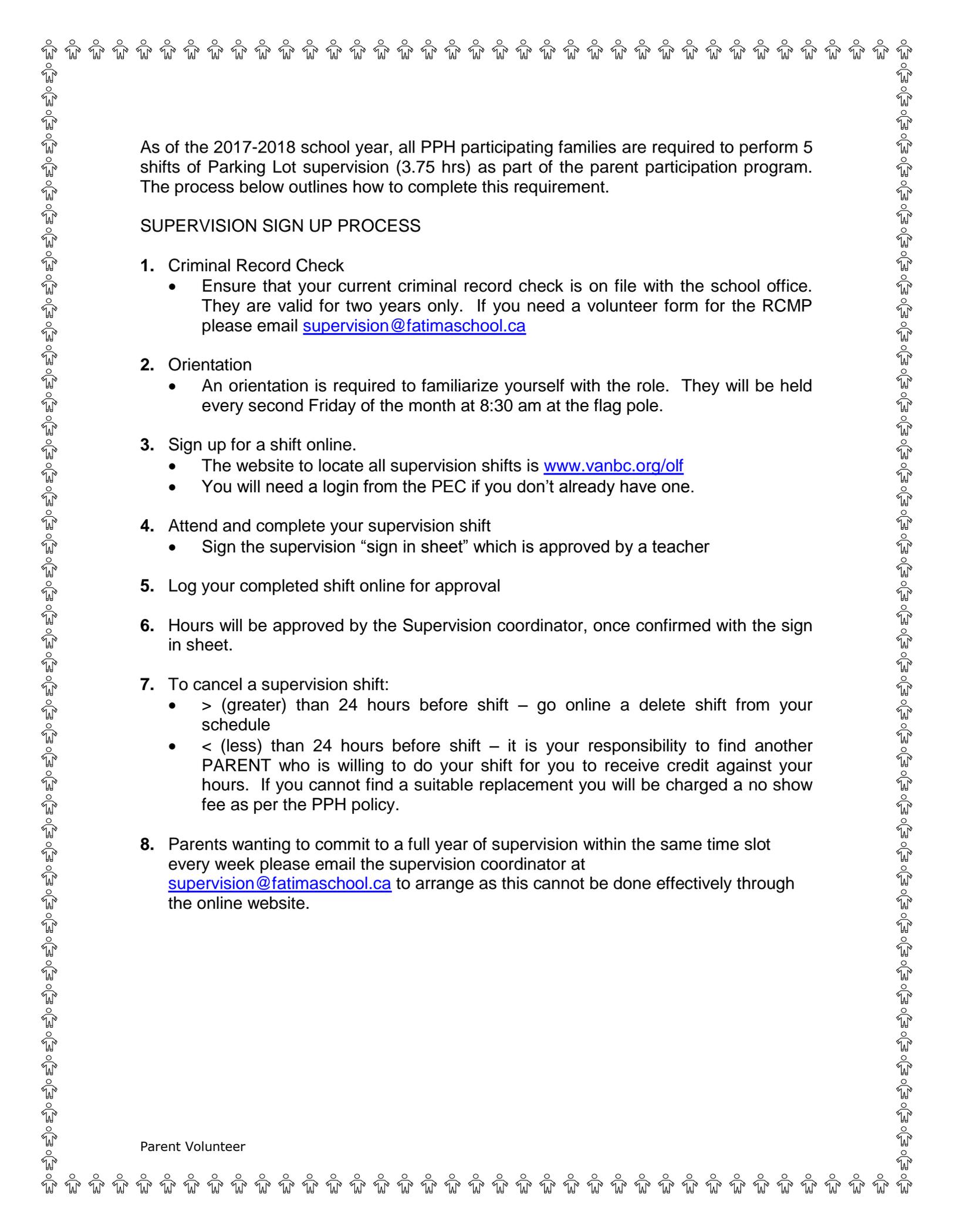
**THE SUPERVISOR'S GUIDE
TO
SUPERVISION
OUR LADY OF FATIMA SCHOOL**



Revised 2017

Supervisor's Guide

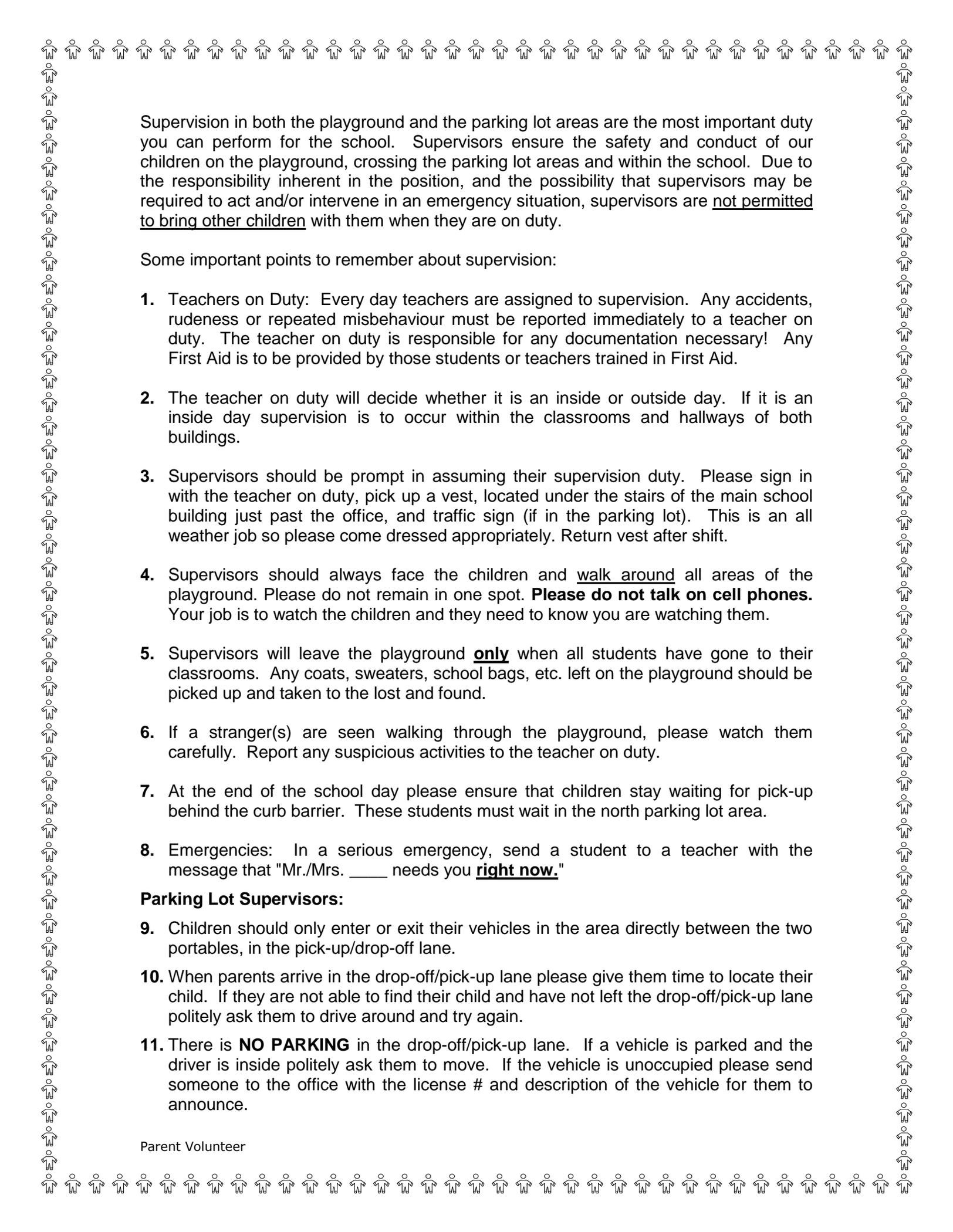
Contact: Email: supervision@fatimaschool.ca



As of the 2017-2018 school year, all PPH participating families are required to perform 5 shifts of Parking Lot supervision (3.75 hrs) as part of the parent participation program. The process below outlines how to complete this requirement.

SUPERVISION SIGN UP PROCESS

1. Criminal Record Check
 - Ensure that your current criminal record check is on file with the school office. They are valid for two years only. If you need a volunteer form for the RCMP please email supervision@fatimaschool.ca
2. Orientation
 - An orientation is required to familiarize yourself with the role. They will be held every second Friday of the month at 8:30 am at the flag pole.
3. Sign up for a shift online.
 - The website to locate all supervision shifts is www.vanbc.org/olf
 - You will need a login from the PEC if you don't already have one.
4. Attend and complete your supervision shift
 - Sign the supervision "sign in sheet" which is approved by a teacher
5. Log your completed shift online for approval
6. Hours will be approved by the Supervision coordinator, once confirmed with the sign in sheet.
7. To cancel a supervision shift:
 - > (greater) than 24 hours before shift – go online a delete shift from your schedule
 - < (less) than 24 hours before shift – it is your responsibility to find another PARENT who is willing to do your shift for you to receive credit against your hours. If you cannot find a suitable replacement you will be charged a no show fee as per the PPH policy.
8. Parents wanting to commit to a full year of supervision within the same time slot every week please email the supervision coordinator at supervision@fatimaschool.ca to arrange as this cannot be done effectively through the online website.



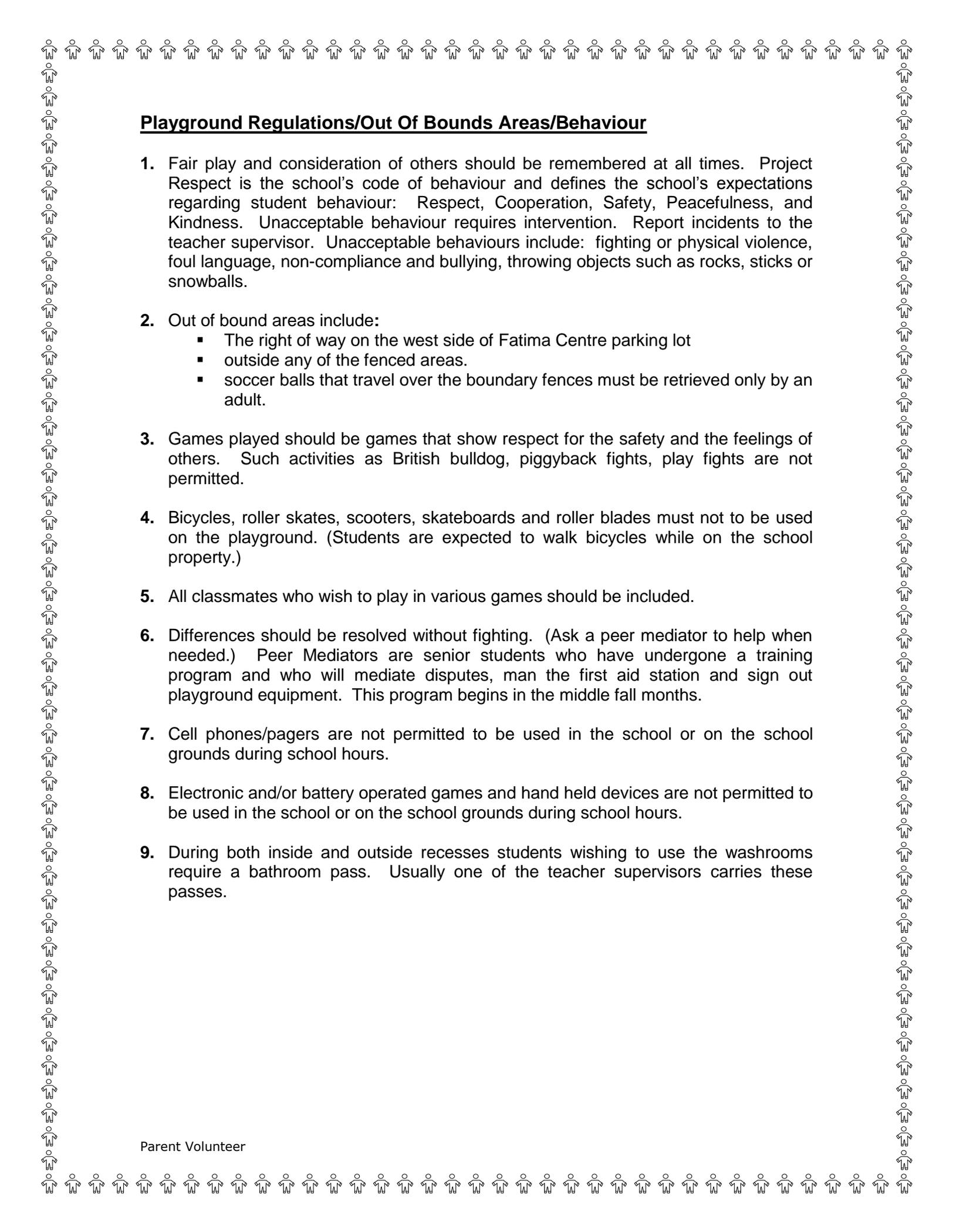
Supervision in both the playground and the parking lot areas are the most important duty you can perform for the school. Supervisors ensure the safety and conduct of our children on the playground, crossing the parking lot areas and within the school. Due to the responsibility inherent in the position, and the possibility that supervisors may be required to act and/or intervene in an emergency situation, supervisors are not permitted to bring other children with them when they are on duty.

Some important points to remember about supervision:

1. Teachers on Duty: Every day teachers are assigned to supervision. Any accidents, rudeness or repeated misbehaviour must be reported immediately to a teacher on duty. The teacher on duty is responsible for any documentation necessary! Any First Aid is to be provided by those students or teachers trained in First Aid.
2. The teacher on duty will decide whether it is an inside or outside day. If it is an inside day supervision is to occur within the classrooms and hallways of both buildings.
3. Supervisors should be prompt in assuming their supervision duty. Please sign in with the teacher on duty, pick up a vest, located under the stairs of the main school building just past the office, and traffic sign (if in the parking lot). This is an all weather job so please come dressed appropriately. Return vest after shift.
4. Supervisors should always face the children and walk around all areas of the playground. Please do not remain in one spot. **Please do not talk on cell phones.** Your job is to watch the children and they need to know you are watching them.
5. Supervisors will leave the playground only when all students have gone to their classrooms. Any coats, sweaters, school bags, etc. left on the playground should be picked up and taken to the lost and found.
6. If a stranger(s) are seen walking through the playground, please watch them carefully. Report any suspicious activities to the teacher on duty.
7. At the end of the school day please ensure that children stay waiting for pick-up behind the curb barrier. These students must wait in the north parking lot area.
8. Emergencies: In a serious emergency, send a student to a teacher with the message that "Mr./Mrs. ____ needs you right now."

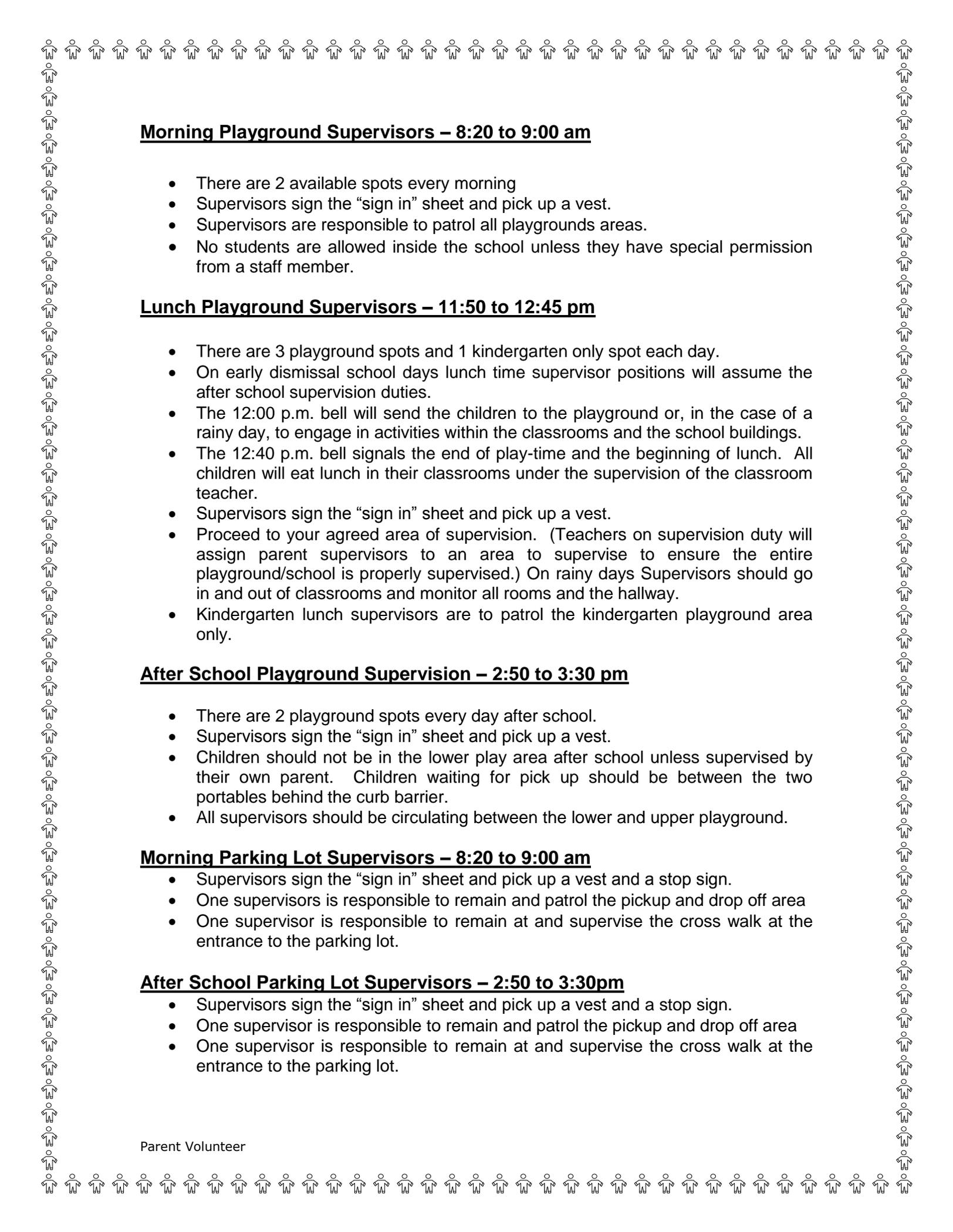
Parking Lot Supervisors:

9. Children should only enter or exit their vehicles in the area directly between the two portables, in the pick-up/drop-off lane.
10. When parents arrive in the drop-off/pick-up lane please give them time to locate their child. If they are not able to find their child and have not left the drop-off/pick-up lane politely ask them to drive around and try again.
11. There is **NO PARKING** in the drop-off/pick-up lane. If a vehicle is parked and the driver is inside politely ask them to move. If the vehicle is unoccupied please send someone to the office with the license # and description of the vehicle for them to announce.



Playground Regulations/Out Of Bounds Areas/Behaviour

1. Fair play and consideration of others should be remembered at all times. Project Respect is the school's code of behaviour and defines the school's expectations regarding student behaviour: Respect, Cooperation, Safety, Peacefulness, and Kindness. Unacceptable behaviour requires intervention. Report incidents to the teacher supervisor. Unacceptable behaviours include: fighting or physical violence, foul language, non-compliance and bullying, throwing objects such as rocks, sticks or snowballs.
2. Out of bound areas include:
 - The right of way on the west side of Fatima Centre parking lot
 - outside any of the fenced areas.
 - soccer balls that travel over the boundary fences must be retrieved only by an adult.
3. Games played should be games that show respect for the safety and the feelings of others. Such activities as British bulldog, piggyback fights, play fights are not permitted.
4. Bicycles, roller skates, scooters, skateboards and roller blades must not to be used on the playground. (Students are expected to walk bicycles while on the school property.)
5. All classmates who wish to play in various games should be included.
6. Differences should be resolved without fighting. (Ask a peer mediator to help when needed.) Peer Mediators are senior students who have undergone a training program and who will mediate disputes, man the first aid station and sign out playground equipment. This program begins in the middle fall months.
7. Cell phones/pagers are not permitted to be used in the school or on the school grounds during school hours.
8. Electronic and/or battery operated games and hand held devices are not permitted to be used in the school or on the school grounds during school hours.
9. During both inside and outside recesses students wishing to use the washrooms require a bathroom pass. Usually one of the teacher supervisors carries these passes.



Morning Playground Supervisors – 8:20 to 9:00 am

- There are 2 available spots every morning
- Supervisors sign the “sign in” sheet and pick up a vest.
- Supervisors are responsible to patrol all playgrounds areas.
- No students are allowed inside the school unless they have special permission from a staff member.

Lunch Playground Supervisors – 11:50 to 12:45 pm

- There are 3 playground spots and 1 kindergarten only spot each day.
- On early dismissal school days lunch time supervisor positions will assume the after school supervision duties.
- The 12:00 p.m. bell will send the children to the playground or, in the case of a rainy day, to engage in activities within the classrooms and the school buildings.
- The 12:40 p.m. bell signals the end of play-time and the beginning of lunch. All children will eat lunch in their classrooms under the supervision of the classroom teacher.
- Supervisors sign the “sign in” sheet and pick up a vest.
- Proceed to your agreed area of supervision. (Teachers on supervision duty will assign parent supervisors to an area to supervise to ensure the entire playground/school is properly supervised.) On rainy days Supervisors should go in and out of classrooms and monitor all rooms and the hallway.
- Kindergarten lunch supervisors are to patrol the kindergarten playground area only.

After School Playground Supervision – 2:50 to 3:30 pm

- There are 2 playground spots every day after school.
- Supervisors sign the “sign in” sheet and pick up a vest.
- Children should not be in the lower play area after school unless supervised by their own parent. Children waiting for pick up should be between the two portables behind the curb barrier.
- All supervisors should be circulating between the lower and upper playground.

Morning Parking Lot Supervisors – 8:20 to 9:00 am

- Supervisors sign the “sign in” sheet and pick up a vest and a stop sign.
- One supervisors is responsible to remain and patrol the pickup and drop off area
- One supervisor is responsible to remain at and supervise the cross walk at the entrance to the parking lot.

After School Parking Lot Supervisors – 2:50 to 3:30pm

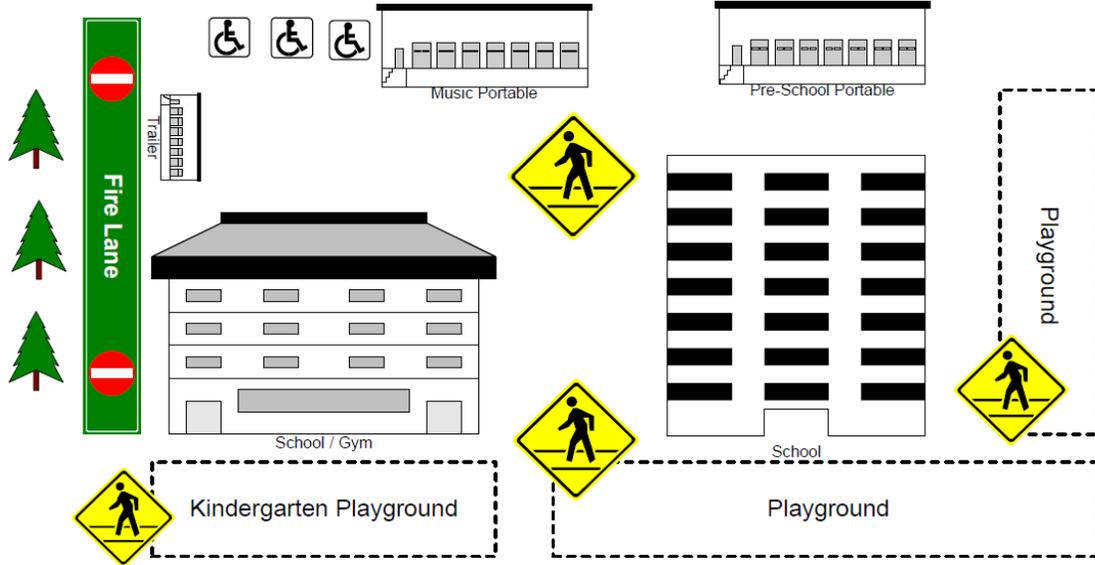
- Supervisors sign the “sign in” sheet and pick up a vest and a stop sign.
- One supervisor is responsible to remain and patrol the pickup and drop off area
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Sample Sign in sheet

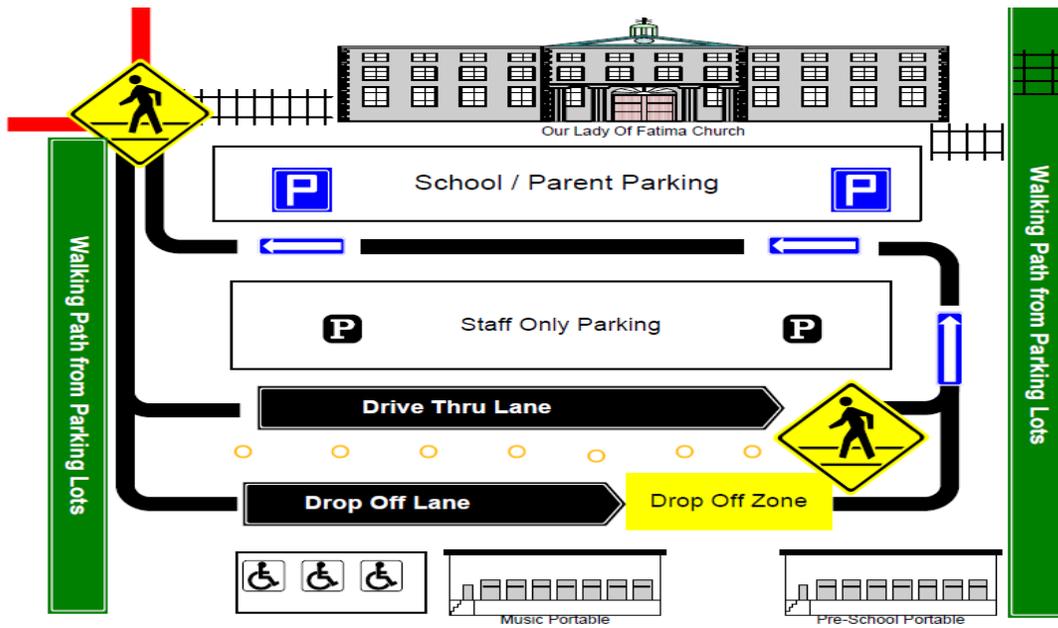
1. You must sign the sheet for your hours to be approved
2. If you cannot find the sign in sheet please search for teacher on duty first.
3. Otherwise check in with school office AND email supervision@fatimaschool.ca and confirm attendance.

Area	MONDAY 12-Sep			TUESDAY 13-Sep			WEDNESDAY 14-Sep		
	Name	Signature	Teacher Initials	Name	Signature	Teacher Initials	Name	Signature	Teacher Initials
Parking Lot (8:20 - 9:00) AM	Susana Busy			Susy Field			Michelle Gill		
	Juliana Row			Michelle Down			Susy Shoe		
Playground (8:20-9:00) AM	Owennie Sue			Julie Batman			Soo Weet		
	Jackye Gill			Robin Field			Susan Fly		
Lunch (11:50-12:45) K's ONLY	Rosy Posy			Jenny Jones			Bob Yue (45 min)		
	Alice Wong			Lik Kuhr			Bob Brown (45 min)		
	Bob Smith			Jane Brown			Bob Smith (45 min)		
	Brenda Hugh			Susana Polly			Bob Row (45 min)		
Playground (2:50-3:30) PM	Donna Mise			Erika Brown					
	Sally Field			Joe Bruce					
Parking Lot (2:50-3:30) PM	Mary Matey			Marisol Ant					
	Mary Sue			Cecil Smith					

Playground Supervisor Locations



Parking Lot Supervisor Locations



Parent Volunteer