

## Instructions for O.I. Volunteers

THANK YOU VERY MUCH for agreeing to help make this program a success for Rilke Schule and your kids. It would NOT be happening without your help and support.

Please make sure you know the O.I. schedule and when you are signed up to help. If your schedule changes or something unexpected comes up and you CANNOT make it to the class, PLEASE notify Liz Crafford or Denise Cotten as soon as possible so we can find a replacement for you. If you are familiar with Google Documents, and you would like to add the volunteer schedule spreadsheet as one to your Google account, let us know and we will add you to it. That way you can check the latest version online and not have to find and keep track of the .pdf. It works great.

### General Volunteer Responsibilities:

1. Please be at school by 1:20 pm. Check in with Denise/Liz to make sure you have a room and to get an attendance list and sign for your class.
2. Please stand outside with your sign a little before 1:30. You are welcome to give the kids the sign to hold while you are keeping an eye on them. When your group is assembled, lead them to your room and take attendance. Keep their gear with them in their room. Less seems to get lost that way. Someone will come around and collect the attendance sheet before the end of class. If you are going off site, be sure to return the attendance form and sign when you return.
3. If your activity has lots of clean up involved, be sure you start cleaning up by 2:45.
4. Please have your kids ready to go outside and stand in line for pickup/homework club by 2:55.
5. You MUST either go outside with your group of kids or find another adult to keep an eye on them, so they are always supervised. If you need to use the bathroom or do something, make sure you have assigned another adult to watch over your kids.
6. Do not leave until all your kids have left or gone to homework club, or you have turned responsibility for them over to someone else. Children that are not picked up by 3:15 will be sent to homework club.
7. O.I. Leaders are responsible for making sure the children do NO damage to the classroom they are using, and that it is left in the same condition that they found it. If something happens, please notify the person in charge or the teacher whose room you are using immediately.

### KinderOp Volunteer Responsibilities:

1. See General Responsibilities, above
2. We will always try to have a KinderOP Manager - someone who is focusing only on keeping track of all the little ones. This quarter, intern Benny Franke is doing this. The Manager will take attendance for the kids when they are inside.
3. With the large group of young kids, they are more manageable if we break them into three equal groups and send each group off with one or more adults to one of the activities for about 20 minutes, and then rotate groups. In general, one group will stay outside and play soccer (not on the play structure unless that is separately supervised), one group will go listen to a story, and one group will play games in the multi purpose room (See Special Events, below).
4. If your group is doing story time, take them inside and have them bring their gear into Fr. Jessica's kindergarten room and read them a story in German or English (you can borrow a book from Fr. Judith or Fr. Claudia - just remember to return it).
5. If your group is playing outside, they can set their backpacks outside and start on the activity as soon as enough of the playground is clear to do so.
6. If your group is playing games, take them into the Multipurpose room. Help them deposit their gear in an OUT OF THE WAY corner and get them set up playing games at the table. This group needs two or three adults to supervise/play with small groups of 2-4 kids.
7. Generally, 5 and 6 yr olds will get bored with their activity after about 20 minutes. The KinderOP coordinator will rotate the groups at that time. If there are children who really want to stay at an

activity, and they are well behaved, its ok for them to stay if the leader ok's it. Active little boys (ok, and girls) are encouraged to play longer outside.....If children want to go out and play on the play structure, there must be a supervising adult there with them. They must STOP playing on the structure by 2:55 PM and line up to go home.

IF a child does not want to participate in their group, offer them the choice of another group to participate in and help them get there safely.

IF they will not choose another activity, they can sit quietly at a table and color.

IF a child is misbehaving, they can sit quietly in a chair by themselves until they will cooperate.

IF a child is ill, bring them to the front office

IF a child is injured, try to find another adult to help with it while you deal with the other children.

IF a child needs to go the bathroom, they need to ask first, and then you need to make sure they get there and return safely.

There should be NO UNSUPERVISED Kindergärtners and First Graders outside of the Multipurpose Room during Optional Intensives.

### **Special Events**

Occasionally we will have special events that are suitable for the whole group of KinderOps to attend together. This quarter we are having two visits from the zoo, and two visits from the Alaska Department of Fish and Game on Jan 15th, Jan 22nd, 19 Feb and 26 Feb. For these activities we will have the whole group of KinderOps assemble in the Multi Purpose Room. We will need lots of adults to oversee and supervise the children. If children are not going to sit still for the activity, they can either go outside with an adult to play, or be removed to another room with an adult.

Depending on when the special event ends, we may then split into smaller groups for other activities for the remainder of the time, or go outside for extra play time.

### **Chronic Misbehavers**

If the same child needs to be disciplined for multiple weeks, please contact an O.I. leader. We will speak to the parents and hopefully resolve the problem.

Thank you again for your help and support.

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