



NO PLACE FOR HATE
ARLINGTON SCIENCE FOCUS SCHOOL

ASFS Outdoor Lunch Volunteer Guide

Thank you for volunteering to supervise outdoor lunch for ASFS students to make sure we are able to provide the choice for all students to eat outdoors, weather permitting. We are very grateful for your support!

Outdoor Lunch Guidelines

- All volunteers must be approved through the [APS Volunteer Application Process](#). If you haven't already, click [here](#) to fill out your application.
- Volunteers need to be able to stay for the entire lunch window (all grade levels from K-5th) which begins at 10:55am and ends at 1:30pm. We know parents are busy, so you are welcome to split or share a shift; please include the parent name/contact info in the comments when you sign up.
- If it rains on your assigned day, you will not need to help. Call the office (703.228.7670) to confirm. Note: The ASFS staff will make the decision as close to the start of the lunch window as possible. Please plan to arrive on time until you hear otherwise.

Outdoor Lunch Volunteer Role

Your role will be to monitor students on the benches and tables in front of ASFS during their lunch period, including guiding them to find seats, providing supervision during lunch, and helping them clean up and line up for recess/class.

Here are the basic steps and some tips that may help:

- Make sure to arrive before 10:55am when the 1st Grade lunch period begins.
- When you arrive, check in with at the front door and pick up:
 1. The headset microphone (*not essential, but helpful*)
 2. Copy of the lunch schedule
 3. The red basket with extra spoons, forks, and napkins (in case students forget or drop their own)
- Beginning at 10:55am, guide students they come outside for lunch to find a seat on the benches and tables. The circle driveway should be blocked off with cones and the driveway barrier to allow for students to cross safely.
- Make sure students are following guidelines:
 - A maximum of three students to a bench.
 - Students should remain seating for the duration of lunch.
 - Students should save their trash to throw away at the end of lunch.

- Students may only eat their own food, and should maintain an appropriate volume.
- At the end of the lunch period, remind students to clean up their space and throw away any trash in the bins at the curb as they line up for recess/class. If students are headed inside, remind them to put their masks back on.
- If students are headed to recess, you may need to walk the group to the playground. Use the sidewalk in front of the gardens and side of the building, and monitor the students as they walk up the steps to the playground.
- Once all students are dismissed, use the sanitizing spray and towels to clean the tables and benches before the next grade level arrives.
- At 1:30pm, once all the students are inside, make sure all trash is cleaned up, return all items to the office, and your job is finished for the day! The custodial staff will take the trash cans and cleaning supplies inside and also remove the cones/barrier.

ASFS Lunch Schedule

- 1st Grade: 10:55-11:15am (dismiss to recess)
- Kindergarten: 11:20-11:40am (dismiss to class)
- 3rd Grade: 11:50am-12:10pm (dismiss to recess)
- 2nd Grade: 12:15-12:35pm (dismiss to class)
- 5th Grade: 12:40-1:00pm (dismiss to recess)
- 4th Grade: 1:10-1:30pm (dismiss to class)*

*Note: On early release days, 4th Grade lunch is from 1:00-1:20pm.

Cancellation Process

If you have a conflict or are unable to volunteer, please follow the below steps:

1. First try to find another parent who may be able to take your spot. Please email Dena Porter and update the comments in the SignUpGenius with their contact information.
2. If you cannot find another volunteer, please send an email to Dena Porter and delete your spot from the SignUpGenius list as soon as possible.
3. Please try to give as much notice as possible, at least 24 hours in advance if you can, so that a replacement volunteer may be found in time.
4. For late cancellations, please also text or call Dena Porter at 703.593.5348.

Questions

- Please contact Dena Porter with questions about the logistics and steps to follow when volunteering as well as the volunteer schedule.
- Please contact Ms. Begley with questions about the outdoor lunch process.
- Call the ASFS Front Office (703.228.7670) with weather related questions.