

# Wards Creek Safety Leader Positions

## Cone Heads:

Cones 1-14:

**Responsibility:** “Wave them down” Wave down cars to the **first** available cone. When the car comes to a **complete** stop you open the appropriate car door. Greet the student and driver with a smile and say something like “Good Morning!”, “Have a great day!” or “Welcome to Wards Creek”. For smaller children, be sure the student is headed to the correct entrance. Also, if you notice a student is having trouble getting out of the car, assist them with their backpack and give them a hand. In the afternoon time, once the car has come to a complete stop and your cone number has **been called** open the car door, even if the student has not arrived yet.

**Equipment:** Badge, Belt, Raincoat (if needed), and your Smile ☺

**\*\*PUT YOUR SAFETY FIRST\*\***

- 👉 If there is a dog in the car please use caution. If the dog is in the back seat DO NOT OPEN the door.
- 👉 If a student is not exiting or getting into the sidewalk side of the car, DO NOT ASSIST THEM. Only assist if they are on the sidewalk side of the car.
- 👉 ALWAYS make eye contact with the driver. This way you BOTH are aware of each other!

## Cheese Heads:

**Responsibility:** Morning squads should arrive at your bus stop 5-10 minutes early. While waiting for your bus to arrive students should not be running around in the street. When a car passes and when your bus arrives, place your hands up by your side and stand in front of the students (like you are keeping them back). Try and make eye contact with the driver. If possible keep students on sidewalk or lawn area. While riding the bus stay seated and assist your bus driver if needed. Once you arrive at school you will exit the bus first and line up all kindergarten students and then take them to their class room.

Afternoon squads should report to the kindergarten house BEFORE announcements and assist teacher with packing up and getting to appropriate bus.

**Equipment:** Badge, Belt, Raincoat (if needed), and your Smile ☺

**\*\*PUT YOUR SAFETY FIRST\*\***

- 👉 STRANGER DANGER! If you see someone talking to a student that you do not recognize, ASK them if they know who that is!
- 👉 ALWAYS make eye contact with the driver. This way you BOTH are aware of each other!

## Cone Head Door Holder:

**Responsibility:** Come from the inside of the school to prop the hallway doors open. Arrive at the outside of the doors (closest to the street) 2-3 minutes BEFORE the bell rings. You will need to obtain a school key from Mrs. King to open the doors. When the bell rings you may open the doors and allow the students who are waiting. Be sure students are not pushing or running. While waiting for the bell to ring, be sure students who have been dropped off before 8:00 AM stand in a straight line and remain somewhat quiet.

**Equipment:** Badge, Belt, Mrs. King’s key, Raincoat (if needed), and your Smile ☺

## Cheese Head Door Holder:

**Responsibility:** Come from the inside of the school to prop the hall way doors open. Arrive at the outside of the doors (closest to the street) 2-3 minutes BEFORE the bell rings. You will need to obtain a school key from Mrs. King to open the doors. When the bell rings you may open the doors and allow the students who are waiting. Be sure students are not pushing or running.

**Equipment:** Badge, Belt, Mrs. King’s key, Raincoat (if needed), and your Smile ☺

# Wards Creek Safety Leader Positions

## Pre-K Helper:

**Responsibility:** Report to Mrs. O'Rourke's or Mrs. Jessica's classroom. You will help bring students from the cars and busses back to class safely. You may also assist in helping them get unpacked and ready for the day. When taking them to class PLEASE be sure a teacher is in the classroom before you leave.

**Equipment:** Badge, Belt, Raincoat (if needed), and your Smile 😊

## KG Helper:

**Responsibility:** Report to your assigned kindergarten classroom BEFORE afternoon announcements. You will help bring students from the class to their bus or parent pick up. You may also assist in helping them get packed up. The teacher may also request you complete small task to help in the room.

**Equipment:** Badge, Belt, Raincoat (if needed), and your Smile 😊

## Hallway Monitors:

**Responsibility:** Remind students who are running or pushing to walk. Do this in a polite manner by saying something like "Please use your walking feet" or "Keep your hands to yourself". Keep an eye out for students who look lost. If you are unsure just ASK! If a student needs assistance to a class please let another hall monitor know that you are leaving your post and take the student to class. Sometimes it helps just to TAKE A HAND and walk the student, otherwise it could take awhile! Remember, the younger students are new and sometimes afraid of our big school and YOU! Help them along and make them feel welcome! The vending machines should also be monitored. Just make sure students are being fair and taking turns.

**Equipment:** Badge, Belt, and your Smile 😊

## Attendance Folders:

**Responsibility:** **Immediately** after the morning announcements have commenced you will get your attendance buddy and head to your assigned house. **YOU SHOULD always complete your duty with your assigned partner.** You will enter each class room and make sure you have a manila folder for each. While carrying folders to the front office make sure nothing falls out. Once you arrive at the front office you will place folders in a rolling cart at Ms. Renfrow desk. Before leaving ask Ms. Renfrow if she needs you to deliver any items to classes. Report back to class promptly.

**Equipment:** Badge, Belt, and your Smile 😊 .

## Lost and Found:

**Responsibility:** Every Wednesday immediately after the morning announcements have commenced you will get your buddy and head to the front office to get the lost and found cart. You will roll the cart to the café area and lay out all items on stage area. Report back to class promptly.

**You will come back to get what is left before the afternoon announcements begin.** Gather all items in cart and roll back to the front office.

**Equipment:** Badge, Belt, and your Smile 😊

# Wards Creek Safety Leader Positions

## Car Caller:

**Responsibility:** Every day you will get the cordless phone from the principal's office and report to the parent pick up line. You will call the students to the correct cone for dismissal. You should speak clearly and loudly, like you want someone to hear you across the room. CONFIDENCE is key! If you mess up a pronunciation of a name it NOT A BIG DEAL!

**Equipment:** Badge, Belt, Cordless Phone, and your Smile 😊

## Ink Cartridge Collector:

**Responsibility:** On Thursdays you will report to the records room (next to the patrol office) and mail off any ink cartridges and phones. You will also send out flyers and hang posters to promote this program.

**Equipment:** Badge, Belt, and your Smile 😊

## Money Collector:

**Responsibility:** Report to Mrs. King's office daily to check for monies collected. You will complete a monies collected form and submit to the safe located in Mrs. Wells's office (next to the principal's office).

**Equipment:** Badge, Belt, Monies Collected Form, Pen, and your Smile 😊

## School Store:

**Responsibility:** Report to the school store before 8:00 AM to set up. Help students purchase items and calculate total due. Once the first bell rings at 8:25 AM you will begin closing the store. Complete a monies collected form and deposit into the safe located in Mrs. Well's office (next to the principal's office).

**Equipment:** Badge, Belt, School Store Key, Pen, and your Smile 😊