



Dear Recess in the Garden Volunteer,

Thank you for volunteering!

Please ensure that you have WCPSS Volunteer Clearance by checking with the front office.

Please touch base with the grade level teachers when they come outside for recess and give them the Garden Passes. They will give them to students interested in visiting the garden during recess.

Unless it is pouring rain or thundering, please make every effort to show up for the days you are signed up. Should you need to cancel, please post on the Northwoods Garden FB page - it is possible that another volunteer can fill in for you.

On the day of:

- Check in at the front office and arrive at the garden 10 minutes prior to your grade level's assigned recess time so you can set up.
- The lock box for the key to the shed is behind the right side of the shed. Open it using the code 8850 (the school's street address & can be found on both garden gates as a reminder.)
- You can pull out the entire blue supply bucket and bug exploring kit or just lay out the supplies you think you will need.
- If you will be watering, turn on the cistern pump. The switch is located on the right side of the cistern near the portable classroom. Please remember to turn off before leaving. We do not want kids to have access to the pump switch.
- You are welcome to use the classroom area and chalkboard to list activity options for the day, instructions or a welcome message. Extra chalk is in the blue bucket in the shed.
- "Garden Passes" for kids are located in the tall section of the shed hanging on a nail. Badges help you see who has permission to be in the garden and helps manage the numbers. If a child is ready to leave the garden, they can take their pass to their teacher who can give it to another child. Recess in the garden is a choice. Recess is their free time!
- There is a list of options for Recess in the Garden posted which can help give you ideas for what kids can do there, but remember they don't have to "do" anything. They can just "be" in the garden and benefit greatly!
- Kids can take home samples of produce in brown paper bags located in the shed. You can write their names and the names of the produce on the bag.
- At the end of recess, be sure to collect garden passes before the kids leave.
- Please tidy up, lock up and close up the garden when leaving. Make sure compost bins are in the closed position. Return the key to the lockbox.

Please contact Cathy Brooks (919-413-0888) with any questions or problems or email us at koalatygarden@gmail.com.