**[Name of School] Recess Plan**

for School Year *[20XX-20XX]*

Recess Policies *[change policies as they apply to your school]*

1. *[School]* will provide students with at least 20 minutes of daily recess.
2. *[School]* will have trained staff supervising recess at all times.
3. *[School]* will provide safe, functional, and reliable recess equipment for all students.
4. *[School]* will ensure safety standards are met by conducting routine inspections of all recess spaces and equipment.
5. *[School]* will train staff and students on all rules and regulations for recess.

These policies are distributed to school staff, students, parents, and community members by: *[include ways in which policies are distributed]*

Recess Vision and Goals

At *[school]*, our vision for recess is *[describe why recess is important to your school and how it will benefit your students and school as a whole]*.

Our goals for recess are *[list specific goals your school has for recess, i.e. increasing physical activity time]*.

Recess Protocols

* Staffing structure:
* Transitions to and from recess:
* Access to restrooms and water:
* Equipment storage:
* Equipment set-up and tear-down:
* Equipment use:

Recess Rules and Regulations

At [school], all staff are expected to implement recess rules and all students are expected to follow recess rules. Recess rules and regulations are as follows: *[keep list concise, so rules are manageable]*

These rules are distributed to school staff, students, parents, and community members by: *[include ways in which rules are distributed]*

Weather Policies and Indoor Recess

Weather policies will be developed by *[insert person or group here]*.

Weather policies will provide detail on specific situations, including:

1. Cold weather conditions
2. Extreme heat conditions
3. *[Insert other relevant extreme weather conditions]*

Indoor recess will be required under these circumstances: *[list all situations]*

Indoor physical activity areas for recess are: *[list and describe all possible indoor areas]*

These policies are distributed to school staff, students, parents, and community members by: *[include ways in which policies are distributed]*

Safety Standards

At *(school)*, routine safety inspections will be performed by *[insert person or group]*. This will include inspections of physical activity equipment, playground structures, and physical spaces used for recess.

|  |  |  |
| --- | --- | --- |
| **Inspections of:** | **How Often?** | **By Whom?** |
| Physical Activity Equipment | *[Daily, weekly, monthly]* | *[Insert person or group]* |
| Playground Structures |  |  |
| Recess Facilities/Outdoor Spaces |  |  |
| *[Insert other inspection site]* |  |  |

These safety standards are distributed to school staff, students, parents, and community members by: *[include ways in which policies are distributed]*

Recess Supervisor Training

At *[school]*, recess will be supervised by appointed recess supervisors: *[list all recess supervisors]*

All recess supervisors will participate in a training during *[specify time for training to take place]*, including material on:

* recess policies, protocols, rules and regulations
* emergency situations
* communication techniques and protocols
* behavior management strategies

Emergency protocols will be covered at training, including: *[list and describe all protocols].*

Recess supervisors will be trained to implement consequences for inappropriate behavior or not following rules and protocols during recess, including: *[list and describe all consequences]*.

Student Training

At *[school]*, students will participate in an assembly that will teach them about new recess structure, rules and regulations, protocols, and emergency situations during *[specify time for assembly to take place and how often assemblies will address recess with students]*.

Assembly will include information about conflict resolution strategies: *[list strategies and how strategies will be taught to students i.e. role play]*.

Recess Supervisor Roles and Responsibilities

At *[school]*, the following supervision structure is used for daily recess: *[describe your supervision structure]*.

Recess supervisor roles and responsibilities are defined as follows: *[list and describe each person’s roles and responsibilities]*.

Parent and Community Engagement for Recess Support

*[School]* will work alongside parents, volunteers, and community members to support recess in the following ways: *[list and describe strategies to engage parents and community]*.

Physical Activity Equipment

At *[school]*, the physical activity equipment that will be made available to students will include: *[list all equipment and specific activities for each piece of equipment]*.

Equipment will be stored *[name location of storage and other important details]*.

Equipment is transported, set-up, and returned to storage in the following ways: *[describe all strategies, including who is responsible]*.

Physical Activity Zones

At [school], a physical activity zone map will be created in the following areas: *[list and describe physical activity zones for recess]*

The following map shows each physical activity zone: *[provide zone map here]*

The following activities can be performed in each physical activity zone: *[list and describe activities]*

The following schedule will be used to rotate different activities and groups of students in the physical activity zones (if applicable): *[include detailed schedule of rotation]*

Planned Activities using Activity Cards

At [school], the following activity cards will be used for facilitating physical activity during recess: *[list and describe activity cards]*

These activities from activity cards will be offered to students for play in the following ways: *[describe how students will access activity cards]*

Evaluation of Physical Activity

*[School]* will track student physical activity during recess in the following ways: *[describe physical activity information to be collected, collection methods, who will be responsible for collection, and how often evaluation will take place]*.

Data collected will be used in the following ways: *[describe how data will be used]*

Evaluation of Implementation of Recess Strategies

*[School*] will collect the following information about recess and the implementation of all recess strategies *[describe what data will be collected, collection methods, who will be responsible for collection, and how often evaluation will take place]*.

Data collected will be used in the following ways: *[describe how data will be used - including how it might change future recess plans]*

Additional Information

\*This Recess Plan Template was generated using material from the CDC’s Healthy Schools campaign: <https://www.cdc.gov/healthyschools/physicalactivity/recess.htm>.