

Thank you for volunteering for lunch duty. We have implemented this lunch duty procedure to ensure we have enough adults present each day at lunch to help our children in the cafeteria and on the playground. Please review the lunch duty guidelines below.

SIGN UP:

Please sign up once time each month via volunteer spot. You may have a proxy (i.e. a grandparent, nanny) but they must have completed Protecting God's Children (call the office for the days and locations for when Protecting God's Children is offered). It is suggested you go in and sign up in advance as the days can fill up quickly.

Lunch duty begins at 11:25am and ends at 1pm. Sign in and take a yellow visitor sticker. BE ON TIME!!! It is important that you arrive on time as the younger grades need the most help with their thermoses, water bottles, etc.

You must sign in at the office on the LUNCH DUTY clipboard (blue paper) in order to get credit. On the clipboard it says, "LUNCH DUTY". **Please sign in including date and time. You must sign out as well.**

If you cannot fulfill your obligation, please find coverage. Please remind the person covering to sign in and to indicate "covering for" your name so that you get credit. Note this person should also do lunch duty to fulfill their obligation (or please cover for them on their assigned day). This way we have enough coverage throughout the month.

If you miss lunch duty or do not sign up a month, you will have to pay \$10 for the first two incidents; the third missed session results in automatic \$150 penalty and that will make you exempt for the rest of the year.

Excused absences are given if your child is sick. If you are sick, you are responsible to find coverage.

Please note the purpose of having the obligation once a month is to ensure we have enough coverage each day throughout the month, therefore, there is no "doubling-up" (you cannot do lunch duty two times the following month to get credit) or just show up and sign-in on a given day as this creates too many people on a day.

CAFETERIA:

There will be a teacher, a paid aide and 2 or 3 other adult volunteers each day for lunch duty for Grades K-4 (the older grades will have lunch at a later session with a teacher overseeing them).

The children will raise their hands if they need help. They will ask to get utensils, napkins, etc. and that is allowed. You will assist with opening ketchup packets, water bottles and help solve minor disputes on occasion ;)

The children will also ask to use the restroom. There is a rest room off of the kitchen by the stairwell. The children should be allowed, but spaced out (i.e. one child from the table can go when the other returns). This avoids any issues either in the bathroom, on line, etc.

No child should leave the cafeteria without the teacher's permission. Any food allergic reactions or medical emergencies, have an adult take the child to the nurse immediately.

The teacher will call the students up to get snack by grade.

Teachers will begin to line up students by grade to go outside, once they cleaned their space. Parents will escort the children outside.

The lunch aide will bring the toys and first-aid kit to the playground.

If inside on a rainy day, teachers will direct parents to where they are needed. Sometimes a class may go to the gym, and other times, volunteers are needed to walk the hallways while students are in the classrooms, or may be asked to watch a class while a teacher eats their lunch or finishes some work outside of the room.

PLAYGROUND:

When outside, parents are expected to continually circle the playground and keep chatting at a minimum. EYES are to be on the children at all times. NO TEXTING or extended phone conversations, please. We want children to see a proper example being set about priorities at the moment, and the priority is the kids. Cell phones can be used in emergencies by parents as the nurse is on the other side of a locked building. Depending on the situation, call 911 first, then the school office. Parents are expected to handle minor injuries on the playground and should be reported to the nurse on the way out. Use your judgement when it is *really* necessary to send a child inside.

Parents can casually watch play and/or interact with students. While there is always a teacher outside, parents can correct any inappropriate behavior they see, and if necessary bring it to the teacher's attention or to the attention of the front office on their way out. If it is not acceptable in your home, it is not acceptable at school and can be handled by you. Any child needing to go back inside for any reason needs to see the teacher who has the key.

The younger children can play within the playground and the 4th grade can play on the street. The children can also use the back grassed area of the playground for quiet conversation, reading or board games. Keep children away from parked cars. We recommend keeping groups between the parking sign near Rahway Avenue and the Drug Free School Zone sign. It is important to keep groups from being too close to Rahway Avenue. Some children may bring their own footballs or toys from home. Balls that go over a fence can be retrieved by ONE student with an adult watching.

When the younger children go inside, parents are to wait outside for the 5th through 8th grades. They will come out on their own. When the bell rings, students should put the balls in the bags and line up quietly. After the older children go inside, please go inside and sign out. Any unclaimed lunch boxes or jackets are to be brought to the lost and found closet to the left of the school office.

New and old parents/ volunteers are scheduled together every day. Don't hesitate to ask each other questions as things arise or to call or email me. We need to make new friends too! 😊 Remember, not everything can be predicted or prevented, so if something happens, just do what parents do best!

Thank you for your time and have fun!!!

