

SCJN LUNCH DUTY GUIDELINES

*IF YOU ARE SHARING LUNCH DUTY WITH ANOTHER PARENT, PLEASE CONTACT THEM DIRECTLY TO DECIDE WHICH PARENT WILL BE STARTING THE ROTATION. ALSO DECIDE WITH YOUR PARTNER WHAT TO DO WHEN YOUR DAY LANDS ON A SCHOOL HOLIDAY. ONE SUGGESTION IS TO MARK EVERY OTHER WEEK ON YOUR CALENDAR FOR THE WHOLE SCHOOL YEAR NOW. IF A DAY OFF FALLS ON YOUR COVERAGE DAY, YOU GET A WEEK OFF. KEEP TO EVERY OTHER WEEK NO MATTER WHAT OCCURS.

*If you find you can't make a particular scheduled day, it is YOUR RESPONSIBILITY to find a replacement. The contacts are listed on the Back Up Lunch Duty Volunteers listing (to be distributed shortly). If you can't find a replacement, please contact Mrs. Edwards.

*On rainy days and days the gymnasium is occupied, we could use extra parents to cover classrooms. Please just come in and help.

*All lunch duty parents must check into Mrs. Edwards' office where they will receive a lunch duty badge to wear. Please return it to her office before leaving for the school.

*Siblings are allowed to come to school for lunch duty.

*Lunch duty is 12:00-12:50 (Lunch 12:00-12:25, Recess 12:25-12:50)

*Parents monitoring kindergarten report to the stage and 2 tables below stage, parents monitoring grades 1-8 to the cafeteria floor. If needed, please help un-stack chairs and place around tables.

*Grades K-2 play in the recess yard, grades 3-8 play on the fields (weather permitting). There is always a teacher in the recess yard and Mrs. Blumstein is always on the field during this time in addition to the parent volunteers. Mrs. Blumstein will ring a bell at the field at 12:48 to enable students to return to school by 12:50. The students will be escorted back to their classrooms by the teachers.

*Parent volunteers should assist younger students with opening their lunches, give permission for bathroom breaks, have students clean up their tables, act appropriately, and remain seated while eating their lunches.

*Bags filled with balls and toys for recess on the blacktop and field are located on the stage. Please bring the bags outside so students may access the equipment. At the end of recess students must return the equipment to the bags and carry the bags back to the stage.

*This is a Catholic school and we have a responsibility to see that children are kind to each other during lunch and recess.

*While a teacher and Mrs. Blumstein are present during recess, the lunch duty person is to intervene and facilitate Christian behavior. If a child does not respond appropriately, please ask for assistance. A child may be escorted to Mrs. Edwards' office to sit out the remainder of the recess.

*Students are not allowed to re-enter the school unless given special permission by the lunch duty parent.

*Injured students should be escorted to Mrs. Edwards office.

*During bad weather, the students return to their classrooms after eating lunch. Please monitor the hallways near your designated grade(s) on those days. Please enter the classrooms to let the students know they are being monitored.

THANK YOU FOR VOLUNTEERING!!