

SCJN LUNCH DUTY GUIDELINES

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

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

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

*Lunch duty volunteers should report to the cafeteria floor in the Parish Center. If needed, please help un-stack chairs and place around tables.

*Kindergarten and grades 1-2 play in the parking lot, grades 3-8 play on the field (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 line up by 12:50. Students line up by class and are met by their teachers who will escort the class back into school.

*Lunch Duty 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.

*A bag of balls is kept in Mrs Edwards' office and one lunch duty volunteer can bring it out for recess. All balls should be returned to the bag and to Mrs Edwards' office after recess.

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

*Lunch duty volunteers are 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. Report any issues to that child's teacher after 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.

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

***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 JUST TAKE THAT WEEK OFF).**

*If you find you can't make a particular scheduled day, it is your responsibility to find a replacement. You can try to switch days with someone, or send an email to the list of BackUps. If you can't find a replacement, please contact Mrs. Edwards (610-525-3266) and Megan Knott (meganknott@hotmail.com).

THANK YOU FOR VOLUNTEERING!!