

2011-2012 Lunch/Recess Schedules

Grade	11:00-11:20	11:20-11:40
PreK,	Recess	Eat

Grade	11:20-11:40	11:40-12:00
PreK, K, 1	Eat	Recess
2, 3	Recess	Eat

12:00-12:15
Break

Grade	12:15-12:35	12:35-12:55
4, 5	Eat	Recess
6, 7, 8	Recess	Eat

- Scheduling for lunch will be done upon availability of the volunteer. Please be sure to fill out and turn in a Lunch/Recess Volunteer Information sheet.
- If something would prevent the scheduled volunteer from coming to school. Please try to arrange for someone to take your place. You may contact Mrs. Formella at the school office and obtain a list of possible subs.
- PLEASE call in advance if you are unable to cover your shift.
- You may volunteer at anytime for lunch duty. Call the school office prior to coming in. This assists in coverage for a particular shift.
- There will be two forty minute lunch periods, 20 minutes for lunch and 20 minutes for recess.
- Ideally, five-six volunteers, should staff each lunch period. Outside volunteers must place themselves around the play area perimeter to provide maximum safety for the children.
- New this year, a corkboard with Lunch News is available outside my office. The board contains materials pertinent to the lunch program. Also, a calendar with Helping Hands Needed is posted to indicate where volunteers are needed for the day/week.
- Arrive ten minutes before the lunch or recess is scheduled to get a volunteer tag and begin to help with set up.
- Guidelines are hanging up on the gray cabinets in the kitchen for set up, and for a safe, clean lunchroom environment.
- Plastic gloves must be worn for handling food or trash and are available on the table as you enter Haney Hall.
- Please make use of the portable hanging coat rack located in the kitchen area for all of your belongings.
- Once the student has finished their entire lunch, they may get up and throw away their trash.
- Grades PreK-3 will rotate the use of the playscape.
- Grades PreK and K are not permitted to use the spiral portion of the playscape.
- ICHAT and the Protecting God's Children workshop is **REQUIRED** to be completed in order to volunteer for lunch/recess activities.