

## LUNCH DUTY 2016-2017

Lunch duty sign ups will be done via Google Form, which can be found in the virtual backpack. Fill out the survey by **September 1** to get your preferred dates. After that, signups will be available via Signup.com (formerly Volunteer Spot). We will also be maintaining a **Lunch Duty Substitution List** if you are unable to commit to a date, but would like to be kept informed of any cancellations. Signups for this list are also on the Google Form.

The following **6** slots will be available:

- 1 slot total for Preschool and PreKindergarten
- 2 slots total for Kindergarten-Grade 3
- 2 slots total for Grades 4-8
- 1 slot total for Cart

### Information and School Policy

- Lunch period runs from **11:40 to 12:20**.
- Please sign in at the office by 11:30, pick up a badge and report to either the lunch room (gym) or one of the playground areas, depending on the grade(s).
- Kindergarten through Grade 3 - will have recess from 11:40-12:00, then into the lunch room to eat lunch; Grades 4-8 – will eat lunch in the lunch room from 11:40-12:00, then outside for recess.
- As the lunch duty volunteer, you will be with your assigned grades for both the lunch and the recess periods.
- The cart volunteer retrieves the cart and cash box from the kitchen to sell items and returns it at the end of the lunch period.
- Students are expected to stay in their seats and clean up their lunch area.
- Students are not permitted to leave the lunch room without permission.
- Students are expected to be **RESPECTFUL** to you and to others at all times. If you have a problem with a student, please speak to that student. If that does not resolve the issue, please inform the staff member on duty as soon as possible.
- Upper grade students will be responsible for cleaning tables.

**PLEASE NOTE:** If you are unable to fulfill a lunch duty commitment, please release the spot from Sign Up.com and reply all to the Lunch Duty Substitution List indicating what grade you were assigned.

### **REQUIREMENTS FOR PARENTS VOLUNTEERING FOR LUNCH DUTY**

- All school volunteers must have a current CORI form on file.
  - All school volunteers must have attended the VIRTUS training course.
- Please contact Saint Paul School office (781)749-2407 for confirmation of the CORI form and/or VIRTUS training information. **Training will be held at SPS on September 25 (registration via the rectory is required).**

Lunch duty is a great way to see your child(ren) during the school day. Your time and efforts at lunch time give the teachers a much needed and well deserved break. Thank you!

We will try our best to accommodate all requests. Thank you for volunteering!





