

Volunteer Lunch Duty

New Procedure/Information:

1. Attend the volunteer lunch training session. New sessions will be scheduled in late September for those unable to attend the original sessions. ***We are requesting a full hour time commitment.***
2. Sign up for a specific day/class on our [Sign Up Genius](#) . You can locate the link to this online website through the lunch volunteer tab on our school webpage.
3. The [Sign Up Genius](#) is a simple way to maintain accurate volunteer coverage to support our students during their lunch hour. Individual changes to days may be made directly on the site. The website is very intuitive and easy to follow.
4. Arrive and sign in at the main entrance no later than 11:45 AM.
5. Parent volunteers will remain with their assigned class for the entire hour. This includes being outside during recess time with the students from the class you are assigned.
6. Please ask each teacher what their classroom safety/ health procedures are regarding allergies.
7. Please review and support each classroom's behavior guidelines. Each teacher has a slightly different expectation that has been developed based on the individual personality of the class.
8. Faculty and staff will also be assigned to support parent volunteers during the recess and lunch sessions.
9. **First Lunch/Second Recess (K – 4)**
 - a. First Lunch volunteers (Pre-K – 4) will bring lunches to the classroom for distribution at 12:00 noon.
 - b. First Lunch volunteers will monitor classroom lunch period. If anyone needs assistance, please look for the assigned faculty/staff monitoring the hallway.
 - c. At 12:15 PM begin to send students down to snack.
 - d. At 12:25 PM, begin to clean up the classroom and put away all food/drink items from lunch.
 - e. At 12:30 PM, each class from the first lunch will line up and meet in the center hallway. As our faculty returns from their lunch period, they will assist in escorting the children outside.
 - f. While outside, please rotate throughout the parking lots and fields, monitoring and helping children as needed. If any situation becomes a discipline violation, please alert the faculty/staff assigned. Our staff will be responsible for handling any repeated discipline issues.
 - g. At 1:00 PM, the students will line up by class and will be escorted back inside by their classroom teacher. Parent volunteers will assist with organizing these lines.
10. **First Recess/Second Lunch (5 – 8)**
 - a. Parent volunteers (Grades 5 – 8) will meet their classes outside at 12:00 noon. The classes will be lead downstairs and outside by the assigned teachers.
 - b. While outside, please rotate throughout the parking lots and fields, monitoring and helping children as needed. If any situation becomes a discipline violation, please alert the faculty/staff assigned. Our staff will be responsible for handling any repeated discipline issues.
 - c. At 12:30 PM, the first recess (5-8) will line up and return to the classroom. Parent volunteers and faculty should organize the distribution of lunch to each classroom at this time.
 - d. Second Lunch volunteers will monitor classroom lunch period. If anyone needs assistance, please look for the assigned faculty/staff monitoring the hallway.
 - e. At 12:45 PM begin to send students down to snack.
 - f. At 12:55 PM, begin to clean up the classroom and put away all food/drink items from lunch.
 - g. All staff will return to their classrooms by 1:00 PM to relieve the parent volunteer.