

September 2009

WELCOME BACK!!

Lunch duty is in full swing, the September lunch duty schedule was posted online. The entire year's schedule will be available there too. (www.st-pats.org, Quick Links on top left page brings you to school web site. At the top navigation bar "click" HOME & SCHOOL, then LUNCH PROGRAM)

Attached you will find a listing of dates each family is scheduled for lunch duty. The full lunch duty schedule will be sent to you in an instant alert, please check your dates against the schedule to see what shifts you are scheduled for. Names in **bold** on the schedule indicate a double. The yellow stickers you received in the family envelope can be used to identify your lunch duty dates on your calendar.

There are almost 3000 lunch duties to be scheduled and I attempted to give every family the days they requested. Most families were scheduled for 12-16 lunch duties.

In most cases you are assigned lunch duty with your child(ren). The exceptions being: if you requested a double and one shift is not with your child(ren) or your form was turned in late or not at all and I was forced to give you shifts in another grade.

Please keep in mind that you are assigned a lunch duty **SHIFT**, not to your child's homeroom or grade. If there are 4 first grade parents assigned to a lunch duty shift and we have indoor recess, 2 parents **MUST** go with the first grade and 2 parents **MUST** go with the 2nd grade.

In the event you are unable to make your lunch duty it is *YOUR RESPONSIBILITY* to find a substitute. Reach out to the other parents in your grade to see if someone can switch with you. There is a sub list posted on the www.st-pats.org web site with names, phone numbers, days and shifts people are available to sub. Please call and make arrangements to get your shift covered. Because lunch duty is a contractual obligation, if you miss a lunch duty you will be fined \$25 for **EACH** missed shift.

Please **DO NOT** call me to tell me you are going to miss your lunch duty!

Gentle Reminders

Lunch duty begins downstairs in the lunch room. Please **DO NOT** show up late. The children need to be supervised in the lunch room as well as outside. It is not acceptable to only be on the playground.

Please sign in each lunch duty. There is a sign in book downstairs on the table. Mrs. Hartman will also check you in on the playground.

Remember to spread out on the playground. There are many balls that will need to be chased.

If you witness any child who is hurt, any name calling, rough play or disrespect please notify a teacher.

There needs to be adequate adult supervision for the **SAFETY** of our children. If parents do not show up for lunch duty the children will be forced to miss recess. This happened a number of times last year. Our children need the opportunity to run around outside, please make sure you are not the reason they are forced to miss recess.

We have many new families this year, if you recognize that someone may be new to the school, please help them with our lunch duty procedures. I am sure they will appreciate it!

Thank you all for your time and support of our children and our school. It is greatly appreciated!

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