

Chatterton School
PTA LUNCH VOLUNTEER GUIDELINES
2010- 2011

Dear Parents:

We greatly appreciate the willingness of many parents to assist in the serving of lunches during the school year. Without their assistance, along with the help provided by the many other lunch volunteers, we would not be able to provide lunches to the students. Volunteering to serve lunches is a major commitment of time, and we thank you in advance for your help.

We respectfully request that our volunteers observe the following guidelines. This will ensure the safety of all children and the smooth running of the program.

- 1) Please arrive promptly for the lunch period(s) during which you will help serve lunches.
- 2) Please sign-in and sign-out with the door monitor in the main lobby and in the main office.
- 3) Lunch volunteers should remain in the APR. Visits to your child's classroom and/or conferences with your child's teacher should be arranged by appointment through the main office.
- 4) No students should be allowed behind the serving tables. This is a matter of safety, supervision and liability.
- 5) No pre-ordered food, or drink, will be given to any student, except those on the lunch lists. In the unfortunate event that a child forgets his/her lunch on a given day, Cheerios will be offered to that child courtesy of the PTA.
- 6) Observed inappropriate student behavior should be reported to a supervising staff member. Lunch volunteers should not intervene, even if the behavior involves their own child.
- 7) Lunch/recess is one of the few times during the school day during which children have an opportunity to socialize among themselves. Seating space in the lunchroom is also, sometimes, at a premium. We therefore request that the lunch volunteers refrain from eating lunch at the tables with their children.
- 8) The Chatterton Teacher Aides and Teacher Assistants, who supervise the lunch/recess, take their jobs very seriously. While they prefer to keep their interactions with students positive, there are times when they must address students for inappropriate behavior. They must use their best judgment to ensure the safety of all students. The lunch/recess duty is one of their most difficult assignments. Only supervising staff members may give students permission to leave the lunchroom. We respectfully request that our lunch volunteers allow our staff to perform their duties without interference. Should you question the manner in which a situation was handled, please arrange to discuss your concerns with Ms. Chimento or me.
- 9) Please do not sit at the table with your child and your child must remain with his/her class.
- 10) Under no circumstances may younger siblings come with you to the APR while you are volunteering to serve lunch.

Sincerely,

Cindy M. Davidowitz
Principal