

**HOLY SPIRIT SCHOOL
330 Newark Pompton Turnpike
Pequannock, NJ 07440**

August, 2016

TO: Parents of Students Gr. K – Gr. 8
FROM: Sr. Marie Antonelli, M.P.F.
RE: LUNCH SUPERVISION PROGRAM

We would like to continue our Lunch Supervision Program for the new school year. In order to make this program a success, we need your help. Lunch Supervisors are needed to assist the teachers on duty for approximately one hour during the day, Monday through Friday from 11:45 am to 12:45 pm. You can volunteer to work as your schedule permits. All volunteers must meet the Diocesan requirements of having a Background check completed, attend Protecting God's Children Class and sign a Code of Conduct.

Beginning Monday, September 12th your responsibilities would be (for grades 4-8) to stay with the children inside as they eat their lunch then escort them outside to the playground. You would remain outside to watch them, with the teacher on duty until 12:35 pm. Those volunteering for grades K-3 would follow the reverse procedure – outside first and then proceed inside to eat lunch.

*Many hands make less work, the more supervisors we have, the less time you would have to give. If you are able to give any time, please complete the form below and return it to the office in an envelope marked **LUNCH SUPERVISION PROGRAM**. As soon as a list is compiled, we will send you a copy in the event you need a substitute.*

If there are any questions, please feel free to call the school at 973-835-5680. As always we appreciate any time you would be able to give. Thank you and God bless you!!!

LUNCH SUPERVISION PROGRAM

NAME: _____ **CHILD'S GRADE** _____

DAYTIME PHONE # _____ **EVENING PHONE #** _____

DAY(S) PREFERRED: 1) _____ **2)** _____ **3)** _____

COMMENTS: _____

SIGNATURE