



Lunchroom Policies and Procedures – 2013-2014

To make things run smoothly and to keep our children as safe as possible, please adhere to the following guidelines:

Lunchroom Procedures - Volunteers:

1. The public school cannot charge us a reduced lunch rate for lunchroom volunteers. If you would like a meal or an entrée from the lunch program, you must start an account or pay the exact amount each day.
 - b. St. Mary of Mt. Carmel does pay for all grandmas who are employees of the Foster Grandparent Program through Catholic Charities.
2. Lunchroom volunteers are asked to scrape plates, unless they are running the dishwasher. If there are not enough lunchroom volunteers, Brenda will scrape plates. Brenda will be the lunchroom supervisor.
 - a. Lunchroom volunteers should sign in and sign out on the volunteer sheet in the school lunch cabinet.
 - b. Lunchroom volunteers who are not washing dishes or scraping plates are asked to help with “crowd control.” (Smile!)
 - c. New dishwashers will receive instructions from the custodian on the proper way to turn on, use and turn off the dishwasher.
 - d. If you are unable to make your scheduled day, please contact the school at 320-357-0814 so we can secure a substitute.
 - e. After the students leave, lunch room volunteers should wash tables and chairs. If they have time, volunteers are also asked to sweep the eating area.
 - f. If at any time, any volunteer has questions, concerns, or suggestions, please contact Brenda Gugglberger.

Parking Lot Procedures - Volunteers:

1. If you park in the school parking lot, you must park in the south section that is reserved for school day parking. Do not, however, park in the first row near the chapel as these spots are reserved for adoration chapel visitors.

Lunchroom Procedures - Students:

3. Students should use indoor voices in the lunch room.
 - a. Students in grades K-2 must finish their first milk before taking a second milk, and the second milk must be white milk. Students in grades 3-6 can take two milks while in line. The second milk must be a white milk. Students are encouraged to eat their meals before taking two milks.
 - b. Students will pray the after meal prayer between 12:25 P.M. and 12:30 P.M.
 - c. Students will be dismissed by the supervisor by grade level.
 - d. Students should remain seated until their class or table is dismissed.
 - e. Students should NOT walk through the dining area, but rather around the dining area when getting into line.
 - f. Students should wait patiently for their plate to be scraped – no running, shoving, etc.
 - g. Students should walk to the east door, following the brown tile.

THANK YOU, EVERYONE, WHO HELPS WITH OUR LUNCHROOM. WE VERY MUCH APPRECIATE ALL YOU DO FOR THE CHILDREN AT ST. MARY OF MT. CARMEL SCHOOL. YOUR TIME AND DEDICATION ARE INVALUABLE TO US!

