



SAINT LOUIS de MONTFORT
Catholic School

2018-19 Lunch with the Principal Instructions – PLEASE READ!

The Secretary will have the placements for students having lunch with Mr. Stewart. Teachers should have included the student's lunch sticker with drink selected or notice that student will bring a packed lunch.

Depending on if the Cardinal Café lunch is "hot" and numbers needed, determine whether to get all sticker lunches at once or by lunch period. Drinks can temporarily be stored in the staff refrigerator in the copy machine room. Please return any unneeded drinks to Cardinal Café.

Schedule:

K-2 recess 10:55-11:20/lunch 11:20-11:45 = POPSICLES @ 11:40

3-5 recess 11:20-11:45/lunch 11:45-12:10 = POPSICLES @ 12:05

6-8 recess 11:50-12:10/lunch 12:10-12:30 = POPSICLES @ 12:25

NEW! Since all students will be coming FROM recess TO lunch, all students will RETURN to their classroom following lunch. Students should not return to their classrooms until their teachers/classes have come back.

Lunchtime:

Students will arrive in the office and wait in the seating area until the full group arrives. Please check to ensure everyone has a lunch at this time. When Mr. Stewart is ready, give him the placemats for that group and escort the students into his office table area. (*NOTE: In the first lunch, remain the office for the first few minutes following the prayer to help any younger students with opening lunch items, etc.*)

- ▶ **5 minutes** before the end of the lunch period, pass out popsicles to students. *Note: younger students may need help opening. Students are allowed to take unfinished popsicles back to class.*
- ▶ Paper towels, clean up supplies, extra utensils and napkins are in the red/white basket in Mr. Stewart's office credenza underneath the windows. Please wipe down the table in between lunches, if there is time.

Popsicles:

All boxes of popsicles for LWP are marked "LWP" in marker. Popsicles are located in the freezer in the office copy room.

Additional supplies are located downstairs in the teachers lounge freezer. Bring up replenishments as needed. If supplies downstairs are running low, please let the School Secretary know or text me at number below so I can restock.

Sugar-free popsicles are available for students with diabetes. Check with the Nurse before lunch to identify if any students attending that day require sugar-free.

Thank you for volunteering!

Anne Griffin (LWP chair)

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