

Greensboro Academy Lunch Parent Responsibilities

As a lunch parent for Greensboro Academy, it is expected that you will be responsible for the following:

- Reviewing discipline procedures with the teacher (whether you are to follow/enforce or notify)
- Ensuring all children wash hands prior to eating
- Ensuring the assigned children retrieve milk and bagged lunches from kitchen
- Distributing food on hot lunch days (T/W/F)
- Maintaining control over the classroom during lunch time as noted:
 - 12:15-12:45 Grades 3-5
 - 11:30-12:00 Kindergarten/Middleschool
 - 12:00-12:30 1st Grade
- Throwing away any unclaimed milk/lunches
- Sending children that have forgotten their lunches to see Ellen Caputo. She will make a sandwich and note the charge to the parent.
- Signing all planners when students leave the classroom (3rd – 8th Grade)
- Accompanying students to recess on scheduled recess days, beginning at 11:45 (Middleschool only)
- Instructing children to clean up lunch 5 minutes prior to lunch being over
- Monitoring children who are cleaning desks after lunch is complete
- Returning condiment containers to kitchen upon completion of lunch duty
- In the event of an emergency (e.g., food allergy, sickness, injury) call the front office at x106 (Jana), x105 (Michelle) or x 103 (Ellen)
- For all fire drills, follow the instructions on the wall posted by your teacher. It is your responsibility to ensure all children exit the building using the exit as posted.
- Please be reminded that children, per the Student Handbook, are NOT allowed to share food.

Greensboro Academy Lunch Parent Coordinator Responsibilities

As a lunch parent coordinator for Greensboro Academy, it is expected that you will be responsible for the following:

- Creating a calendar of lunches needing parent volunteers
- Contacting parents in your classroom and obtaining coverage for as many lunch hours as possible
- Distributing the calendar one month in advance to parents and teacher
- Creating a “substitute lunch parent” list for parents to call if they are unable to perform their assigned lunch duty