



# St. Stephen-St. Edward School

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**Bethany Negersmith, Principal**

## Family Volunteer Lunch Duty Program

At St. Stephen – St. Edward School, our first responsibility is the children. Their safety is a primary concern for all adults that work in or volunteer at St. Stephen – St. Edward School. It is critical for the success of the school that each family participates during lunch as volunteers.

Every St. Stephen – St. Edward family commits to 30 Fundraising Volunteer Hours during the school year. **A maximum of 20 hours from lunch duty during the year can go towards Volunteer Hours.** This is to ensure that our children are safe during lunch and recess.

Please prayerfully consider volunteering your time at St. Stephen – St. Edward School during the lunch periods. Your time will ensure safety of the children and allow us to defer to need to hire permanent lunch duty volunteers at an additional cost to our families. St. Stephen – St. Edward School will not go without the proper coverage during the lunch periods. If families do not sign up for lunch duty, we will charge families a yearly fee to hire permanent coverage.

The ideal coverage for lunch duty is 3 adults per day. This guarantees that we have at least two people covering recess, and one person inside with lunch. **With our current enrollment, we could cover lunch duty COMPLETELY if each family would cover just ONE DAY every 2 MONTHS.**

We understand that many parents work and are unable to cover lunch duty. HOWEVER – it doesn't have to be a parent. It can be a grandparent, an older sibling, aunts and uncles, godparents, neighbors – anyone who is willing to give just 1.5 hours every 2 months to make sure our students are safe during their lunch and recess every day (and your family would still get the credit for the volunteer hours!).

**If every family could dedicate just 1.5 hours every 2 months, this would prevent having to hire someone to monitor lunch (and prevent each family from having to pay a fee to provide that service).**

In addition to needing volunteers, we need a commitment from each volunteer to make sure that daily lunch is covered. It is difficult to manage our volunteers without scheduling. Without scheduling, we might have 8 parents show up on Tuesday and nobody on Wednesday or Thursday. Scheduling prevents this and assures that we have daily coverage in place.

We have an online calendar that shows who has signed up for lunch duty. You can add your name to the calendar in one of two ways:

- Email, text, or call Casey Yazdani at [sssecafe@gmail.com](mailto:sssecafe@gmail.com) or 870-304-9664 with the day you would like to volunteer.
- Go to the cafeteria tab on the school website, then click "Lunch Duty". From a mobile phone, click the link to take you to calendar signup and add your name there. From a computer, use the interactive calendar to add your name.

We always welcome any help, but *please* utilize the sign up pages. It is the only way to avoid too much help some days and not enough on others. The safety of our children is our first priority, and scheduling allows us to know the students are being monitored properly.