



St. Catherine Labouré School
3425 Thornwood Avenue, Glenview, Illinois 60026 ~ (847) 724-2240

Dear Parents:

Volunteers make a significant contribution to school programs, especially when it comes to helping out with lunchroom /playground duty. Duty consists of helping our staff assist our **Kindergarten and 1st grade** students at lunch time and recess. A staff member will also be in the lunchroom and playground should you have any questions.

Lunchroom (11:25-11:45) Kindergarten and 1st Grade

- **11:20** – Report to the lunchroom by 11:20; children are brought to the lunchroom by their teachers by 11:25
- **11:25-11:40** - Walk around the lunchroom to help children open milk, and anything else they need assistance with. Also, please assist in keeping order in the lunchroom.
- **11:40** – 5 minute warning will be given by teacher
 - Encourage children to finish up their lunches
 - Children need to throw away their own garbage and clean up any mess at table/floor
 - Lunchboxes are to be put in respective containers along the West wall of the lunchroom
- **11:45** – Children will line up nicely to go to playground. Walk the children from the hallway immediately outside the lunchroom into the playground doors. Mrs. Grief will lead the children outside at this time and you will accompany the children

Playground (11:45-12:05) Kindergarten and 1st Grade

- **11:45 – 12:05** – Children are free to play on the playground equipment and the grassy areas near the equipment. Children are not allowed to go past the hills, and not to be near the classroom windows on South end of school. Supervise the children during this time and ensure a safe and fun environment. Volunteers are still needed on days when weather is inclement.

Thank you for considering this rewarding volunteer activity. Your participation is greatly appreciated!

Sincerely,
Mrs. Diane Stachura

Put down as much availability as possible, and you will be assigned accordingly. You will receive a calendar outlining the lunchroom/playground duty schedule prior to the 1st of the month.

Monday

Tuesday

Wednesday

Thursday

Friday

Available to sub if needed

Once a month

Twice a month

Specific date(s) that work / do NOT work best:

Volunteer name / Child's grade:
