

Lunch Procedures

Lunch supervisors are responsible for the behavior of all students and guests during lunch. Supervisors should actively walk the room to ensure that students are being helped with lunch items, the noise level is reasonable, and students are cleaning up. It is the collective responsibility of the students and lunch supervisors to clean up all messes and wipe down tables at the end of each session. Please ensure that all schedules are being honored and delays are not occurring. Classes must arrive on time and be picked up on time for the cafeteria to function well.

Parent volunteers may help students with their lunch items, may clean tables and sweep floors and may sit with classes to encourage pleasant conversations. School staff members are responsible for ensuring that all volunteer behavior and language are appropriate. Contact the principal if there is a problem.

Parent volunteers should NOT escort classes to and from the playground without a staff member. Parent volunteers may not get involved in behavior incidents. Staff members must maintain control in both the lunchroom and recess playground.

Food

The SCS cafeteria has a warming kitchen only. In our efforts to reduce costs and promote healthier choices, we have developed a vendor style lunch program. If students are not interested in purchasing lunch at school, they are welcome to bring a bag lunch to school in a clearly labeled cooler type lunch bag. Please encourage students in reducing the amount of litter we create by asking that they pack lunch items in reusable containers whenever possible. For example, students should use plastic containers, refillable water bottles and cloth napkins instead of plastic bags, plastic water bottles and paper napkins. For those interested in purchasing lunch, there are four different options available each week. There is NO school lunch on Wednesdays. The menu is posted on the website and in the Sigsbee Scoop.

Each student meal costs \$3.00.

Parents will be notified when student accounts are running low. Please make sure that the office receives any lunch payments in a timely fashion so that there are no miscommunications regarding billing.

Teachers may purchase a lunch for \$3.00 as well. Notify the office in the morning if you are interested. The office cannot carry a balance for teacher meals. Please pay for your meal in advance.

LUNCH PROCEDURES

Each teacher is entitled to a duty free lunch. The lunch schedule will be distributed with the final master schedule. If we are short staffed, a teacher may be asked to cover the lunch or recess supervision for that day.

Lunches can be purchased in the main office or in students' classrooms, once the school year starts. Families are encouraged to purchase multiple lunches in advance and should send all payment for lunch cards in a sealed envelope with the child's name and "lunch" written on the front. Cash or checks made payable to Sigsbee Charter School are accepted. This year, parents and staff are able to pay fees via PayPal, now located on our school website.

Any money received in the classroom should be logged on the appropriate form in the attendance folder and sent to the office. The office will write a receipt to be sent home and place receipts back in the class envelope.

Lunch expenditures will be kept track of by the office. Please notify the office if a child does not have a lunch and does not have money to purchase a lunch.

Also, please notify the office AND THE LUNCH LADIES if your class will not be purchasing lunch on a given day.

Lunch count should be taken along with attendance in the morning. If a child arrives late to school, and wants to order lunch, please notify the office to make sure the lunch order has not been submitted.