

*(updated -9/30/2010)*

**FRANKLIN LUNCH ROOM ROUTINES FOR PARENT VOLUNTEERS AND  
SUBSTITUTE TEACHERS**

1st LUNCH - 11:10AM - 11:30AM

2<sup>nd</sup> LUNCH - 11:35AM - 11:55AM

- All Volunteers should fill out a MMSD Volunteer Disclosure Form. Dee Nicolai will keep these filed in the office.
- Please sign into the office before each shift.
- Please wash your hands thoroughly before helping students
- Aprons are available in kitchen to carry supplies (scissors, condiments, sporks, napkins)
- Teachers walk their children to lunch tables and stay 5 minutes
- Kids sit on their coats at lunch

**HOT LUNCH KIDS**

- Line up in alphabetical order by last name to check in at the computer
- Pick up lunch and walk to their lunch table
- Open milk - open lunch packs
- EAT, ask a neighbor for help or raise a hand for an adult to help.
- Put garbage by you or in the middle of the table
- Raise a hand at dismissal
- Eileen Curtis, Staff Member will cue our dismissal.
- Throw out all garbage once dismissed (check the floor!)
- Empty Liquids (Milk, Water, Juice) in the buckets
- WALK outside to playground

**LUNCH BOX KIDS**

- Take lunch box to the table, get milk if needed.
- Open milk - EAT your lunch
- For help ask a neighbor or raise a hand for an adult to help.
- Pack up your lunch boxes, thermos, containers, spoons, extra food into your lunch box
- Raise your hand at dismissal, **THROW OUT** all garbage once dismissed (check the floor!)
- Empty Liquids (Milk, Water, Juice) in the buckets

- Put your lunch box into your classroom tub and WALK outside to the playground

### IMPORTANT NOTES:

- **Please be aware of Important Allergy Rules/Special Seating of Students:** One (red) table is designated as "nut free". Students with allergies to peanuts/tree nuts may sit here with COLD or HOT lunches. Other students may be invited to sit here, but only if they have HOT lunch. Please be aware of your own hands if you help students with packaging containing nuts or peanut butter at other tables! Washing again with soap and water is important to prevent cross-contamination.
- Help students open their lunch packaging when they raise their hands. It is helpful to bring your own scissors for this sometimes tricky job. Apron pockets will also have scissors.
- Students are to raise hands if they need to use the restrooms or drinking fountains.
- After students are dismissed, assist the staff with garbage pick-up on floor and tables. Special "table only" mops are available to clean tables after each lunch.
- For additional questions: Please see Eileen Curtis, Debbie Lynch or Cathy McMillan
- We know there will be additional issues/Do your best and please ask for help. Please know that Franklin School appreciates your time and efforts as Parent Volunteers.