



# St. Augustine School

67901 Howard Richmond, MI 48062 Phone: 586.727.9365 Fax: 586.727.6502

August 27, 2018

Dear Noon Supervisor,

We appreciate your helping hands during lunchtime. So that things can run smoothly, there are some expectations to help that process. Thank you for adhering to these:

- Arrive by 11:45am
- You will be assigned to be “in” which is down in the cafeteria or “out” which is outside.

If you are “**in**” supervisor-

1. When students walk into the Parish Hall, the ones with lunch tickets have to line up near the kitchen for hot lunch. The rest of them find a seat at their designed grade table.
2. Grades TK-3 will need more assistance with opening things and getting settled in.
3. Walk around to be sure students are behaving, and eating their lunch.
4. Please maintain an inside voice level. Turning off the lights is the method we use to get them quieted down, make announcements, etc. They know when the lights are off that voices are also off and attention needs to be on the speaker.
5. They will eat lunch until 12:15pm. Their spot needs to be cleaned before being called to line up to go outside.
6. See the cafeteria expectations on your lanyard.

If you are “**out**” supervisor-

1. Your eyes should always be looking around the playground to monitor students and their safety.
2. You should NOT be texting or making phone calls, please.
3. If there is an issue, please do your best to handle it but please follow through with their teacher
4. If a student needs to use the bathroom, you may send them in by themselves after buzzing the office so we can be sure they return.  
PLEASE ENCOURAGE STUDENTS TO WAIT UNLESS IT IS AN EMERGENCY.
5. Recess is from 12:15pm – 12:35pm for grades K-3. At 12:15pm grades 4-5 come in. At 12:18pm grades 6-8 come in.
6. See the playground expectations on your lanyard.

If there aren't enough supervisors (at least 2 outside) and the students are outdoors, please close the gate so students are not in the parking lot without adult supervision.

\*If you have any questions or concerns, please feel free to ask.

Sincerely,  
Mrs. Lenn