



St. Augustine Catholic School

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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 at least 5 minutes before lunch/recess starts
- Please come to the office to sign in
- You will be assigned where to go to help

If you are assigned to help for lunch (in Parish Hall)

1. When students walk into the Parish Hall, the ones receiving hot lunch will 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 started.
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.
5. Their spot needs to be cleaned before being called to line up to go outside/back to their classroom

If you are assigned to help for recess (on playground or in classrooms)

1. Your eyes should always be looking around the playground/each classroom 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 the building, with a pass, by themselves, making sure they return the pass when they return.

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

Sincerely,
Mrs. Lenn