

How to Host SLDM Lunch with the Principal (LWP)

Upon arrival...

- The Secretary will give you the student placemats for the day and CWH key fob. Each placemat should have a card attached signifying if the student has Hot Lunch (ideally with drink choice noted) or a lunch box.
- Lunch takes place in the Loft area conference room, upstairs next to Mr. Harden's office. Supplies...
- The room cabinet contains a red/white bin with supplies.
- POPSICLES: Popsicles are in the Copy Room in the back of the School Office. If supplies are low, additional boxes are in the Teacher's Lounge. A small blue cooler is provided (either in the bin or atop the Office Copy Room freezer) to transport/store popsicles for each lunch. Two ice packs are in the freezer. NOTE: Secretary or Nurse will inform you if any student needs a Sugar Free popsicle. Sugar free box is in the Teacher's Lounge freezer.
- Grab any Hot Lunches/Drinks before the students arrive. (If the lunch isn't 'hot,' and you can carry, you may bring lunches for other lunch periods, just tell the lunch crew.)

LUNCH and RECESS SCHEDULE		start	end	length	
PKC	lunch	11:15	11:35	20	
K-2	recess	10:55	11:20	25	
	lunch	11:20	11:45	25	
3-5	recess	11:25	11:50	25	
	lunch	11:50	12:15	25	
6-8	recess	11:55	12:15	20	Friday MS
	lunch	12:15	12:35	20	12:00-12:20 recess
Preschool	recess	12:35	1:10	25	12:20-12:40 lunch

- At the end of each recess, take the placemats for the corresponding lunch to the Recess Monitors. They will help gather the students so you can escort them upstairs. NOTE: Generally, the older students know they have lunch and will come directly to the loft.
- Once Mr. Stewart arrives, he'll get things started with prayer, etc. NOTE: younger students may need help opening items. (While they eat, collect popsicles and/or Hot Lunch for next lunch period, if needed.)
- Five minutes before lunch period ENDS, serve popsicles. Again, unwrap for younger students. Students MAY take popsicles with them if they do not finish.
- When lunch period ends, wipe down the table, escort younger students back to class and/or collect next group from recess. ***Students are NOT allowed to wait in an empty classroom. After 3rd lunch, wipe down table, put supplies back in cabinet and return ice packs to freezer.
- If Mr. Stewart does not take the placemats downstairs, take them to the Copy Room and slide them between the plastic storage boxes on the top shelf (for later filing).

Thanks for hosting!

Questions: Jamie Anderson at jamied.anderson10@gmail.com or (317) 498-4855