St. Mary's Catholic School

Recess & Lunch Duty Schedule · 2026-2027

Morning Arrival Supervision · Louise · 7:30-8:15

Louise supervises students on arrival through the start of assembly, Monday-Friday.

Morning Drop-Off · One Supervisor · 7:45-8:15

	Monday	Tuesday	Wednesday	Thursday	Friday
On-duty Staff	Danette	Sandy	Melissa	Leah	Louise

*****Please be down on Lincoln to monitor student drop-off. Teachers on morning drop-off duty should be stationed on Lincoln to greet students as they come through the gate, keeping the Lincoln Street line moving by helping kids exit quickly since they'll arrive ready to go (backpacks on, buckles undone). Any student arriving after the 8:10 a.m. assembly bell should be redirected to the front office to be signed in by whichever parent or guardian walked them in.**

Morning Recess · 9:58-10:13

	Monday	Tuesday	Wednesday	Thursday	Friday
K-2 On-duty Staff	Amanda	Erin	Amanda	Amanda	Erin
3rd-7th On-duty Staff	Sandy	Betsy	Betsy	Melissa	Betsy

*****5th Graders will help with clean up after lunch.**

Lunch · 11:39-12:19

Split into two 20-minute shifts so every supervisor gets 20 minutes free to eat.

K-2 Supervisors

	Monday	Tuesday	Wednesday	Thursday	Friday
Shift 1 · 11:39-11:59	Erin	Amanda	Erin	Erin	Amanda
Shift 2 · 11:59-12:19	Betsy	Danette	Leah	Betsy	Leah

3rd-7th Supervisors

	Monday	Tuesday	Wednesday	Thursday	Friday
Shift 1 · 11:39-11:59	Brad	Warren	Melissa	Zac	Melissa
Shift 2 · 11:59-12:19	Carolee	Brad	Zac	Marie	Zac

Afternoon Dismissal · 3:05-3:15

Homeroom teachers supervise their own students at dismissal.

Notes: If you need to arrange a substitute for your duty, please notify the office by 8:00 AM on the day of your duty. This schedule will be reviewed at the start of each semester. Questions? Contact Marie at mbordeleau@stmarysmoscow.org.