



Endeavor Charter School

Lunch Duty Step by Step

1. Complete Background Check BEFORE signing for lunch duty (link on website).
2. Sign up on your child's class/grade's Signup Genius for lunch duty.
3. On your lunch duty day, check in at the front office and sign in on the iPad.
 - a. If necessary, a sibling may attend with parent, please follow all safety guidelines.
4. Get a volunteer lanyard before you go to the classroom.
5. Wait in the hallway outside of classroom until the teacher is ready and class has ended.

During Lunch:

- Follow current Covid guidelines with regards to spacing.
- Two students in hallway/bathroom at a time, wait for students to come back before sending more.
- Café Days will be delivered to the classroom, help with distribution to students.
- With 5 min left, instruct students to clean up, all trash should go home with the student.

During Recess:

- Line students up quietly in the classroom.
- Move quietly through hallways to the playground (teacher will let you know where to exit and enter).
- Students should follow all playground rules posted.
- Recess Supervisor will manage equipment on the playground.
- Notify the Recess Supervisor of any injuries.
- Students should not re-enter building unless there is an emergency.
- 2 minutes before end of recess, the Recess Supervisor will line the classes up to head back to their classroom with you.

Thank you for volunteering your time at Endeavor Charter School!