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To: Holy Spirit Families
Date: August, 2018
RE: Grade Level Lunch/Recess Volunteer Schedule

At Holy Spirit school, we have one lunchroom supervisor and two playground supervisors each day. In addition to this team, two parent volunteers are needed outside and inside each day. This provides continuity and stability to ensure a happy, safe and enjoyable lunch/recess program for our students. The time is 11:35 – 12:30.

Each teacher will have their class sign-up sheets at the Meet & Greet on August 16th. If possible, please find 3 days per child that work with your schedule. If you are unsure of your schedule and availability in advance, you will be contacted a month or two prior to your child's class schedule to choose convenient dates. If volunteering during the lunch hour will not work for your schedule, there is an option of paying \$10 per lunch (\$30 per child) so that a sub can be scheduled for you.

As you look over the supervision dates below by grade level, please let us know which of these opportunities best fits your schedule by returning the bottom of this form to the office with your preferences circled. Receipt of this form from every family greatly helps with our scheduling.

2018-19 Lunch/Recess Volunteer dates are as follows:

8 th grade	August 21 – September 21
7 th grade	September 24 – October 26
6 th grade	October 29 – November 30
5 th grade	December 3 – January 11
4 th grade	January 14 – February 15
3 rd grade	February 20 – March 22
2 nd grade	March 25 – May 3
1 st grade	May 6 – June 6

Please be generous with your time and talent so we can continue to provide a quality and safe lunch/recess for the students. Thank you for your dedication to this program. If you have questions or concerns, please do not hesitate to call, text or email Kristine Olewinski at 616-340-6751 or kristine2121@hotmail.com

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Please return this form by the Meet & Greet on August 16th to help with our scheduling.

1. I am planning on volunteering 3 days during the month/s that my children's class/es are scheduled for lunch/recess duty.
I prefer: INSIDE OUTSIDE EITHER
2. I cannot work during lunch/recess due to my schedule, but I am willing to pay a substitute \$10 per lunch (\$30 per child) when my child's class is scheduled. Enclosed, please find my payment. (Example: 1 child @ 3x10 = \$30).
3. **a)** I would like to be called on any month to sub during lunch/recess knowing that a stipend is available **OR**
 b) I would like to volunteer my time as part of the parent participation program at Holy Spirit. I am available these days:
 MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Child/ren's Name/s: _____ Grade/s: _____

Signature: _____ Email: _____

*Our mission at Holy Spirit School is to promote the message and teachings of Jesus Christ.
Students, parents, and faculty form a Catholic family of faith.
Together, we challenge our students to achieve their fullest spiritual, academic, social, emotional, and physical potential.*