

June 5, 2008

Dear Parents/ Guardians:

This school year is rapidly coming to a close and already we are preparing for next school year, including lunch/recess duty. According to our policy:

Each Family will be required to serve as lunchroom and/or recess monitors along with school staff. Families will be scheduled two times during the year. Any family who chooses to opt out of serving lunch/recess duty will be assessed a fee of \$75.00, which must be paid by August 1 prior to the beginning of the school year. Lunchroom/recess monitor schedules will be distributed three times/year. The assessed fee will be used to pay personnel needed to provide adequate supervision. The required lunch duty **will** be credited towards mandatory service hours. **Any family who misses both of their scheduled lunch duties will be billed the \$75.00 fee and will not be scheduled in subsequent years.** (SAB policy updated approved 3/2007)

As a reminder, the Archdiocesan Child Protection Policy dated March 2003 requires that adults who have substantial contact with children in our schools must follow the guidelines of this policy, including a Criminal History Records Check, as well as completion of the *Virtus* training. Please note that anyone who serves as a lunchroom/playground monitor must have completed a Criminal History Records Check through the Archdiocese of Washington.

Please return the attached form to the school office no later than **August 1, 2008**. Anyone who has not returned the attached form and /or completed the requirements of the Child Protection Policy by August 1, 2008, will be assessed the lunch duty fee.

If you have any questions or concerns, please call the school office.

Have a safe and blessed summer,

Mrs. Cheri Wood
Principal

Lunchroom/Playground Monitor

Parent Name _____ Family Name _____

_____ I will serve as a lunchroom/playground monitor for the 2008-09 school year. If at all possible, please schedule me for the following day(s) of the week:

_____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri.

_____ I will not serve as a lunchroom/playground monitor for the 2008-2009 school year. I have enclosed my check for \$75.00 made payable to St. Bernadette School.

_____ I will not serve as a lunchroom/playground monitor for the 2008-2009 school year. I previously paid the \$75.00 fee with my registration form.

Please return this form to the school office no later than August 1, 2008