

Willard Fun Lunch Procedure—2021/22

4TH GRADE LUNCH (EAT FIRST)

10:15-10:30: Delivery #1 arrives; includes 4th, 1st grade, and staff lunches (put in staff lunchroom)

10:30-10:50

- Sort 4th grade lunches into large, labeled Panera bags
- Sort 1st grade lunches into thermal bags, by class, set aside.
- Deliver 4th grade bags to the classroom, quietly leaving them near the door,
BY 10:55

11:00: 4th grade comes to lunch

1ST GRADE LUNCH (EAT SECOND)

10:50-11:20

- Set out framed teacher names on long folding tables (Left to right—Conrad, Driscoll, Mitchell)
- Place each class's thermal bag on the proper table

11:25-11:30

- *1st grade comes to lunch*
- Each class stops in front of their long table
- Volunteers hand out lunches to each 1st grader--For 1st Grade: Easiest for volunteer to say the names of students, and hand out (rather than ask each child their name)

2ND GRADE LUNCH (EAT THIRD)

11:30: Delivery #2 arrives; includes 2nd and 3rd grade lunches

11:30-11:50

- Sort 2nd grade lunches into large, labeled Panera bags
- Sort 3rd grade lunches into thermal bags, by class, set aside.
- Deliver 2nd grade bags to the classroom, quietly leaving them near the door,
BY 11:55

12:00 2nd grade arrives for lunch

3RD GRADE LUNCH (EAT FOURTH)

11:50-12:20

- Set out framed teacher names on long folding tables (Left to right—Costin, Millon, Szostak)
- Place each class's thermal bag on the proper table

12:25-12:30

- *3rd grade comes to lunch*
- Each class stops in front of their long table
- Teacher and volunteers hand out lunches to each 3rd grader

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CLOSING TIME

12:30-12:40

- Collect bags and organize into one bags
 - Put teacher name frames into the bag
 - Put Fun Lunch clipboard into the bag
- Make sure the space is left refuse free

TROUBLESHOOTING:

Missing a lunch?

- Check the master list--did the student order lunch?
 - If no, let Shanna Castillo know, she will provide a school lunch
- If yes, under what TEACHER name? Some parents have miss labeled their child as staff, or given the wrong teacher's name.
- If it is truly missing, call Marla's at **(224)269-0068**
 - Sometimes, you can take the same lunch from a student who will eat next, and wait for the new lunch to be delivered, to replace it. *EXAMPLE: If 4th Grade Sally is missing a Culver's cheeseburger, you can look into the 1st Grade lunches (which arrived at the same time), take a cheeseburger from Josephina, and give it to Sally at 11:00. The second delivery will include the missing cheeseburger, which you can put in Josephina's lunch.*

Silverware:

- It should come with lunch. Check the bags, boxes, etc
- If none, look in the side room of the cafeteria, where extras are kept. Add to each lunch or class bag.