



Monarch Elementary School  
Lunch Relief Training  
2017-2018

- Every class is assigned to either Line 1 or Line 2.
- Classes will enter the lunch room through Lunch Room Door 2 (door nearest the small dining room).
- Classes in line 1 should walk in front of the tray return to go to their line.
- If a student has forgotten a lunchbox, ask them to check the “forgotten lunchbox table.”
- Children with lunchboxes may be seated at the table upon entrance to the cafeteria.
- The tables are numbered 1-10. Each class is assigned a table.
- Tables 1-5 will be using lunch line 1. These classes will enter the lunch room and go straight to lunch line 1.
- Tables 6-10, will also enter through Lunch Room Door 2 (door nearest the small dining room). The class will walk in front of the tables to lunch line 2. The class will then need to swing around and line up near the windows of the playground.
- When music is playing **EVERYONE** is quiet and when the music is not playing appropriate inside voices are used.
- We ask that the lunch relief parent not sit and eat lunch, but to stand and monitor the class. If you are seated, it is difficult to see the children at the other end of the table. You may want to eat before you come or plan to eat later.
- As you leave, all trash is placed in the large trash can at the end of the table. Trays are stacked. Ask the teacher which student is to take the trays to the window.
- Please dismiss one side of the table at a time. You will exit the same way that you entered.
- All classrooms exiting the lunch room should exit using Door 1 (door nearest the stage).
- Please do not bring children with you to monitor lunch relief.
- Teachers will meet you in the hallway outside of the cafeteria to pick up their students.
- If you have problems or need any help, please ask a teacher for his or her help.

**Thank you! Our teachers greatly appreciate lunch breaks!**