



BROOK HILLS CO-OP

## Parent Serve Lunch Instructions Upper School

***The lunch slot is from 11:20 am - 12:05 pm.***

*\*Please arrive 5 minutes prior to your time slot, sign in with the desk attendant, and complete a nametag.*

- Lunch may be outside at the picnic tables (on the right side of the student building) or in Room 100 (if the weather does not permit outside gathering).
- Please take a large garbage can out of the main worship room and place it near the doors outside to give students a place to throw away items.
- During lunch, walk around the area so that students know an adult is present. This is a great opportunity to talk to students and get to know them! They love meeting other students' parents.
- Students should not be continuously on their phones. Some students may take out their phones to show a photo or something as they are in conversation with others, but students are not permitted to just sit and scroll on their phones. Please remind them of that guideline as you see it. If you see the same student on his/her phone multiple times, please take the phone and ask for the student's name. You can drop it off with an administrator for the student to retrieve later.
- Students will come in and out of the propped-open door to use the restrooms.
- **Please wait until 11:55 a.m. to dismiss students** to their next class so that teachers have adequate time to have lunch.
- Ask students to straighten their chairs and put all garbage away before leaving.
- Before you leave, please make sure:
  - the garbage can is put back to its original place
  - all chairs are back in order
  - no garbage is left laying around
  - the umbrellas are put down and secured
  - cafe doors and back door are closed and locked
  - Sign out at the front desk

In case of any emergency, please text Becca at 205.283.6204.

***We are so grateful for your service!***