



# HOLY NAME OF MARY SCHOOL



Reverend David Regan, Pastor

Mrs. Pamela Sanders, Principal

July 2021

Dear Parents and Guardians,

Applications for our service program are available. These assignments will reduce a family's tuition by \$2,000 for the year if you are able to volunteer 5 days/week, \$1,200 deduction if you volunteer 3 days/week, \$900 deduction if you volunteer 2 days/week and \$500 if you volunteer 1 day/week. We will also offer a \$20 deduction from the last month's tuition if you are able to substitute or volunteer per diem. Service providers must recognize the authority of the administration and the teacher on duty and understand theirs is a supervisory position. Any student disciplinary action is the responsibility of the teacher on duty at the time of your service.

**PLEASE BE ADVISED; IF YOU MISS MORE THAN 3 DAYS OF SERVICE, YOUR DISCOUNT WILL BE REDUCED. MAKE SURE YOU SIGN IN.**

Morning Service responsibilities are as follows:

- Arrive on time and remain in service for the complete assignment;
- Assist teacher on duty with the needs of the children;
- Observe and report to the teacher on duty any improper or dangerous behavior;
- Supervise all children while in the gymnasium and/or school yard;
- Escort ill children to the health office (as required – after 8:00 AM);
- Close and monitor school yard gates;
- Two positions begin at 7:30 AM and are completed at 8:30 AM;
- Two positions begin at 7:45 AM and are completed at 8:45 AM.

Lunch Service responsibilities are as follows:

- Arrive on time and remain in service for the complete assignment;
- Assist the teacher on duty with the needs of the children;
- Observe and report to the teacher on duty any improper or dangerous behavior;
- Clean the tables before, during and after each lunch session;
- Every day your class has lunch in school, arrive at 11:15 AM (grades K thru 8);
- Supervise students (as assigned) at recess and at lunch;
- Sign out and leave at 12:30 PM (grades K thru 8);
- Nursery & Pre-K hours are 11:55 AM to 12:45 PM;
- Distribute pizza and water to student body (Wednesdays).

For the safety of all, younger children are not permitted to accompany you during service. Lunch service providers must be able to climb stairs and accompany students, as necessary, throughout the building. The use of cell phones are not permitted while you are supervising the students. Also, please be aware that you will be assigned a class. You will not be supervising your child's class.

Sincerely,

Mrs. Pamela Sanders  
Principal