

TO: ST. ANTHONY SCHOOL'S PARENT/GUARDIAN
FROM: EVELYN BAUTISTA-MILLER, (EVELYN) LUNCH DUTY PROGRAM COORDINATOR
SUBJECT: LUNCH DUTY SCHEDULE
DATE: AUGUST 30, 2017

Attached is the lunch duty schedule for the school year 2017-2018. Unfortunately, it is not possible for me to change your scheduled days to accommodate any conflicts that you may have. Therefore, it is your responsibility to make arrangements to have your scheduled days covered. If you, the parent/guardians are not able to attend, you may choose to have another family member (must be 18 or older) stand in your place. If this is not an option for you, then you have the choice to contact an available parent from the sub-list at a fee of **\$25.00**, which is paid directly to the substitute parent (payment should be made on the day of your scheduled lunch duty). A substitute list is attached for your convenience. There are 6 parents that are willing to serve as substitutes. Please contact anyone on the list to serve as a substitute on your assigned days; if you are unable to do so.

IMPORTANT: Please notify the office **as soon as possible** of any arrangements that you have made, such as having someone stand in your place (a family member or sub) so that it can be noted on your behalf. Also, please contact me with the changes. If arrangements are **not made** prior to your missing your scheduled day, you **will be charged a fee of \$50.00 payable to St. Anthony School.** Please note that your child/children's safety during lunch duty is our priority so it is important for you to advise the main office.

PLEASE NOTE: I received many requests for particular days in the September and October, but unfortunately I was unable to accommodate all requests.

If you have any questions or concerns please call me, or via text at 917-447-7187 or email stanthonylunchguardians@gmail.com; I will reply as soon as possible.

Thanking you in advance,

