



Ira W. Travell Elementary
340 Bogert Avenue
Ridgewood, New Jersey 07450

Dr. Margaret Leininger
Principal

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September 2018

Dear Parents:

Lunchtime provides an opportunity for children to eat, play and socialize with their classmates. **The lunchtime schedule is below:**

| | | |
|---------------------|---------------|--------------------|
| Kindergarten | Lunch | 11:30-11:50 |
| | Recess | 11:55-12:15 |
| Grade 1 | Lunch | 11:55-12:15 |
| | Recess | 11:30-11:50 |
| Grade 2 | Lunch | 11:55-12:15 |
| | Recess | 11:30-11:50 |
| Grade 3 | Lunch | 12:15-12:35 |
| | Recess | 12:40-1:00 |
| Grade 4 | Lunch | 12:15-12:35 |
| | Recess | 12:40-1:00 |
| Grade 5 | Lunch | 12:40-1:00 |
| | Recess | 12:15-12:35 |

The children eat their lunch in the multi-purpose room at tables designed for their class. Hot lunch and milk are distributed by the lunch teachers to those children who have purchased these items through Village Fresh. The link is posted on the Travell website.

The children are supervised by lunch teachers during the lunch period. The lunch teachers will attend an orientation to discuss strategies and techniques for lunchtime supervision. During the orientation session the lunch teachers, students, and I will discuss general rules, etiquette, and expectations of children during the lunch hour. The lunch teachers are instructed to be assertive and positive, not hostile and passive as they supervise children during the lunch period. For the sake of safety and security, we will ask the children to: follow directions; stay in their assigned areas; avoid fighting, name-calling or teasing; use equipment properly; discard trash properly; and cooperate. **Please review** with your child general rules of safety, security and courtesy.

If your child will not be staying for lunch every day, I ask that you notify your child's teacher in writing, sign them out in the Main Office and again when they return. This will help maintain accountability of your child's whereabouts.

I am on duty during the lunch hour every day. Please contact me if you have any questions or concerns.

With the cooperation of each child and lunch teacher, we will be able to establish a safe, pleasant, and enjoyable lunchtime experience at Travell School.

Sincerely,

Margaret Leininger
Principal

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