

School Policy for Lunch Room Visits

Many parents value the opportunity to have lunch with their child during the school day. A parent, guardian, or grandparent may visit their child in the cafeteria during the lunch period provided the following policy is followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school. Parents/guardians are required to report to the main office to sign-in. State issued photo identification is required.

Lunch Guest Procedures:

1. **Only your child will be allowed to eat lunch with you. Adults visiting for lunch must be listed on the student emergency card and it must be indicated that contact is allowed at school.**
2. You may purchase the school lunch or bring one from home. **Children may not share food or purchase food for another child.** Bringing in restaurant food is discouraged.
3. The visitor's badge given to you by the office staff when you check-in must be **worn on your shirt** and must be easily visible by lunch monitors. Only the student(s) names indicated on the badge may sit with you.
4. The lunchroom visit must take place during the child's regularly scheduled lunch time.
5. The lunchroom visitor needs to sit at the round visitor table inside the lunchroom or at the tables outside the cafeteria area.
6. The student is required to follow all cafeteria procedures including:
 - a. sitting in their own seat, not on a parent's lap
 - b. remaining seated during the visit
7. Visitors will not be allowed to remain in the cafeteria for extended lunch time. Children being visited need to return to the classroom when the teacher picks up the class.
8. The visitor is not allowed to take pictures, video, or make audio recordings during the visit.
9. Any questions or concerns must be directed to the principal or assistant principal. The visitor must not direct concerns to the staff or monitors as these employees are focused on student safety and monitoring.
10. Lunchroom visitors may not visit other areas of the campus without prior approval.

Thank you for your assistance, and we are glad you are part of the Berkley family.

Kind Regards,

Berkley Administration