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| Standard Operating Procedure<br><b>TEACHERS BREAK ROOM – MAIN SCHOOL</b> | HSA-SOP<br>1.0 |
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## 1.0 PURPOSE

This document defines the roles, responsibilities and processes for the organization of stocking the Teacher's Break Room in the Main School.

## 2.0 RESPONSIBILITIES

| Function   | Activity   |
|------------|--|
| HSA        | <ul style="list-style-type: none"><li>● Identifies grade participation schedule</li><li>● Communicates the schedule with approved handouts/correspondence to Key Parents</li><li>● Send monthly reminders to Key Parents on breakroom responsibilities</li></ul> |
| Key Parent | <ul style="list-style-type: none"><li>● Distributes communication to all families in assigned classes/grade</li><li>● Collects and organizes all donations</li><li>● Delivers and sets up all donations in the teachers break room</li></ul>                     |
| Principal  | <ul style="list-style-type: none"><li>● Reviews and Approves handouts/correspondence prior to distribution.</li></ul>  |

## 3.0 PROCEDURE

- 3.1 The HSA will organize a schedule for classes to participate in stocking the teachers' break room.
- 3.2 The HSA will provide, via email, approved correspondence and handouts to the Key Parent for distribution to all families in assigned classes/grade.
- 3.3 The HSA will send monthly reminders to Key Parents on breakroom responsibilities and timing.
- 3.4 The Key Parent will distribute the handout to all families in assigned class/grade. It is suggested that they distribute the handout a week before their assigned month. This will allow time for all donations to be sent in and the room stocked. **Note:** If Key Parents have email addresses for all parents in their assigned class, they can choose to send via email instead of distributing as a handout.
- 3.5 The Key Parent will collect and organize all donations received. The Key Parent should look at the current stock of food and beverage in the breakroom, allowing to focus on items needed and not add to an already large over stock of any item(s).
- 3.6 The Key Parent will deliver and set-up, in the teacher's break room, all donations received.

### General

- The Key Parents in each class, per assigned grade, will work together to collect and set-up all donations for the teacher's break room.
- The Key Parents (for assigned grade) may choose to decorate the break room for a season/or holiday.

## 4.0 APPENDICES

### APPENDIX 1

#### Example Email / Schedule Communication to Key Parents

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**Note:** Schedule template is stored on Google Drive under the Teacher Break Room Folder

#### Stock the Teacher's Break Room

There has been an initiative to have each grade help to stock the Teacher's Break Room with coffee and snacks.

The HSA Board has put together a schedule and request that the Key Parent's for each grade discuss a plan to send to the parents and to gather goodies to place in the Break Room. Attached is a flyer that you can amend for your grade and corresponding grades.

If you have any questions, please reach out to [INSERT HSA Board member managing]

| Month      | Grade                      | Key Parents                    | Email Address             |
|------------|----------------------------|--------------------------------|---------------------------|
| Sept – Oct | HSA                        | Name of HSA Representative     |                           |
| November   | Third Grade                | Enter Key Parent Names / Class | Key Parents Email address |
| December   | Fifth Grade                | Enter Key Parent Names / Class | Key Parents Email address |
| January    | Fourth Grade               | Enter Key Parent Names / Class | Key Parents Email address |
| February   | Eight Grade                | Enter Key Parent Names / Class | Key Parents Email address |
| March      | Sixth Grade                | Enter Key Parent Names / Class | Key Parents Email address |
| April      | Second Grade               | Enter Key Parent Names / Class | Key Parents Email address |
| May        | Seventh Grade              | Enter Key Parent Names / Class | Key Parents Email address |
| June       | Kindergarten / First Grade | Enter Key Parent Names / Class | Key Parents Email address |

## 4.0 APPENDICES

### APPENDIX 2

#### Example of Approved Flyer for Distribution to Families

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Note: Flyer template is stored on Google Drive under the Teacher Break Room Folder. Key Parents should be instructed only to update the GRADE, CONTACT INFO and DUE DATE.



The flyer is enclosed in a blue border and features a decorative border at the top and bottom consisting of a row of coffee cups with steam rising from them. The text is centered and reads:

HELP Kindergarten and  
First Grade  
Stock the Teacher's Break Room

We will be accepting donations of K-Cups (Coffee, Tea),  
Hot Chocolate, Creamers, Disposable Travel Cups,  
Individual Snacks (Cookies, Nuts, Candy, granola bars, etc.)

There are two illustrations: on the left, a pink teapot on a blue cloth next to a white coffee cup and a croissant; on the right, a small round table with a white chair and a coffee cup on the table.

If you are interested in donating any goodies, please  
contact xxx (email) or send in them to your classroom  
for collection

**There is no obligation to participate!**

**All donations due: date**

## 5.1 DOCUMENT REVISION HISTORY

| Document Revision History |                       |                         |
|---------------------------|-----------------------|-------------------------|
| Version No.               | Description of Change | Justification of Change |
| 1.0                       | New SOP Developed     | N/A                     |
|                           |                       |                         |
|                           |                       |                         |