



HOLY TRINITY SCHOOL



PreK 3 to Grade 8

336 First Street, Westfield, NJ 0709

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Holy Trinity School has a lunch duty program for the 2019-2020 school year. There are two options:

1. **Opt In:** You must complete lunch duty one time each month. You may have a proxy (i.e. a grandparent, nanny, etc.). All designated proxies must have completed Protecting God's Children.
 - a. If you opt in and miss a month of performing lunch duty, there is a \$10 fee. You may only miss two sessions, after the third missed lunch duty you will be charged a penalty of \$175. **The \$175 will be billed through FACTS.**
 - b. Lunch duty begins **promptly** at 11:20 AM and ends at 1:00 PM. You must stay through the entire designated time period.
 - c. If you opt in you will get an email with the sign-up information.

2. **Opt Out:** In order to opt out of the lunch duty obligation, you will pay \$125 for the school year. Once you pay the one-time fee you are exempt from lunch duty for the school year.

There will be two full time aides to provide coverage for lunch duty in addition to the parents who have opted in to volunteer.

Please indicate your option below and send in on the first day school in an envelope directed to the office market "Lunch Duty". This form must be received by Friday, September 13, 2019. **If we do not receive a form back, we will take it that you are OPTING OUT of lunch duty and we will charge you \$125 through FACTS.**

Please return bottom portion:

Family Name: _____

Children(s) Name(s) & Grade(s):

1. _____	3. _____
2. _____	4. _____

Option #1: Opt In for Lunch Duty

Family Email: _____

Option #2: Opt Out for Lunch Duty

Please send a check payable to HTS HSA for \$125. Check must be received by 9/13/19.



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