**Holy Cross Academy Recess Duty**

Holy Cross families are required to supervise lunch/recess twice a year for each child they have in our school. It is a joy for the children to see their parents at lunch time and it’s equally delightful for parents to watch their children play and meet their children's friends. Although we want you to enjoy some extra time with your children at school, we also need your help in watching all the students to help ensure a safe and happy lunch and recess for them. PLEASE REFRAIN from cell phone use during recess duty.

Here’s some basic information you might find helpful:

• Recess duty begins at 11:35AM and ends at 12:25PM.

• When coming in for your duty, please stop in the office and sign-in on the “Recess Duty” sheet. You will then be able to pick a tag for an area to cover for the duration of your duty. We do ask that you stay in the assigned area.

• During inclement weather, recess is held indoors and parents are assigned to different classrooms to assist.

• Occasionally a parent cannot make their commitment. One option is to find another parent to swap days with. If you cannot find anyone, the other option is to find a substitute to cover your turn and pay the $20.00 substitute fee to them as well. Please be sure to contact the Front Office at 540-286-1600 if you cannot make it. The Recess Program maintains a sub list for your convenience.

• In the event of an emergency (such as car won’t start, sick child, etc.), please notify the front office at 540-286-1600 immediately to let us know and to have a make-up date assigned.

• The fee for a missed recess duty is $50.00.