



James Burd Elementary School

Mr. Scott Shapiro, Principal
717-530-2780

Nancy Grayson Elementary School

Mrs. Susan Martin, Principal
717-530-2770

PARENT LUNCH RESERVATION

The Elementary Schools welcome you to enjoy visiting with your child in the school environment. For you to eat with your child, **we will accept lunch reservations on Mondays and Fridays**. This reservation form is part of our ongoing efforts to monitor and improve our safety and security procedures, as well as to keep the lunchtime staff informed of guests for the day. If you have questions, please contact your building principal.

We will abide by the following expectations and ask that you also follow these expectations.

- This reservation form must be submitted to your child's teacher or to the office by 9:00am of the day you are planning to visit. Reservations for lunch must be submitted on this form only. This will assist us in planning for your visit. All Lunch Visitors that will be entering the school building for lunch must be listed on this reservation.
- Lunch Visitors will be restricted to parents, siblings, and grandparents, unless preapproved by the building principal
- Lunch Visitors will report to the office before and after lunch. All adults must present a photo ID.
- Lunch visitors will be permitted into the building no more than 5 minutes prior to their child's lunch time.
- Lunch visitors will report directly to the cafeteria after checking into the office. After lunch, lunch visitors must go straight to the office to check out. Lunch visitors are not permitted to escort children to their classroom or be in other areas of the school without the office staff being aware of it.
- **Lunch Visitors may not bring food from outside the building into the cafeteria, unless preapproved by the building principal. The cost of an adult lunch is \$3.80.**
- Lunch Visitors will sit in a designated area in the cafeteria. Visitors will only be permitted to eat and interact with their child/children.

Date of Visit	
Visitor(s)	
Child's Name	
Teacher's Name	
Parent Signature	