

## Parent and Visitor Guidelines

Cloverleaf Elementary has created the following guidelines concerning parents and other individuals visiting students during lunch. Some of the policies are required in order to be in compliance with Federal Regulations governing school lunch programs. Other rules are meant to ensure we provide the best, most efficient meal service possible. The safety and welfare of our students is important to us. Thank you for your cooperation.

Parent and Visitor Guidelines

1. All visitors must register in the front office.
2. Visitor ID tags must be worn at all times.
3. Strollers must remain outside of the cafeteria.
4. Parents / Visitors must sit at the designated table, at the front of the cafeteria, with their student.
5. Parents / Visitors are responsible for attending to younger children that they bring. They must remain seated at the table at all times.
6. Parents / Visitors may purchase food for themselves. Federal Regulations prohibit visitors from eating food from the student's tray.
7. Parents / Visitors may only bring outside food for their own student. Sharing with other students is not allowed.

The only exception is for special events (i.e. birthdays). Parents / Visitors may distribute snacks or drink (cupcakes, cookies, juice boxes, etc) to the whole class during the last ten minutes of the lunch period.

8. Parents / Visitors may not take photos which include any other students.
9. Parents / Visitors must leave the cafeteria by the time indicated on the visitor tag.
10. Parents / Visitors are responsible for ensuring that their student leaves the cafeteria with their class.
11. Parents / Visitors must ensure the table is clean and dispose of any trash before leaving.
12. Parents / Visitors must return the visitor pass at the office at the end of the lunch period.

I have read and understand the rules for visiting students in the Cafeteria.

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Parent Signature

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Visitor Signature

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