

## Dover PTO | Chickering School

### 2016 - 2017 Teacher Luncheon Schedule

Date	Theme	Grade
Wednesday, Nov 16, 2016	Fall Harvest	Kindergarten + 4th grade
Wednesday, Dec 14, 2016	Home for the Holidays	5th grade + 2nd grade
Wednesday, Jan 25, 2017	Soup, Sandwiches and Salad	3rd grade + 1st grade
Wednesday, Feb 15, 2017	Italian	Kindergarten + 4th grade
Wednesday, Mar 8, 2017	Staff Appreciation Breakfast	Pre-K + PTO Executive Board
Wednesday, Apr 12, 2017	Around the World	5th grade + 2nd grade
Wednesday, May 17, 2017	Mexican Fiesta	3rd grade + 1st grade

#### Planning Guidelines:

- We will be feeding approximately 60 people. One signup genius per luncheon will be distributed to room parents to forward to their classrooms. All classes will be able to view dishes grade wide.
- Lunch will be served in the teacher's lounge (next to the nurse's room).
- Lunch may be dropped off anytime between 8:20am to 11:30am in the teacher's lounge (please check in at the office first). Hot dishes are dropped off closer to the end of this window (11:15 am 11:30am) so they remain warm. The luncheon will start 11:45am.
- Any dishes and serving utensils from the parent's home should be labeled. We will wash them and leave them in the lobby for pick up after the event or the next day.
- We have one teacher with a nut allergy and one vegetarian. Please ask parents to let us know if any food has nuts!
- For desserts, bite sized portions are preferred. Cookies are very popular. If the parents are providing large cakes or pies, please request that they be pre-sliced. Fruit is always requested by our teachers!
- One room parent and a volunteer parent from your grade should plan to attend the luncheon and arrive at 11:00 am that day. We will need you for setting the table, hosting and clean up. We realize this the luncheons are on early release days. Children are welcome to join you for cleanup if necessary.
- We should be finished by 2pm.

#### Final Suggestions

Two weeks before the luncheon, touch base with the parents of your classroom to remind them about the event, what they signed up to bring and where to drop off their food or other items. Thanks for your help in organizing the luncheons. The teachers love them and really appreciate it. Please don't hesitate to contact us with any questions. Thank you for volunteering as a Room Parent this year!

Best,

Sarah Puerini  
 PTO President 2016 - 2017  
 president@doverpto.org