



Lunch Reservation

Parents,

We will be accepting lunch reservations on Mondays, Wednesdays and Fridays. We welcome you to enjoy visiting with your child in the school environment. This reservation form is part of our ongoing efforts to monitor and improve our safety and security procedures. If you have any questions, please contact the principal. We do ask that you follow the expectations listed below.

- This reservation form must be submitted to your child's teacher or the office by 8:00 a.m. 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 visitors that will be entering the school building must be listed on this reservation.
- Visitors will report to the office before and after lunch. Bring your 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/lunchroom after checking into the office. After lunch, lunch visitors must go straight to the office to check out (i.e., lunch visitors are not permitted in other areas of the building without the office being aware of it.)
- Visitors will sit in a designated area in the cafeteria/lunchroom. Visitors will only be permitted to eat and interact with their child/children.
- In order to be good role models for our students, visitors should adhere to the Oxford City Schools grooming and dress code for students in grades K-12.

Visitor(s)	
Date of Visit	
Child's Name	
Teacher's Name	
Time of Visit	

