Hello WES Room Parents!

As a reminder, each grade level hosts a luncheon to show appreciation for our wonderful teachers and staff throughout the school year.

Staff Luncheon Schedule:

- **January :** 4th Grade/5th Grade
- **February:** 2nd Grade/3rd Grade
- **May (Teacher Appreciation Week):** Kindergarten/First

Key Details & Guidelines:

- **Headcount:** Please plan food and drinks for **40 staff members**.
- **Dietary Restrictions:** We have several staff members who are gluten-free, so please ensure at least one gluten-free main option (and side) is provided.
- **Setup & Cleanup:** Luncheon setup begins on the cafeteria stage at **10:00 AM** (lunch service starts promptly at 10:40 AM). Please also coordinate 1–2 volunteers to assist with cleanup around **12:45 PM**.
- **Restaurant Donations:** You are welcome to reach out to local restaurants for food donations! Since lunch starts early, please plan ahead to coordinate around restaurant opening times. If you need a copy of the PTO tax-exempt 501(c)(3) letter for donations, please contact treasurer@waterfordpto.org.