

September, 2019

Dear Parents/Guardians:

**WE NEED YOUR HELP!!!!!!!!!!!!!!  
(MOMS, DADS & GRANDPARENTS)**

The safety of all our children is our main concern. We need volunteers for "Door Duty". It is important to have someone sitting at the desk by the front door all day. For those who have never volunteered for door duty, all you have to do is let people in and have them sign the visitor book. Occasionally, the teachers might ask for some help cutting or collating. If you feel you can help us, please return the tear-off below as soon as possible as we will be creating a schedule beginning in October.

Thank you, in advance, for your help!

Mr. O'Brien

---

Yes ..... I am available to help.

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Please send my schedule home with (child's name) \_\_\_\_\_  
class \_\_\_\_\_.

To make it easier for everyone, we have the following "shifts" available. Please check when you are available.

Monday	8:20 – 10:00 _____	1:00 - 2:45 _____
Tuesday	8:20 – 10:00 _____	1:00 - 2:45 _____
Wednesday	8:20 – 10:00 _____	1:00 - 2:45 _____
Thursday	8:20 – 10:00 _____	1:00 –2:45 _____
Friday	8:20 – 10:00 _____	1:00 –2:45 _____

\_\_\_\_ I have completed VIRTUS training on \_\_\_\_\_

Please provide certificate.