

Maria Montessori Academy

Pizza Day Instructions/Timetable

10:45	Coordinator arrives. Obtains class lists from Jonathan Stoppi or collects them from the office. Check with Miss Deborah for children who are away
10:45 – 11:00	Take the milk out of the fridge Assemble drinks, napkins, straws and class lists on trays (on shelf in kitchen)
11:00	Pizza arrives (office or kitchen?)
11:15	Casa/Sunshine/Pink pizza is served in the Casa Room
12:00	Alpha, Beta, Gamma, Kappa, Lambda, and Sigma pizza is served in their respective classrooms
12:15	Pink/Sunshine/Casa pizza is served in the Casa Room
12:15	Sunshine and Pink K's pizza is served in the Out of School Room (upstairs across the hall from Alpha)
12:30	Clean up and put pizza boxes in the recycle

Instructions

1. Wash your hands and put on plastic gloves before handling food.
2. Set up two plastic tables and lay the red bread trays on top. Pop the handles open.
3. Place one class list on each tray.
4. Assemble the drinks and pizza according to the orders.
5. Ensure there is a stack of napkins and straws for milk should be placed through a hole in the top of the milk container. No need to place the straws in the juice, as the children can do this.
6. Once it is time, carry the tray to the classroom and wait for the go ahead from the directess.

Notes:

If the doors to the supply room (where the drinks, straws, napkins are kept) is locked – Miss Brenda has the key and will open the doors for you.