



CHRIST THE KING LUTHERAN SCHOOL LUNCH ASSISTANCE FORM

NAME: _____

CELL PHONE NO: _____ EMAIL: _____

Each family will be required to work a minimum of **four (4) times** in the kitchen. If you choose not to work this program, you must pay a \$160 fee.

If you have not scheduled your work days by January 1 your account will be charge the \$160 fee.

We realize that you may not know your schedule a year in advance. We are asking however, that you give us days of the week availability or your best guess of specific dates you may be available throughout the school year. When the master schedule is published in August please mark your personal calendar for the dates you are scheduled to work. If you cannot work one of your scheduled days please try to switch with another parent on the calendar and notify the school office of the change.

Please check which days of the week you would prefer to work:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

Please list specific dates you wish to work or scheduling restrictions, which would affect the days, you are scheduled.

The Lunch Assistant Calendar will be available on-line at ctksouthgate.org.

If you do not come in on your scheduled day and have not arranged for a substitute, you will be charged a 'no show' fee. The fee schedule is as follows: 1st no show \$40, 2nd \$45, 3rd \$50 and 4th \$55. The only exception to this is for illness of you or your child.

Your scheduled workday will be posted on www.ctksouthgate.org as well as in our weekly parent note. A reminder email will be sent for the next month.

If you would like your name on the emergency substitution list (usually only able to give you an hour or less notice), please check here _____. Once you have completed the required days in the kitchen, you would receive \$35.00 to work as a substitute.

OR:

_____ I will not be working the lunch program. My check/credit/cash for \$160.00 is attached.

<u>For Office Use Only</u>	Scheduled	Worked	Reschedule Date	Worked
	_____	Y N	_____	Y N
	_____	Y N	_____	Y N
	_____	Y N	_____	Y N
	_____	Y N	_____	Y N