

All St. Ambrose Families Are Required to Complete and Return This Form

2008-2009 Lunchroom / Playground Sign-up Form

Dear St. Ambrose Families:

We are blessed to be a part of the St. Ambrose family. The dedication of our staff, teachers and families make our school community a nurturing and Christ-focused environment in which our children can learn. The participation of all school families contributes substantially to the success of our school.

Parent participation in various roles during the playground and lunchroom periods is necessary from all school families. Families are required to serve ten (10) times during the school year, or to pay a fee of \$230.00. During this school year, lunchroom volunteers will also be assisting with the hot lunch program on Wednesdays and Thursdays.

Families are expected to find a substitute where scheduling conflicts arise, either by switching with another family or by seeking a substitute from the paid substitute list which will be made available early in the year. This list will be made up of parents who have completed their 10 required sessions, and are available for paid substitute duty. If you seek their services, you will directly compensate them for their time. The fee is \$15.00 and this will be a transaction between you and that individual and will not involve the school. If someone from your family fails to appear on the assigned day, the school will charge you a fee of \$25.

Playground duty hours: 10:55 to 12:20
Lunchroom duty hours: 11:00 to 12:45

Please indicate your preferences by completing the form below and returning it to the school office before August 28, or by e-mailing your preferences to phogan7973@aol.com. (I will do my best to consider preferences on a first-come, first-served basis, and you will receive information about the days you are scheduled to work.)

Family Name: _____ Phone: _____
Student(s) grade(s): _____ email _____

____ Provide me with a substitute for the year. Enclosed is my \$230.00 check payable to St. Ambrose Catholic School.

____ I will perform Lunchroom/Playground Session duty myself. If I cannot perform my assigned duty, I will find a replacement. I understand that failure to appear will result in a \$25 fine. **(Failure to appear without a call or finding a sub will result in removal from the duty roster and payment of the \$230 fee in full.)**

Please indicate preferences regarding days of the week you will be available:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

____ When my required service is complete, I will serve as a paid substitute. (When the school seeks this service, substitutes will be paid \$15 per session. When families seek this service, the recommended fee is \$15.)

FYI: You should receive a reminder call about your scheduled duty. If you do not receive a call, however, you are still expected to show up for your duty.

I have read this form and understand my family's responsibility to St. Ambrose Catholic School.

_____ (Signature)

Direct questions to: Priscilla Hogan, 703-385-1292 or phogan7973@aol.com