

KCD LOWER SCHOOL LUNCH PARENT PROGRAM

Program Overview/Background

The *Lower School Lunch Parent Program* is one of many programs administered via the KCD Parent Association which seeks to provide an opportunity for parents to spend time in the classroom while allowing KCD teachers one day a week to have a much deserved lunch break. Parents volunteer to spend an hour supervising lunch and reading to the children in their child's class. Specific instructions and expectations of parents covering lunch for each grade will be provided to all volunteers prior to serving as "lunch parent". Your time as lunch parent will typically consist of having lunch with your child and their class for 30 minutes and reading to the class for about 20 - 30 minutes either before or after lunch. While KCD always encourages parents to have lunch with their lower school student from time to time, this program directly involves parents volunteering in the classroom. KCD Lower School teachers are very appreciative of the extra time to have lunch on these special days. When signing up to be lunch parent, please note the times below.

KCD Lunch Parent Schedule for 2011/2012

Junior Kindergarten and Kindergarten:	Wednesdays, 10:50 - 11:50
First Grade:	Fridays, 12:05 - 1:00
Second Grade:	Fridays, 11:10 - 12:05
Third Grade:	Thursdays, 11:10 - 12:20
Fourth Grade:	Fridays, 11:25 - 12:25

Lunch Parent Contacts

For general questions about the program and scheduling, please contact the KCD Lower School Lunch Parent Program Chair Andrea Bruns at (502) 228-6137 or andreabruns@bellsouth.net. In addition, each grade will have a designed Grade Rep if you have specific questions about the duties of the lunch parent in your particular grade. These contacts are as follows:

JK:	Robin Thomas: krtent@bellsouth.net
K:	Tanya Stockhammer: drtstockhammer@gmail.com
1 st :	Amy Burns: amy.burns@cellularsales.com
2 nd :	Stephanie Wetzstein: stephanie@semonin.com
3 rd :	Andrea Bruns: andreabruns@bellsouth.net
4 th :	Amy McLaughlin: amclaughlin@insightbb.com

Frequently Asked Questions Regarding the KCD Lower School Lunch Parent Program

Who Typically Serves as Lunch Parent?

Any parent, special friend, sitter/nanny, or grandparent may serve as lunch parent. Parent's sign-up to volunteer but can let their child's teacher know if someone other than themselves will be participating.

How Often Will I Be Lunch Parent?

Depending on the grade, you will likely be lunch parent 2-4 times throughout the school year. Please note the request section on the sign-up form as to your preference for frequency in participating. If you are a parent that prefers to be lunch parent more frequently please indicate that or if you are a parent with a limited schedule, please indicate your interest in participating less frequently. If you are unable to commit but would like to be on a "sub" list, please indicate that as well.

What exactly is expected of a Lunch Parent?

Each grade and classroom may have a slightly different schedule and expectation of the lunch parent. Your child's teacher will provide a description of the lunch schedule and reading when they send you a reminder of your lunch parent date. Some grades read first, others read after lunch. It is important to note that you may experience different expectations when you read to a 4th grade class vs. reading to a siblings' Kindergarten class.

What if My Schedule Doesn't Fit in With the Allotted Times?

KCD has an open door lunch policy; you can always have lunch with your child when your schedule permits. You can contact your grade rep liaison (listed on overview sheet) if you would like to be on a "sub" list for any last minute cancellations. Parents may also allocate a grandparent, special friend, etc. to be a lunch parent in their place.

How Will I know it's My Week to be Lunch Parent?

Your Child's Teacher will put a note in your child's Friday Folder for the upcoming week reminding you that you are on the schedule that week. A complete schedule will be sent home by the end of September notifying you of your scheduled weeks. In addition, the complete schedule will be posted on the Lower School Page of the KCD Website.

What Should I do if Something Comes Up and I Cannot come on my Scheduled Day?

Conflicts always arise in everyone's very busy lives. Because the schedule is done for the entire year in September, it's always hard to know your exact schedule many months ahead. If you know of a week in advance that you cannot be lunch parent, please indicate that on the sign-up form to avoid conflicts. **In order to ensure teachers have coverage, it is the responsibility of the assigned parent to find a substitute.** If you have a conflict you should first call another parent in the class to see about switching. As a last resort, you may contact your grade liaison who might know of someone willing to substitute. **Always communicate with your child's teacher if you have made a change to the schedule.**

When Will The Program Begin? When do I Sign-up?

The first week of the lunch parent program will be the week of September 26th for Grades 1-4 and October 10th for Grades JK and K. Sign-up Forms will be sent home on Friday, August 26th and will be due back to Pam Hall in the LS Office no later than Friday, September 2nd.

THANK YOU FOR VOLUNTEERING!!!

KCD LUNCH PARENT SIGN-UP FORM

***This Form is Due Back to Pam Hall in the Lower School Office no later than Friday, September 2nd. Please send to the ATTN: Lower School Lunch Parent/Andrea Bruns**

PARENT'S NAME:

Parent's Primary Phone/Email Contact:

Child(ren) and Teacher:

Are There Any Specific Dates You Cannot Volunteer? (Please note your child's lunch parent day and look at that conflict only! For example, if you are a parent of a third grader please only indicate the Thursdays you cannot volunteer if known in advance)

Are you interested in serving on the "substitute list" and would like to be called on an as needed basis vs. being put on the regular rotation schedule?

Ideally, how frequently would you like to volunteer?

THANK YOU FOR VOLUNTEERING!!!!

For Questions Please Contact Andrea Bruns at andreabruns@bellsouth.net