

## SERVICE HOURS POLICY



### The Basic Policy

St. Mary's school requires all families (Pre-Kindergarten through 8<sup>th</sup> grade) to participate in the School Service Hours Program. This program provides the resources needed to run the various programs and events that are sponsored by the Home and School Association or the school that directly benefit our school children.

### The Minimum Number of Hours Annually per Family

If you have children attending St. Mary's School, your family is required to contribute a minimum number of hours of volunteer service between July 1<sup>st</sup> and June 30<sup>th</sup>. If you are a parent of an 8<sup>th</sup> grade student and that child is your youngest, your family is allowed to work until May to complete your hours. A two-parent family is required to complete 20 hours of service during the time indicated. A single parent family is required to complete 10 hours of service. Grandparents and high-school age children may log volunteer hours to help fulfill your family commitment. (If your only child is in pre-kindergarten your requirements are 10 hours of service.) Of the above hours, AT LEAST 5 of those hours MUST be served at the school.

Service hours can be completed in a variety of ways. There are daily needs at school that require volunteer hours, i.e., office help, lunchroom help, library help and classroom aides. Special events, such as the Benefit Auction, need chairpersons. **For chairing an event, you will receive the full 20-hour credit.**

Besides chairing events, we need volunteers to work events. For those activities, you earn an hour for each hour worked. For those jobs you must track actual hours worked. Forms are available to take home and record hours. These forms should be sent to the Program Coordinator as soon as hours are completed. Hours may also be e-mailed to the Program Coordinator. Please refer to the Service Activity List to see what jobs are available.

St. Mary's School is a parish supported school. You should volunteer to help at church, however, few if any, of your required hours may come from church services.

If needed there is childcare available during the school day for those children aged 3 years and older. The daycare is licensed for children 3 years and older. Younger children are not allowed to come to daycare.

We have many fine programs at St. Mary's that enhance the atmosphere of the school. We have fundraisers that provide much needed funds for the extras that make our school great.

By implementing this program, you can help enhance our children's education with your time and talents. We are fortunate to have wonderful teachers and administrators who are dedicated to making our school the best it can be. It is our responsibility as parents, and the beneficiaries of their skill and dedication, to show our children how important it is to do our part to make our school the best.

Thank you,

Home and School