

# CPCS SERVICE HOUR PROGRAM

Appendix B

REVISED AUGUST 2015

Parental involvement is a very important aspect of Crown Point Christian School. The CPCS Service Hour Program has been developed to better organize the volunteer effort and to help meet the needs of the school. Through participating in fundraising efforts and performing acts of service around our campus, parents help to keep tuition costs affordable, provide positive adult role models, and promote the quality of their children's spiritual formation and education. The Service Hour Program also promotes community and allows CPCS to offer quality programs for the students.

The Service Hour Program Guidelines are as follows:

- Each family will be required to give 48 hours of service per year. The Service Hour calendar year runs from May 1 – April 30.
- Families not completing the hours will be billed a fee of \$15 per hour for each uncompleted hour. Your service is much more valuable to us than money. Please make every effort to complete hours to avoid payment.
- Service Hours will be approved and submitted by committee chairpersons only.
- Service Hours completed during regular school hours will be recorded on a designated sign-in/out sheet in the office.
- Service Hours will be updated monthly and tracked on the Service Hours Portal which can be accessed through the website [www.crownpointchristian.org](http://www.crownpointchristian.org). Each family will be responsible for checking their Service Hours.
- Service Hours will be recorded in 30-minute intervals.
- Serving on the school board or as an approved committee/group chairperson will result in a waiver of the required Service Hours for the year.
- Service Hours are non-transferable between families and must be completed by the parents themselves. (The only exception is that Service Hours completed at Second Life Resale Shoppe may be completed by extended family and friends who are high school age or older.)
- Single parents who are solely responsible for tuition will be asked to complete 24 hours per year.
- Families with only part time students (oldest child is in a 2-, 3-, or 4-day program) will receive a prorated waiver for the percentage of time their oldest child is not at school.
- Families who are experiencing extenuating circumstances, making them unable to complete all of their hours, may submit a request for assistance. Requests should be submitted via email to [volunteers@crownpoinchristian.org](mailto:volunteers@crownpoinchristian.org) as early in the program year as possible.
- See the Frequently Asked Questions online for more details.

## 2017/2018 Volunteer Service Hours Commitments (Revised 08/09/16)

### Part Time Students

- PK, 2 Day = 19 hrs. required (29 hrs. credit)
  - Single parent (50%) PK, 2 Day = 10 hrs. required (38 hrs. credit)
  - Part Time Staff/ Aid (50%) PK, 2 Day = 10 hrs. required (38 hrs. credit)
  - Full Time Staff/ Aid (100%) PK, 2 Day = 0 hrs. required (48 hrs. credit)
- PK & K, 3 Day = 29 hrs. required (19 hrs. credit)
  - Single parent (50%) PK & K, 3 Day = 15 hrs. required (33 hrs. credit)
  - Part Time Staff/ Aid (50%) PK & K, 3 Day = 15 hrs. required (33 hrs. required)
  - Full Time Staff/ Aid (100%) PK & K, 3 Day = 0 hrs. required (48 hrs. credit)
- K, 4 Day = 38 hrs. required (10 hrs. credit)
  - Single parent (50%) K, 4 Day = 19 hrs. required (29 hrs. credit)
  - Part Time Staff/ Aid (50%) K, 4 Day = 19 hrs. required (29 hrs. credit)
  - Full Time Staff/ Aid (100%) K, 4 Day = 0 hrs. required (48 hrs. credit)

### Full time students

- Full 5 Day = 48 hrs. required (no credit)
  - Single parent (50%) = 24 hrs. required (24 hrs. credit)
  - Part Time Staff/ Aid (50%) = 24 hrs. required (24 hrs. credit)
  - Full Time Staff/ Aid (100%) = 0 hrs. required (48 hrs. credit)
  - Full time teacher, Committee Chair or BOT (100%) = 0 hrs. required (48 hrs. credit.)

### New Family Credit (for late enrollment of new families based on oldest child)

- PK, 2 Day = Credit 2 hrs. per month out of the service year the family was not enrolled.
  - Single parent (50%) PK, 2 Day = Credit 1 hr. per month out of the service year the family was not enrolled.
- PK & K, 3 Day = Credit 2 hrs. per month out of the service year the family was not enrolled.
  - Single parent (50%) PK & K, 3 Day = Credit 1 hr. per month out of the service year the family was not enrolled.
- K, 4 Day = Credit 3 hrs. per month out of the service year the family was not enrolled.
  - Single parent (50%) K, 4 Day = Credit 2 hrs. per month out of the service year the family was not enrolled.
- Full 5 Day = Credit 4 hrs. per month out of the service year the family was not enrolled.
  - Single parent (50%) Full, 5 Day = Credit 2 hrs. per month out of the service year the family was not enrolled.

## **FAQ for the Service Hour Program**

### **How can I earn Service Hours?**

Any time spent assisting a teacher or staff member, working at a school event, serving on a school committee, or volunteering at Second Life Resale Shoppe will count toward your Service Hours. The activity must be school related and school approved.

### **What activities do NOT apply to CPCS Service Hours?**

Attendance only will not count toward your Service Hours; you must have an assigned service duty. Purchases and in-kind donations do not qualify for Service Hours.

#### Examples:

Attending a school function does not count toward hours, but working the event does.

Purchases of in-kind donations do not count toward hours, but giving your time does.

Chaperoning a classroom field trip does not count towards hours.

### **How can I find opportunities for more Service Hours?**

Start by staying connected to your children's teachers. Read the *Gold Note* and search the calendar and website for additional opportunities. Additionally, Second Life Resale Shoppe is always looking for more volunteers for cashiers, back room sorters, and pick up/delivery needs.

### **I have some extra time today. Can I show up at school to volunteer in some way?**

All hours served at school need to be pre-arranged with a teacher or committee chairperson. The only place that Service Hours do not need to be pre-arranged is at Second Life Resale Shoppe.

### **Can I donate my Service Hours to another family?**

Service Hours earned at school are not transferable from family-to-family.

### **Can my extended family complete my Service Hours for me?**

In an effort to maintain the safety and security of our students and staff, only parents are able to earn Service Hours at school. We love getting to know you better, and your children will love seeing you help their school. The only way that extended family and friends can earn Service Hours in your place is by serving at Second Life Resale Shoppe.

### **When are the hours due? What if I don't fulfill the required Service Hours by the due date?**

Hours must be completed by April 30 of each school year. Uncompleted hours are billed at \$15 per hour, which would total \$720 if no hours were completed. This assessment will be added to the final tuition statement for the school year. Regular requirements of the tuition payment policy will be applied to this assessment.

### **What if I earn more than 48 Service Hours? Can I carry over additional hours from year to year?**

There will be no compensation provided for hours earned over the minimum 48 hour requirement. Additionally, Service Hours do not carry-over from one year to the next. All Service Hours start over in May every year. Please keep finding opportunities to stay involved, even after reaching 48 hours. We do appreciate your help!

***“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” I Peter 4:10***