

Providence Christian School

Parent Service Hours Interest Form

PCS has adopted a program offering a tuition reduction of *up to \$300 per student* in exchange for parent service hours that assist in critical areas, such as after care, lunch service, athletics, and fundraising. Tuition reductions will be calculated at a rate of \$30 per service hour on a quarterly basis, with a maximum reduction of \$300 per student (10 hours per student).

All volunteer hours must be completed no later than April 28th

(Any volunteer hours completed after April 28th will be credited for the next school year)

Please review the guidelines and requirements for volunteer service included with this information and keep them as a reference. **Review the list of volunteer opportunities below, check all that interest you, complete the personal information, and return to the front office so volunteers can be coordinated appropriately.**

After Care:

- Daily Snack Preparation and Student Attendance
- Recess supervision (requires background check)

Lunch Service:

- Supervise & assist with daily lunch service (11:30 – 1:00)
- Assist with monthly lunch orders

Athletics and Sports:

- Coordinate student transportation to and from away games
- Assist at athletic events. All levels, all teams available: set up, clean up, be a team parent
- Coach sports teams
- Prepare and run concession and food sales at sporting events

Fundraising/Community Involvement:

- Serve as an officer or member of the Parent Teacher Fellowship
- Solicit donations for the annual auction and other events
- Coordinate/plan/promote annual spaghetti dinner fundraiser (late Aug/early Sept)
- Coordinate/plan/promote 5k/Pancake Breakfast (early Nov)
- Coordinate/plan/promote Auction/Spring Event (March)
- Set Up/Clean up for school events (Muffins with Mom, Donuts w/ Dad, etc.)
- Assist with bulk mailing
- Take photographs at school events for the yearbook and newsletter
- Box Tops & Labels for Education Coordinator
- Assist with Book Fair Sales
- Assist classroom teacher (specific, documentable duties to be assigned by teacher)

Parent Volunteer Contact Information

Parent's Name: _____

Student Name(s) and Grade: _____

Phones: (H) _____ (C) _____ (E-mail) _____

How would you prefer to be contacted? _____ telephone _____ e-mail

Hours available to work: ___ Before School ___ During School Hours ___ After School ___ Evening Events

I have read and understand the Volunteer Guidelines. I will endeavor to abide by them at all times.

(Signature of Parent(s) volunteering)

(Date)



Parent Service Hours Information and Procedures

Please keep this copy for personal reference

All volunteer assignments must be pre-scheduled with a teacher/staff member/coach prior to arriving. **When serving on campus, parents are required to check in at the front office immediately upon arriving for volunteer service.** Arrangements for check-in and obtaining service verification forms during specific events will be communicated by the event coordinator.

- Remember to present a valid identification (driver's license or state issued ID).
- Name badges will be given out at the office. These should be worn throughout the school day or the duration of an event.
- Parents should request the volunteer service verification form and take it with them.
- When finished helping, they should fill it out and have the supervising teacher or staff member initial it
- The volunteer should separate the form, keeping one copy for his own record and returning the other to the front desk before leaving.

The safety and education of students must be the main concern of volunteers at all times.

- Volunteers may not dispense medication or render first aid. Even minor injuries should be brought to attention of classroom teacher.
- During fire alarms or other unusual events, volunteers should be careful to follow the teacher's directions and give special attention to students.

Student/Classroom supervision, instruction and discipline are always the responsibility of the classroom teacher/school personnel.

- A volunteer may not give permission for a student to leave the room.
- A volunteer may not grade quizzes and tests.
- A volunteer may not have access to the teacher's grade book or computer.
- Punctuality and reliability are expected since teachers and event coordinators plan for volunteer assistance.
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well-groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will never discuss student's performance or behavior with parents.
- Volunteers must never discuss or compare teachers with other volunteers, students, or parents.

Volunteers will be assigned only to staff members requesting assistance.

- Volunteers will be allowed in the classroom during instructional time ONLY when so scheduled by the teacher.
- Volunteers are invited to assist in their own child's classroom ONLY with permission from the classroom teacher.
- The teacher may deny this request if he/she feels the volunteer's presence may impede the child from doing his/her best.
- There are many areas of need throughout the school that will not be disruptive to the child's attention in class.

Tuition hours will be calculated for credit to a family's account at the end of each quarter. Parent service hours completed after April 28, 2016 will be credited toward the next tuition year.

****Note: Parent service hours are deemed appropriate when they are used for school wide benefit. Individual class fundraising will not be counted toward the required service hours.***