



ST. TIMOTHY SCHOOL

SERVICE HOURS AND PARENT PARTICIPATION AGREEMENT 2011-12

Parents: _____

Address: _____

Student(s): _____ Grade(s): _____

PLEASE INITIAL EACH BOX ON PAGE 1 AND PAGE 2 TO ACKNOWLEDGE OF RECEIPT OF THIS AGREEMENT.

- I/we understand that as parent(s) of a St. Timothy School student, I/we am/are required to serve at least thirty (30) service hours as defined by the School Service Hours Policy.
- I/we understand that fifteen (15) of the total thirty (30) service hours per family, must be completed by December 31, 2011 and the remaining 15 service hours no later than May 15, 2012, and that any incomplete Service Hours will be billed at a rate of \$15 per incomplete service hour.
- I/we understand that all service hours must be approved by designated committee chair or PTO designee, and that unless designated as a room parent for a classroom by PTO, a maximum of eight (8) hours of classroom time can be counted toward the total thirty (30) service hours required per family.
- I/we understand that our completed Service Hours log must be submitted to the school office no later than January 6, 2012 for hours completed by December 31, 2011; and no later than May 18, 2012 for the hours completed by May 18, 2012. A \$50.00 per quarter late processing fee will be assessed for a Service Hours log turned in to the school after the above mentioned deadlines. This fee will accumulate quarterly until the log is submitted (quarterly is every 90 days past each deadline).
- I/we understand that annual PTO dues of \$50.00 are due by September 23, 2011.
- I/we understand that, within the school year, each family is required to raise three hundred dollars (\$300.00) via their participation in the following fundraising activities:

Fall Fundraiser: each family is required to sell \$200 of merchandise or donate \$100 in lieu thereof. (The School profits 50% of total sale.) Please note that a late fee of \$25 will be assessed for failing to submit payment by deadline.

RaffleMania 2012: each family is required to sell \$200 worth of raffle tickets. Please note that a late fee of \$25 will be assessed for failing to submit payment by deadline.

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I/we understand that there are **THREE** mandatory school meetings (listed in school handbook/calendar and in the Service Hours and Parent Participation Policy). Any unattended meeting (parent or family representative not present) will result in a **\$50.00 fee per unattended meeting**.

I/we understand that any outstanding fees will be deducted from my FACTS tuition account.

I/we understand that families without a FACTS tuition account **will be required** to make a refundable deposit of \$850.00 on or before September 15, 2011 (as an alternative, we will accept a credit card imprint). The deposit will be refunded on or by June 15, 2012. Any uncollected fees will be deducted from the deposit or charged to your credit card.

I/we understand that graduating students with outstanding fees owed will not be allowed to participate in the graduation ceremony or other graduation activities.

I/we understand that families receiving financial aid will not qualify for continued financial aid if any portion of the Service Hours and Parent Participation Policy and Agreement is not fulfilled.

I/we understand my/our responsibility to participate actively in the education of my/our child(ren) at St. Timothy School. Therefore, my/our signature(s) below is/are indicative of my/our willingness to dedicate 30 Service Hours to St. Timothy School and comply with the **Service Hours and Parent Participation Policy 2011-12**.

Signature(s):

Mother/Guardian _____ Date _____

Father/Guardian _____ Date _____

Name of Student(s) _____

Grade(s): _____

In order to complete your child's administrative file, please return this signed agreement to the school office no later than Tuesday September 6, 2011.