



ST. TIMOTHY SCHOOL

## **SERVICE HOURS AND PARENT PARTICIPATION POLICY 2011-2012**

St. Timothy School is a private parochial school. As with other private schools, the cost to educate each student far exceeds the cost of tuition. Parental support and fundraising at St. Timothy School helps close the gap between the cost of education and tuition. Additionally, and more importantly, research has demonstrated that children, who achieve high academic success, have parents who participate in their school's activities.

In essence, "Service Hours" and "Parent Participation" are required volunteer time spent by parents helping the school in various ways. To provide a quality education as well as to maintain and develop new programs at St. Timothy School, the administration and PTO have implemented the following Service Hours and Parent Participation Policy.

### **1. Service Hours:**

Each family is required to serve at least 30 hours of service to St. Timothy School. Hours may be accrued from May 15, 2011 through May 18, 2012.

Volunteer service hours as approved by the chair on any designated STS committee will be counted toward the 30-hour requirement.

- Parents are encouraged to volunteer for classroom hours; however, no more than eight (8) hours\* of classroom time can be counted toward the 30-hour volunteer service requirement. (Please note that room parents are exempt from this eight (8) hour limitation.)
- Fifteen (15) of the total thirty (30) service hours per family, must be completed by December 31, 2011 and the remainder no later than May 18, 2012.
- Service Hours may not be credited retroactively. However, should you accrue more than 15 hours of service by December 31, 2011; the remaining balance will be credited for the following semester. Please note, should you accrue extra service hours by the end of the second semester deadline of May 18, 2012, your additional hours will *not* be credited for the following 2011-12 school year.
- Any incomplete Service Hours will be billed at a rate of **\$15** per incomplete service hour.
- To assist each family to fulfill their Service Hours, committee assignments have been made. If you wish to transfer to another committee, please contact the Service Hour coordinator and committee chairperson immediately.
- Committee hours can only be counted with appropriate approval by the committee chairperson or PTO designee.

### **2. Service Hour Log:**

A "Service Hour Log" is provided to each family in the "back to school packet" and extra forms are kept in the front office in the PTO folder. **The completed Service Hour 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 Hour 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 the deadline).

**3. PTO Dues:**

A PTO fee of \$50 due by September 23, 2011 for the 2011-12 school year.

**4. Fundraising Requirements:**

Additionally, within the school year, each family is required to raise three hundred dollars (\$300.00) via their participation in the following fundraising activities:

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- *Fall Fundraiser:* Each family is required to sell \$200 of merchandise or donate \$100 in lieu thereof. (The School profits 50% of sales total). Please note that a late fee of \$25 will be assessed for failing to submit payment by deadline.
- *Raffle Mania 2011:* 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.

**5. Mandatory Parent Meetings:**

St. Timothy School has three (3) required parent meetings throughout the school year. Any unattended meeting (parent or family representative not present) will result in a **\$50.00 fee per unattended meeting**. The dates for the three required meetings are listed in the 2011-12 School Handbook/Calendar.

Required meetings: Back to School Night, Principal's Social (January), Spring PTO Meeting

**6. Payment of Incomplete Service Hours or Outstanding School Fees:**

Saint Timothy School utilizes FACTS Tuition Services to collect tuition and school fees. All families are expected to enroll in the service and maintain an open account at all times even if tuition is paid in advance. **Any outstanding Service Hours and Parent Participation fees will be deducted from your FACTS tuition account.**

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.

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**Graduating students with outstanding fees will not be allowed to participate in the graduation ceremony or other graduation activities.**

**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.**