



SERVICE HOURS AND PARENT PARTICIPATION POLICY 2009-2010

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 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 PTA 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 16, 2009 through May 15, 2010.

Special Hours: Each family is required to serve at least **fifteen (15) of the required thirty** service hours in one or more of the following fundraising activities listed below:

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|--------------------------|-----------------------------|
| 1. Alumni Relations | 4. PTA Board |
| 2. Annual Fund Committee | 5. School Improvement Board |
| 3. Marketing Committee | 6. Executive Board |

Fifteen (15) of the total thirty (30) service hours per family, must be completed by December 31, 2009 and the remainder no later than May 15, 2010.

Service Hours may not be credited retroactively. However, should you accrue more than 15 hours of service by December 31, 2009; 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 15, 2010, your additional hours **will not** be credited for the following 2010-11 school year.

Any incomplete Service Hours will be billed at a rate of \$10 per incomplete service hour. Incomplete "special hours" are billed at a rate of \$10 per incomplete "special 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.

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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 PTA folder. **The completed Service Hour log must be submitted to the school office no later than January 15, 2010 for hours completed by December 31, 2009; and no later than May 31, 2010 for the hours completed by May 15, 2010.** 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. PTA Dues: A PTA fee of \$50 due by September 8, 2009 for the 2009-10 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:

- *QSP Fundraiser:* Each family is required to sell \$200 of merchandise or donate \$100 in lieu thereof. (The School profits 50% of each sale of QSP)
- *Raffle Mania 2010:* Each family is required to sell \$200 worth of raffle tickets.

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 2009-10 School Handbook/Calendar.

Required meetings: Back to School Night
 Principal's Social (January)
 Spring PTA 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, 2009 (as an alternative, we will accept a credit card imprint). The deposit will be refunded on or by June 15, 2010. Any uncollected fees will be deducted from the deposit or charged to your credit card.

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.