

**CHRISTIAN LIFE ACADEMY'S PARENT SERVICE HOURS - PERSONAL WORKSHEET**

**INSTRUCTIONS:** Write legibly in ink. Record your time to the quarter hour only. Turn worksheet into the development office (Karen Myers) 1 WEEK PRIOR to the end of each school quarter.

**QTR 1 ENDS: OCT 30 QTR 2 ENDS: JAN 31 QTR 3 ENDS: MAR 31 QTR 4 ENDS: MAY 31**

Name of Student(s): \_\_\_\_\_

Name of Person(s) Working: \_\_\_\_\_

Relationship to Student(s): \_\_\_\_\_

	DATE	SERVICE or ACTIVITY	TIME IN	TIME OUT	TIME WORKED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>TOTAL TIME WORKED:</b>					

WRITE ONLY IN SPACES PROVIDED. ADD A SECOND SHEET IF NEEDED.

## PARENT SERVICE HOURS

Parent Service Hours is an opportunity for parents to engage in the education of their children at Christian Life Academy and enhance the educational, fine arts and extracurricular activities of the student body, as well as, participate in the supporting structures of the school such as Parent Orientation, School Fundraisers and Various Committees. These Service Hours enables the school to function properly and efficiently.

The structure for Parent Service Hours is as follows:

A two parent family will be required to complete 30 hours of service to the school.

A one parent family will be required to complete 15 hours of service to the school.

Each quarter the Service Hours will be calculated and subtracted from the beginning hours until the end of the school year. Quarterly statements will be sent home with each report card.

**Hours MUST be completed by May 31<sup>st</sup>. Parents will be billed \$8.00 per hour for hours not completed. Student records and report cards will not be released until the account is paid in full.**

### GUIDELINES

The program runs from June 1<sup>st</sup> to May 31<sup>st</sup>. Hours worked during the summer months are to be documented on the first (1<sup>st</sup>) quarter worksheet.

Students may **NOT** earn hours for parents.

Money spent while working on projects cannot be converted to hours.

Grandparents may work half (1/2) the Parent Service Hours required.

Each family will receive a Parent Service Hour Worksheet in their Orientation Packet. At the end of each quarter, a quarterly statement and a new worksheet will be sent with report cards. Completed worksheets may be returned to the school office one (1) week prior to the end of each school quarter or at the end of the 4<sup>th</sup> quarter.

Time in and time out are to be recorded on the quarter hour only.  
(Example: 8:05 should be recorded as 8:00 and 8:10 should be recorded as 8:15)

Original worksheets will be kept on file in the Development Office for reference.

Attending a school function in which your child is involved, such as classroom parties, concerts, sporting events etc. cannot be counted as Service Hours unless you were specifically assigned to help with the event.