



2022-2023 Family Service Hours Program

In an effort to enhance the educational experience for students and their families, North Hills Christian School is encouraging parents/guardians to be actively involved in the North Hills community. Research shows family involvement can help improve the quality of schools and their child's educational experience. Children of involved families are more likely to feel they are accepted, included, and respected at school. Our experience shows we have talented and capable families and would like to further tap into these resources. The Family Service Hours Program requirements listed below are designed to engage families in school operations and foster an increased sense of community.

Each family enrolled at North Hills Christian School (K-12) is expected to participate and fulfill a minimum of 10 service hours per school year. Additional hours are appreciated but not required to be tracked. *Please note that additional hours cannot be carried over to the following school year.*

- It is the **responsibility of parents/guardians** to complete the Family Service Hours Report Form. The completed form with hours and signature of the staff member associated with the activity must be submitted to the school **no later than June 2, 2023 (late forms will not be accepted).**
- You will be notified of opportunities to fulfill your service hours as they become available. Service hours must be pre-arranged through the provided sign-up procedure or directly with the staff member associated with the activity.
- Only parents, guardians, or grandparents of NHCS students may perform service hours for the family.
- Certain service hours may require a background check. Parents/guardians will be notified in advance and given instructions on what to do.
- Individuals providing service hours during the school day must report to the school office to sign in, receive a Visitor Pass (to wear for security purposes), and sign out before leaving.
- If donating items, a **receipt must be attached** to this form to receive service hours. One hour will be credited for every \$20 spent.
- Parents/guardians who are unable to fulfill their service hours obligation may choose to opt-out with a fee of \$200 per family per school year.
- Parents/guardians will be charged \$20 per unfulfilled hour. **This fee will be billed to your FACTS Tuition Management account in June 2023 and is subject to all NHCS financial policies.**
- The Family Service Hours Report Form can be submitted once all 10 hours have been served **or** it can be turned in after each activity. When a form is received at the school office, the hours served will be entered into FACTS Family Portal and the accumulated hours will become available for parents/guardians to view.

This form can be found through FACTS Family Portal or in the School Office.

<p>Family Service Hours Program</p> <p>REPORT FORM</p> <p>Due Date: <u>June 2, 2023</u></p> <p><i>(no late forms will be accepted)</i></p>	Name of Student(s):
	Grade(s):
	Name of Parent(s)/Guardian(s):
	Phone Number:

10 HOURS REQUIRED FROM ALL FAMILIES
Receipt(s) must be attached if donating items

DATE	START Time	END time	Activity or Donation (please note donation value)	Signature of Staff/Teacher *	HOURS
Total hours					

*** Please obtain staff or teacher verification before submitting this form to the School Office**

Office Use Only:

- Date Received: _____
- Recorded: _____

- *Fee added to Billing:* _____