



## Nazareth Academy Catholic School Parent Service Agreement

Nazareth Academy Catholic School firmly believes that the parent/family involvement plays a crucial role in creating a vibrant and successful school community. By actively participating in various school activities, you can make a significant impact on the educational experience of all our students. Your time, skills, and support are invaluable in helping us provide the best possible learning environment.

Starting in the 2024-2025 academic school year, we will be implementing the **Parent Service Agreement (PSA)**. Families will be required to complete 30 mandatory volunteer hours for the school each academic year (single parent households will be required to complete 15 mandatory volunteer hours).

We understand that each family has unique circumstances and commitments, which is why we have designed this initiative to be flexible and accommodating. We will provide a diverse range of volunteer opportunities, allowing you to choose activities that suit your schedules, interests, and strengths. Volunteer activities can include serving as homeroom parent, contributing to fundraising efforts/events, chaperoning field trips, participating in school committees, various building/maintenance items, or assisting the school in many other valuable ways.

Parent involvement helps keep school tuition and fees lower and allows for parents to be involved in our school community. Our goal is to make it as convenient as possible for you to contribute your time and talents. We deeply appreciate our parents and families; and we want to express our gratitude for your commitment to this great Catholic school community. Your volunteer hours will have a direct and positive impact on all our students, and we look forward to working together.

Thank you again for your ongoing support and partnership.

### **Volunteer Requirements:**

Each family is required to provide a minimum of 30 volunteer hours (valued at \$550). The hours can be served by a parent, grandparent, or any family designated person 18 years of age or over who has completed the Victoria Diocese Safe Environment training.

**Volunteers must complete the Safe Environment Training prior to performing any volunteer hours at the school.**

Each family will be responsible for tracking and submitting their volunteer hours on a good-faith system into the FACTS Family Portal. It is strongly encouraged that worked hours are entered after each event.

All volunteer/service hours must be completed by May. Ideally, 15 hours would be completed by December and the remaining 15 hours by the end of school in May for each academic year.

In lieu of the volunteer requirements, families may choose to be released from this obligation by paying \$550 to the school that covers the volunteer time.

**Please remember, we are looking to build a volunteer community, to strengthen our school, and to set an example of Catholic Service for our children** but are offering this “pay out” option if this is a better fit for the family to support our great school.

All parents who serve as teachers or staff of Nazareth Academy Catholic School are exempt from their volunteer/service hour commitments, except for the required Fall Festival hours and/or other times as deemed by the principal.

### **Non-Completion Fee:**

When volunteer/service hours are not completed and/or the fee is not paid by the first week in June, the family may lose its reserved space for the following school year. The full fee (or a prorated rate based on the volunteer hours logged for the school year) will be added to your FACTS Family Portal. These fees will have to be paid prior to the next school year.

In cases of extreme hardship, in which a family feels it cannot fulfill the required volunteer hours, the reason for deferral is to be submitted to the principal in writing. No grievance or requests for deferment is heard without written submission. All grievances or deferments are decided on a case-by-case basis. All deferments are reviewed again each April to determine continuation or cancellation for the next school year. When the principal is not able to decide, the board is asked to review and determine.

## **Volunteer / Service Opportunities:**

- Chaperone – Half-day field trip (4 hrs.)
- Chaperone – Full-day field trip (8 hrs.)
- Classroom Parent (15 hrs.)
- Concession Stand (per hour)
- Employee (30 hrs.)
- Fundraiser Chair (30 hrs.)
- Fundraiser Committee (15 hrs.)
- PTC Committee Member (10 hrs.)
- PTC Committee Chair (15 hrs.)
- PTC Officer (30 hrs.)
- PTC Meeting Attendance (per hour)
- School Advisory Council Member (30 hrs.)
- Volunteer – Facilities/Maintenance (per hour)
- Volunteer – School Event/Activity (per hour)

## **General Questions and Answers About Volunteer Hours**

Can a family member complete my family volunteer hours for me?

- Volunteer/service hours can be completed by a parent/guardian, grandparent, aunt, uncle, or sibling who is 18 years or older. Volunteers must have completed the Safe Environment Training prior to performing any volunteer hours at the school.

Can another family donate volunteer hours to me?

- No, however under extreme circumstance, you can contact the principal to see if your hours can be minimized or waived.

Can I be released from my family volunteer hours obligation?

- You may choose to be released from your volunteer hours obligation by “paying out” your hours to the school (\$550) payable by the last day of the school year. Please note that the purpose of this family volunteer/service hour agreement is to form community, to strengthen our school, and to set an example of Catholic service for our children.

How do I record my hours? When are they due?

- All family volunteer hours should be recorded in the FACTS Family Portal. All hours should be logged in by May of the current school year.

Will I be informed of how many hours I have accumulated throughout the year?

- FACTS Family Portal maintains this information and is available to you at any time to reference.

What if I do not earn all 30 Family Volunteer/Service Hours?

- Families who do not complete their volunteer hours are charged a prorated fee per the agreement that was agreed upon at registration in FACTS Family portal. The family potentially loses its reserved space for the following year (unless the fee is paid). Grievances will be dealt with on a case-by-case basis.

Do I need to still sell raffle tickets if I “buy out” my volunteer time on the Parent Service Agreement?

- Yes, all families will still be responsible for all general fundraising for Nazareth Academy Catholic School. As a non-profit organization, we depend on your generosity to continue the growth for our Catholic school. The strength of our community depends on support from those who believe in Catholic education in both fundraising and volunteering.