



Parent Community Service Hours

A minimum of eighteen (18) hours of community service time for the school is expected of each family in any of the following school needs.

Name: _____

Classroom Substitute	When a teacher is sick and a professional substitute is not available. <i>Substitutes will not be expected to be the lead in the classroom.</i>
Classroom Help	On teacher instructions: reading with children in class; Representative Room Parent.; helping prepare classrooms for open house, meetings, or events; cleaning; material-making or processing; shopping; laundry (30 minutes per load)
Field Trips	Driving and chaperoning. To qualify for community service, children other than/in addition to your own must be transported and/or chaperoned. <i>Thank you for counting up to a maximum of three (3) hours for any one field trip.</i>
Fundraising	Generating ideas and planning events or working on yearly fundraisers already established. <i>Donations to any of the fundraisers are greatly appreciated; however, these do not count toward community service – WE NEED YOU!</i>
Meetings & Events	Attendance of General Information meetings or Positive Discipline/Parent Education courses. Event preparation per staff instruction: open house, parent meetings, graduation, etc. <i>Attendance of conferences is compulsory and may not be counted toward community service.</i>
Office Help	Help processing weekly Communicators; recycling; distribution of flyers, brochures, and school information; processing orders; library maintenance; etc.
Playground Help	Playground supervision. Per staff instructions, as needed.
Repair & Maintenance	On instructions: periodic maintenance of materials such as gluing, sanding, painting, etc.; leaf raking; snow removal; groundskeeping, facility repair or maintenance.

The eighteen (18) hours of community service time **must** be for the Woodland Montessori School. Any unfilled Parent Community Service Hours remaining at the time that the last statement of the school year is generated will be billed to your account at \$10 per hour. Hours worked through June 30th will be credited to your account for the current school year to offset any charges. Please keep this form so you can record your hours as you complete them throughout the year. Forms will be due by May 15th in order to avoid charges.

Please record your eighteen (18) Parent Work Hours on this sheet and turn it into the office when it is complete. We also keep a copy of this form in the office for your convenience, if you prefer. You may use the back of this sheet, if needed.

Activity Date	Activity Name	# of Hours	Approved By

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