

Service Hour Policy and Contract

The purpose of the service hour program is to help GHC to operate smoothly and responsibly. As families work together in this way, we will be able to make the most of our Monday schedules. *The greatest benefit of the service hour program is that it will allow parents who are not teaching or working to leave the building during their children's classes.*

Who is required to do Service Duty?

- All parents who are not teaching or assisting full time in a co-op class are required to work a minimal amount of shared service hours per participating semester of a given GHC year.
- Teachers and full time assistants are exempt from the service hour commitment.

You are allowed to bring small children or siblings not involved in the co-op to your station, but you must be able to fulfill your duties safely. Please notify the service hour coordinator if this is your intention at sign up. Not all stations are suitable for small children.

How Service Duty days/stations are assigned:

- At registration, each parent will have the opportunity to sign up for a predetermined number of slots. There are two shifts **11:45–2:10 & 1:50–4:15**. You must be at your station at 11:45 or 1:50, so you must arrive at Grace prior to this time.
- The number of slots each semester varies with number of weeks in that semester and the number of families in the coop. Make up days should be noted on every member's calendar. If a regular Co-op day is cancelled for any reason, the members assigned for duty on the cancelled day will have their duty moved to the makeup day.
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- Bring your calendar to registration, to ensure that you select shifts that fit into your schedule. However, the service duty coordinator may need to move shifts and stations at her discretion. Please understand you are requesting, not reserving, slots and days.
- If all the slots are filled before registration is over, a list will be created of members still needing service hours and the service duty coordinator will eliminate some slots of the members who have signed up and will reassign them to members needing hours.
- No money will be exchanged at registration for duty shifts. Co-op members are responsible for paying and finding their own replacements for shifts they are not able to work.
- If you do not have a preference for service duty shifts or days, you may sign a waiver and skip the service duty sign-in station.

What if I cannot fulfill my obligation?

- Parents who do not show up for their assigned work time will be required to pay the substitute worker a fee of \$25.00. A substitute should be paid the week after they have performed service duty.
- Should the absent parent fail to pay the substitute fee, that family will be prohibited from signing up for any future GHC classes until those fees are paid in full to the substitute family.
- You may pay or switch with another GHC parent to work your service hours provided he/she has a background check on file with Grace Church. You are responsible for your original assigned slots and making sure your substitute has a background check on file.
- If the paid sub or the member you swapped with does not show up, you will be responsible to pay the member who filled that slot. The person who was assigned the slot originally will receive any reminders or information pertaining to that duty and it is their responsibility to relay that information to the person working that duty.
- If you have not shown up by 11:55 for the first shift or 2pm for the second shift a co-op member will be found to fill your station until you arrive. Upon arrival, you will then take your station over and be responsible for compensating the co-op member who filled your station \$25, no matter how short of a time she worked for you.
- If a family chooses to leave the Co-op once a semester starts, **they are still responsible for making sure their service duty is covered for all remaining slots** either by working the duty or hiring a substitute.

I agree to the above policies and procedures. Signature _____ Date _____