



Family Service Hour Policy Agreement

Vandalia Christian Academy believes in the involvement of parents and families in their child's education and school community, and the benefits this involvement brings. In order to ensure that all families share in the commitment to be involved at VCA, each family is required to provide a minimum of 5 family service hours to the school community each academic year.

The VCA Parent/Student Handbook provides the guidelines for volunteers to follow. Any parent, legal guardian, grandparent or family member 18 years of age or older may help to fulfill a family's service hours. Each family is responsible for recording their service hours by completing the Family Service Hours Report Form (attached to this agreement) and submitting it to the office at the end of the year. In the event that a family has not fulfilled their 5 hour requirement by **April 1st**, the family is required to "buy out" the remainder of their hours at the rate of \$25 per incomplete hour. For any family whose service hours have not been fulfilled by the end of May, the student's report card and/or records will be withheld until the balance of the money/hours have been settled with the VCA office.

Each family must have this signed Family Service Hours Policy Agreement on file in the office in order to complete their registration. Please make sure to keep track of your hours on the attachment form and have your hours signed by the office or BOE member.

I have read and will adhere to the "VCA Family Service" hours portion of the handbook.

Parent/Guardian Name _____ Date _____

Parent/Guardian Name _____ Date _____

Name of Student(s) and Grade(s) _____
