

**NORTHEAST ACADEMY
WORKSHEET**

FOR HOURS WORKED: June 01, 2023– April 30, 2024

NAME: _____

ADDRESS: _____

PHONE: _____

CHILDREN: _____

Date	Job Worked	HOURS WORKED		*Approved By
		# Hours	Worked By	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL HOURS WORKED _____

*Work Sheets must be signed by designated person at the time of work done for the proper credit! All work/supplies must be pre-approved before starting a project.

PARENT WORK PROGRAM \$1,600.00 or 40 Hours Work Time

Each contract account will be assessed \$1600.00 per contract, payable April 30, 2024, unless documented proof of 40 work hours satisfactorily completed is provided on or before April 30, 2024. \$1600.00 or 40 hours of work time will be completed as follows:

---5 Work Hours completed or \$200.00 must be paid before student may attend the first day of school.

---15 Additional Work Hours or \$600.00 must be paid by Dec. 31, 2023. Students may not return to school after Dec. 31, 2023, if the 15 work hours or \$600.00 has not been met.

---The remaining 20 hours or \$800.00 must be worked between January 1, 2024, and April 30, 2024, or \$800.00 will be invoiced after April 30, 2024, to your account.

For each work hour not satisfactorily completed and documented, a fee of \$40.00 per hour will be billed to that contract account.

APPROVED BY: _____

WORK/PAY OFFICE