A logo with children smiling

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August 21. 2024

Dear Preschool Families,

This upcoming school year we will be making changes to the required volunteer hours and how families are billed.

We have typically required each family fulfill 2 volunteer hours per quarter (8 hours total over the course of a year). Any unfulfilled volunteer hours were billed at the end of the year.

Beginning this school year, parents will be required to fulfill 3 volunteer hours per semester (fall and spring) and 1 hour in the summer for a total of 7 volunteer hours over the course of the year.

Volunteer hours will be frontloaded, and you will see a charge of $140 on your September invoice. At the end of each semester, you will be credited $20 for every hour volunteer hour completed (up to a maximum total of $140).

THE SCHEDULE IS AS FOLLOWS:

* Volunteer hours completed in August through December will be credited on your January invoice.
* Volunteer hours completed January through April will be credited on your May invoice.
* Volunteer hours completed May through July will be credited on your August invoice.

If you have any questions feel free to reach out.

Please be aware that you will see the $140 volunteer hour charge on your September invoice and credits will be made 3 times a year for volunteer hours completed.

Please sign and date the attached form and return it to your child’s teacher or Ms Kay. Thank you.

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**PARENT VOLUNTEER CONTRACT**

Each family is required to fulfill 3 volunteer hours per semester (fall and spring) and 1 hour in the summer for a total of 7 volunteer hours over the course of the school year.

Volunteer hours are frontloaded, and a charge of $140 on your September invoice. At the end of each semester, you will be credited $20 for every hour volunteer hour completed, up to a maximum total of $140.

THE SCHEDULE IS AS FOLLOWS:

* Volunteer hours completed in August through December will be credited on your January invoice.
* Volunteer hours completed January through April will be credited on your May invoice.
* Volunteer hours completed May through July will be credited on your August invoice.

I hereby agree to the terms of this volunteer policy:

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(Name printed) (Date)

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(Signature)

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(Child or children’s names)