

Parent Service Program

Beginning May 1, 2017, the Bethlehem Lutheran School Board will implement a Parent Service Program (PSP) for the 2017-2018 school year. The School Board may increase the PSP hours in the future.

Goals of the Parent Service Program:

- Use your God given gifts and talents to further His kingdom.
- Provide assistance to the school, coupled with monetary savings.
- Assist the Christian Parent Teacher League (CPTL)
- Foster relationships between families and the school's teachers/staff.
- Utilize community, parent, and family resources to enrich the school program.
- Support and encourage parents, teachers, staff and students.

Requirements:

- Each family with children in grades K-8 is required to contribute 10 hours per family.
- The program will run from May 1, 2017 – April 30, 2018. Any service hours not completed by the end of the program year will be billed to the family's FACTS account and the proceeds will go to Bethlehem Lutheran School.
- In lieu of working the PSP hours, you can pay at a rate of \$15.00 per hour, the balance of the PSP hours. If you choose this option, the money will go to ***CPTL's general fund***. If you choose to make a payment, please make checks payable to CPTL. However, once the hours have been paid to CPTL, no refunds will be given.
- At the end of each quarter, a statement will be sent home showing the number of hours worked.
- Any balance due must be paid by May 5, 2018, to avoid your FACTS account being billed. ***Any payment collected through FACTS will go directly to Bethlehem Lutheran School.*** Once the hours have been paid to Bethlehem Lutheran School, no refunds will be given.
- Hours are recorded on a PSP form, available in the school office, or on RenWeb. Hours are rounded to the nearest ¼ hour.
- Parents/guardians, grandparents, or other designated family members may earn hours.
- Students enrolled at Bethlehem Lutheran School are not eligible to earn PSP hours.

How to earn PSP hours:

- The CPTL and the PSP coordinator will notify families at the beginning and throughout the school year of opportunities to earn hours.
- The following list is not all-encompassing of the opportunities available to earn hours. If you have suggestions as to how to use your gifts that are not listed, please contact Mr. Karges.

Parent Service Program Opportunities

- Attend CPTL meetings: limited to one hour per meeting, per family.
- CPTL Board Member
- Chairperson for a committee (appointed by CPTL as needed)
- Parking lot safety duty
- Various duties for school office (upon request by school office)
- Duties for the classroom teacher (upon request by the classroom teacher)
- Field Day activities
- Oktoberfest-
 - set up
 - take down
 - shift help
- Thanksgiving Feast-
 - set up
 - server
 - take down and clean up
- Silent Auction
- Bike-a-thon
- Scholastic Book Fairs
- Book Fair-
 - set up
 - tear down
- Box Top coordinator
- Box Top classroom counters
- Lunch duty in the classroom
- Lunch recess duty on the playground
- Driving to and from class field trips/events (Must have proper insurance requirements)
- Uniform Closet coordinator
- Property/yard work
- Picture day coordinator
- Collect sport fee at games
- Coach or Assist of sports as available
- Oversee staff appreciation week
- Spring program - set up stages and risers
- Christmas program - set up stages and risers
- Maintenance work
- Reader Board
- Graduation

Miscellaneous Information

CPTL board members will receive PSP hours for time spent in Executive meetings.

CPTL board members attending regular scheduled CPTL meetings will receive one PSP hour, per meeting.

CPTL board, committee and sub-committee members are limited to one PSP hour, per meeting, for time spent attending planning meetings. They will also receive actual work time spent on the specific event.

Service hours cannot be combined with another organization's required volunteer/service hours. For example, if a family member is a student who attends Sierra Lutheran High School (SLHS), and the student is required to complete service hours, the student must either complete the hours for SLHS, or for Bethlehem. A person cannot "double-dip" the hours.

Family members will receive one PSP hour for attending a CPTL meeting. (Limited to one hour per meeting, per family.)

Recording of PSP hours:

- Turn in your hours by the 30th of each month.
- PSP Forms are available on RenWeb and in the school office.
- At the end of each quarter, a statement will be sent home showing the number of hours worked.
- All hours are rounded to the nearest ¼ hour.

Completing the PSP Forms:

PSP forms must include the date and time worked, a description of the work completed and the name of the event worked. Forms are available on line.

Donation (Gifting) of Hours:

Families that have completed their PSP requirements may donate their additional hours to other families. Those receiving donated hours may not receive more than five hours. Donated hours must comply with the guidelines.

Committee Chair:

Those in charge of an event must stay in contact with the CPTL board and report activities and needs as required.

Receipts:

Approved expenses may be deducted at \$15.00 per hour. You may turn in your receipts with your monthly PSP hours. Classroom parties are excluded from this option. For example, purchasing an item for a classroom Valentine's Day party does not qualify for reimbursement of a PSP hour.