



## Sacred Heart Academy

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Winchester, VA 22601

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SacredHeartVA.org

# Families In-service Program

Parent volunteers play an important role in the success of Sacred Heart Academy. When parents are involved in their child's education, students thrive and are successful learners. We rely on our community working together to be sure the students have a full academic, extra- and co-curricular experience. Therefore, each family is responsible for the following volunteer hours:

### All Sacred Heart Academy Families

- Minimum of 25 hours of service over the course of the school year.
  - Fifteen hours of service may be completed prior to February 1.
  - A minimum of 10 hours must be given after February 1 in order to have enough help during the spring fundraisers and activities.
- Families who choose not to participate in this program will be assessed a \$500 fee.

### Families with **only** Pre-Kindergarten students

- Minimum of 15 hours of service over the course of the school year.
  - Ten hours of service may be completed prior to February 1
  - A minimum of 5 hours must be given after February 1 in order to have enough help during the spring fundraisers and activities.
- Families who choose not to participate in this program will be assessed a \$300 fee.

If a family is not able to fulfill the complete 25-hour (or 15-hours) commitment, a prorated amount will be billed to families, based on the number of service hours not fulfilled by the end of the school year. The balance must be paid by May 22<sup>nd</sup> to keep a place for the following school year and/or receive graduation records/have records forwarded to another school.

Families In-Service hours are to be logged through **Connect1**. This app enables the Academy and our parent community to engage in all facets of the volunteering process in one secure, easy-to-use software application. Volunteer hours can also be earned by donating items for events and classrooms as requested. All volunteer opportunities are posted in the **Connect1** app.

All Academy volunteers and chaperones must be compliant with the child protection policies of the Diocese of Arlington. Your volunteer service is subject to successfully completing the online *Office for the Protection of Children and Young People* (OPCYP) application, clearance of the background check and attendance to the initial and ongoing safe-environment training [**VIRTUS**].

Thank you for the time and talents you will be investing in the Academy.

Blessings,

Maria Clark, OPCYP Liaison