



**Work-off Hours Program  
Parent Guide 2018-2019  
MCS Elementary and Middle School Campus**

Welcome to Milpitas Christian School for the 2018-2019 school year. Every year, parents, guardians and relatives of our students volunteer hundreds of hours of their time to benefit MCS and make it the best that it can be. We express our heartfelt thanks to them for their time, efforts and diligence.

MCS has a Work-off Hours Program in which parents/guardians are required to participate. This assistance enables MCS to provide additional activities and resources that enrich the educational experience of our students.

The following FAQs will describe the requirements and procedures for this program. Whether you are new to MCS or are a returning family, please read the FAQs so that you are familiar with the program. This will help you to avoid the surprise of being billed at the end of the school year for unfulfilled or un-reported work-off hours.

Please remember that **YOU** are responsible for reporting your work-off hours... not your child's teacher, and not your child.

If you have further questions regarding the Work-off Hours Program please direct them to:

Lisa Lewis  
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(408) 945-6530, ext. 13102

Thank you and God Bless!

## Work-off Hours Program - Frequently Asked Questions

### Which families are required to perform work-off hours?

All families whose children attend the MCS Elementary or Middle School are required to perform work-off hours, unless a member of the family is an employee of the school.

### How many work-off hours must be performed each school year?

- Families with **one child** in the school must perform **twelve (12)** work-off hours.
- Families with **two children** in the school must perform **sixteen (16)** work-off hours.
- Families with **three or more children** must perform **twenty (20)** work-off hours.



### How do I find out about work-off hour opportunities?

- Work-off hour opportunities will be available online during the school year. Please watch out for the school newsletters for information.
- For opportunities specific to your child's class or pod, please talk with your child's teacher.
- School-wide opportunities can also be found:
  - In the school newsletter (via weekly emails).
  - Posted in the main school lobby (*Building A, east entrance*)

### Who can perform the work-off hours?

Any adult can perform work-off hours for a family: caretakers, grandparents, adult siblings, other relatives, etc. Please be sure these individuals have your MCS account number. It is critical that your account number is entered on the work-off hours coupon to ensure proper credit to your account. For example, if we don't recognize the name of the volunteer, we won't know where to credit the hours if the account number is missing.

Alumni or student volunteers may perform services for MCS. However, these will be "community service" hours, not work-off hours.

### If I work more than my required number of work-off hours, may I apply them to next year?

No. The "banking" of work-off hours for subsequent school years is not allowed.

### May I donate my extra work-off hours to other families?

Yes. Sometimes it's very difficult for a family or a single parent to fulfill their work-off hour requirements and paying for them at the end of the year can be cost prohibitive. Please contact the Business Office if you would like to donate your extra hours to a specific MCS family, or as a general "donation" for any family in need.

### How do I receive credit for the hours I work?

Work-off hours are credited to your account **only** from work-off hour coupons. These coupons must be submitted to the School Office or Business Office. Event sign-in sheets *do not* fulfill the coupon requirement.

- **Obtain** a Work-Off Hour Coupon from the MCS Staff member or special event coordinator for whom you will work. Coupons are also available in the School Office and Business Office.
- **Fill-out** the coupon with all of the required information: MCS account number, the date the work was performed, the name of the individual who performed the work, student's name, teacher's name, the work performed, and the number of hours worked.

- **Have the coupon signed** by the person in charge of the work you perform. For example, if you work at the book fair, the book fair coordinator should sign the coupon. If you go on a class field trip, the teacher should sign it.
- **Submit** the white copy of the coupon by placing it in one of the drop boxes (available in the School Office and Business Office).
- **Keep** the yellow copy for your records. We recommend you keep it in a safe place; if there are any discrepancies in the records at the end of the school year, your copy can be used to verify your hours.

#### **What type of work can be done for work-off hours?**

Any type of work that benefits the school can be applied toward work-off hours, *except* work for which you receive compensation from the school, or for baking projects. Work for band, choir, sports teams, and extended care may also be applied. When in doubt, ask your child's teacher, or a Business Office staff member.

#### **Where can I find work-off hour coupons?**

You will receive a Work-Off Hour Coupon from the person coordinating the work you are to perform. Additional coupons are available in the School Office on top of the drop box, and in the Business Office at the front desk.

#### **Will the person who signs my work-off hour coupon turn it in for me?**

No. It is your responsibility to turn in your coupons. This reduces the likelihood of the coupons becoming lost or misplaced. Also, if there is a discrepancy at the end of the year, the yellow copy in your records can be used to verify your hours. Most teachers and staff are not available over the summer, so it would be difficult to contact them to verify your hours or to ask them to search for your coupons if you do not have your yellow copy/copies.

#### **When am I required to have my current school year work-off hours performed and all coupons submitted?**

- All work-off hours must be completed and submitted in one of the drop boxes or submitted to the Business Office on or before last day of school (June 5, 2019).
- After June 5, 2019, your account will be billed for any **unfulfilled** required work-off hours, at the rate of \$40 per hour.

#### **Can I turn in my work-off hour coupons *after* last day of school?**

Yes, you may, according to the following:

- The work must have been performed on or before last day of school (June 5, 2019).
- An MCS staff member must be able to confirm that the work was performed.
- You will only receive 75% credit for the hours on coupon(s) that are submitted after June 5, 2019.

If your account has already been billed you may request that the charges be reversed.

#### **Can I make a *donation* to MCS in lieu of performing work-off hours?**

No. It is not legal for MCS to accept a *donation*, which has a tax benefit, in lieu of work-off hours. You may *purchase* work-off hours at the rate of \$40 per hour, but you cannot report this as a tax deductible donation.

#### **My child was not enrolled for the entire school year, how many hours am I required to work?**

Work-off hour requirements are automatically prorated based on the date of enrollment or withdrawal. You will be informed of the number of hours you are required to work.