

## Parent & Student Service Commitment



"Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace." ~I Peter 3:16

REACH Kzoo is a cooperative; meaning parents and teens have an integral role in the organization's ability to provide a clean, safe and effective learning environment. In order for our cooperative to function we require parents and students (grades 6-12) to sign up for a service commitment at the time of registration. Parents may pay an opt out fee of \$150.00. We appreciate your help in making this great community run well and we hope you find it enjoyable.

**One parent from every family will serve the amount of hours per year** according to the "Service Commitment Break Down" below:

**1-2 Classes = 5 hours 3-4 Classes = 10 hours 5+ Classes = 15 hours**

**All students grades 6-12 will serve approximately 20 minutes per week.** They will choose an opportunity to serve based on a time that works with their class schedule. Service time will be recorded and students will be given certificates reflecting service hours completed at the end of the year.

In the event that you cannot be present to complete your service duties, you are responsible to secure a substitute in order to avoid a monetary penalty. While we believe in grace if your duties are not fulfilled, you may be reassigned to another service task at the discretion of the Service Coordinator.

### **Consequences for missing service duty:**

An "Unexcused Absence" is defined as the failure to complete a service task.

**Adults**, if you are unable to fulfill a reassigned duty due to an unexcused absence, you will be assessed a \$25 fine. If it is a repeated offense you will be charged a prorated opt out fee. If fines are not paid, your family will not be able to register for future REACH Kzoo classes until the balance is paid. In addition, you will be required to pay the opt out fee the following year.

**Students**, if you do not fulfill your duty you will receive a verbal warning from the LEAD of that service area. The 2nd occurrence will result in notification to your parents by email. Three or more occurrences will result in a \$15 charge per episode.

## **PARENT SERVICE COMMITMENT CHOICES**

### **WELCOME CENTER**

The REACH Kzoo Welcome Center is an important and vital job to our co-op. Co-Op members are a welcoming face to families and visitors and are key to answering questions and directing people to the appropriate person/place. Welcome Center duties also include: general sanitation of lobby tables, disinfection of high touch surfaces throughout the building, safety checks for 1:1 tutors, basic first aid and signing off students for midday job duties. Shifts will be 1.5 hours but members are encouraged to work more shifts in a row if able.

### **SET UP**

Each parent on this team will help prepare the building to open for classes on Wednesdays. Set-up duties include: posting signage, setting up white boards, tables, and chairs. The commitment is approximately 20 minutes (from 8-8:25am) each week for ONE semester (the first few weeks parents will be asked to arrive a little earlier until a routine is established).

### **TEARDOWN**

We want to leave LCC as clean as we found it so the main goal of this team is to reset the facility. Teardown duties include: cleaning floors, windows, bathrooms, etc. The commitment is approximately 20 minutes (various times at the end of the day) each week.

## **STUDENT SERVICE COMMITMENT CHOICES**

### **SET UP**

The main duty of this group is to prepare the building for the day by setting up tables and chairs. The commitment is approximately 20 minutes (from 8-8:25am) each week for ONE semester (the first few weeks students will be asked to arrive a little earlier until a routine is established).

### **MID-DAY RESET\***

Duties include: wiping off tables, emptying trash, bathroom walk-thrus, helping tutors carry totes to their cars, putting the microwave away, etc.

\*These jobs are reserved for students whose schedules don't allow them to do set up or tear down.

### **TEARDOWN**

Students will serve to reset the building at the end of the day (Team A 2:30-3 and Team B 4-4:30). Emptying trash, tearing down tables and chairs and vacuuming are some of the responsibilities of this team. This commitment will be approximately 20 mins.