

Service Hours Info and How to Record

1. Thirty service hours are paid up front at the beginning of the year at a rate of \$15/hour for a total of \$450.
2. These service hours are “earned back” when you work at the school by helping in your child’s classroom, driving on field trips or sporting events, helping at school functions, baking, shopping, Saturday workdays, etc. Please watch the weekly school announcements, check in with teachers, or follow up with the front office for opportunities.
3. As you perform your service hours, log them on RenWeb.
 - a. Log in to RenWeb
 - b. Click **Family** bar on the left.
 - c. Click on the adult family member performing the hours (top middle of screen).
 - d. Click on **Add** in the Service Hours section.
 - Enter the Date.
 - Enter the number of hours served.
 - Choose a description. If not listed, choose **other**.
 - Enter a brief description in the **Notes** section, if applicable.
 - Enter the staff/faculty overseeing the activity in the **Verified By** section.
 - * These will be reviewed monthly with our staff/faculty
 - e. Click **Save**.
4. Service Hours are reviewed by the finance office at the end of each semester.
 - a. First Semester: Performed, logged, and approved by **January 9**
 - b. Second Semester: Performed, logged, and approved by **June 2***
 - * If any service hours are not performed and logged by the June 2 cut off, the opportunity to earn the money back will be forfeited.
5. If you perform and log all 30 hours by the end of the first semester, you will receive a credit on your tuition account balance. If you do not have a tuition balance, it will be applied to your incidental balance, or a check will be issued and mailed.
6. At the end of second semester, any service hours performed and logged will be refunded in the following order by the end of June:
 - a. Applied to any remaining tuition balance.
 - b. Applied to any remaining incidental charges
 - c. A check will be issued for the remaining balance and mailed.