

# KINGSWAY CHRISTIAN COLLEGE

## PRACTICAL HELP TIMESHEET 2017

**CLOSING DATE FOR 2017: Friday 22 September 2017 (End of Term 3)**

It is a condition of enrolment at the College that each family completes a minimum of **10 hours' practical help** in the College each year. Families unable to complete 10 hours of help can alternatively pay the **practical help fee of \$250** which will be billed to them with their Term 4 school fees. Families who do complete 10 hours of help by the due date will not be charged the additional \$250 fee.

**Please read the Parent Guidelines for Practical Help / Busy Bees on the reverse of this page**

**The approved activities include:**

- |                                                 |                  |                               |               |
|-------------------------------------------------|------------------|-------------------------------|---------------|
| ➤ Association Meetings<br>(Max 4hrs per family) | ➤ Cadets         | ➤ Excursions                  | ➤ Trades Work |
| ➤ Board or College Committee                    | ➤ Canteen        | ➤ Fundraising                 |               |
| ➤ Busy Bee                                      | ➤ Classroom help | ➤ Library                     |               |
|                                                 | ➤ Coaching       | ➤ Parents & Friends Committee |               |

**(Practical Help Hours Completed Will Be Recorded as Identified Below)**

Parent's/Guardian's Surname ..... First Name.....

Address..... Phone Number.....

Eldest Child/Student's Surname: ..... First Name .....

**Return completed timesheet to the Front Reception desk at Administration**

DATE	TIME	ACTIVITY	HOURS	AUTHORIZATION
When practical help was done	Start and End period	Description of activity and for which department	To be filled in by supervising Staff Member	Staff Member's PRINTED NAME and SIGNATURE

**OFFICE USE ONLY**

Form received by: ..... Signature ..... Date .....

Total Hours..... DF KEY..... Entered by..... Date .....

# KINGSWAY CHRISTIAN COLLEGE

## PARENT GUIDELINES FOR PRACTICAL HELP / BUSY BEES

In accordance with Kingsway Christian College Policy, 10 hours of Practical Help and/or Busy Bees must be completed each year. **Practical Help/Busy Bees will run from Term 4 of the previous year, to the end of Term 3 in the current year (Term 4, 2016 to the end of Term 3, 2017).**

**Any Practical Help completed in Term 4 will count toward the following year.**

It is the parents' responsibility to arrange their practical help and ensure forms are completed. Forms can be obtained from the Front Reception Desk at the College, and must be completed by the nominated date and delivered back to Reception. A new and different colored form will be issued for each year.

- For **all queries** please contact Business Services.
- Hours cannot be transferred from one "practical help year" to the next.
- Students / Children **are not qualified** to complete practical help hours.
- Families enrolling in the College during Terms 1 and 2 will be required to complete 10 hour of practical help by the end of Term 3 in their first year of enrolment.
- Families enrolling in the College during Term 3 will be required to complete 5 hours of practical help by the end of Term 3 in their first year of enrolment.
- Families enrolling in the College during Term 4 can commence practical help for the new practical help year which will run from Term 4 to the end of Term 3 in the following year.
- Hours not completed will be charged with Term 4 school fees.
- Where extenuating circumstances prevent a family from doing their practical help hours, please contact Reception to make alternative arrangements.

### **BUSY BEES ON SATURDAY – RUN BY THE PROPERTY AND SERVICES DEPARTMENT**

- **Busy Bees run on selected Saturday mornings throughout the year. PLEASE CHECK THE COLLEGE NEWSLETTER FOR SCHEDULED DATES. THE BUSY BEE IS OPEN FOR ANY PARENT WHO WISHES TO ATTEND.**
- Participants are asked to register by phoning 9302 8777 on the Friday before the scheduled Busy Bee you wish to attend – if the Busy Bee has to be cancelled all registered persons will be advised.
- Busy Bees runs from **8:00am to 1:00pm** (5 hours). If both husband and wife attend for 5 hours each, the 10-hour requirement will be completed.
- Please report to the Maintenance Shed located at the rear of the College, where you will "sign in" and will be allocated work. Anyone leaving early should let one of the Property and Services Staff know and fill out the time of departure. Practical Help Forms must be filled out on the day of the Busy Bee.
- **All volunteers must wear protective clothing and closed-in footwear. Sun screen and hats should also be worn.**
- Arrangements can be made directly with the Property and Services Department for an alternative day if work commitments on Saturday prevent attendance.
- Morning tea will be served at the Maintenance Shed at 10:30am.