

McGUFFEY FOUNDATION SCHOOL
FAMILY HOURS PLANNING FORM

We/I plan to work the obligatory base hours:

_____ 20 hours per semester hours for our family (10 hours for half-day preschool families)

- OR -

We/I plan to pay for the obligatory base hours (at \$15 per hour):

_____ 20 hours per semester work hours for our family (\$300 per semester) (\$150 for half-day preschool families)

Please read the goals of the Family Hours Program:

Parent support has a very literal meaning at McGuffey. Tuition costs are kept relatively low partially because parents do some of the work we'd pay others to do. In a sense, parents are paying themselves to do many of the tasks required in order to maintain a quality school environment. The primary purpose of the program and the deciding factor of whether a job qualifies for the program is that it accomplishes a task we would otherwise have to pay for. By supporting the school in this manner, parents also directly impact their child's experience and get to know a little bit more about the school.

The purpose of this form is to share information. The school is specifying the tasks vital to its operation and parents are indicating which ones they are willing and able to do. Please fill out this information sheet and turn it in to the school. We will do our best to match folks and jobs, jobs and folks.

Parent 1 Name _____ email _____
phone numbers _____

Parent 2 Name _____ email _____
phone numbers _____

These are jobs that need to be done at McGuffey. Please initial any job you might be willing and able to fulfill. This form continues on the other side.

Join the Building and Grounds Crew:

Maintenance:

_____ **building repair** – carpentry, plumbing, or electrical jobs as needed

_____ **building maintenance** – tasks such as painting can be scheduled throughout year

Landscaping:

_____ **landscaping/yard work** – occasional jobs trimming, raking, clean-up, planting, weeding

Cleaning:

_____ **adopt a room** for weekly dusting and/or once a month deeper cleaning

_____ **adopt a room** for summer cleaning

General:

_____ **work day coordinator** – someone with maintenance skills to plan, publicize, and host work days during the year

_____ **trash/recycling maintenance** - weekly job maintaining our disposal system beyond work done by student crews. Help throw stuff away the right way (Thursday afternoons).

Join the library crew:

_____ **library** - weekly after school or evening book shelving, work at home book processing

Join the hospitality crew:

_____ **event set-up/clean up** – helps before and/or after McGuffey social events (back to school picnic, harvest supper, last day of school picnic)

Join the admissions crew:

_____ **admissions** – plan and host “Tiptoe Tours” events, stock local publicity displays, put up posters around town before events

Join the grant-writing crew:

_____ **grant writing:** help write and follow up on grants funding various projects at MFS

Important Odds and Ends:

_____ **Kroger card promoter** – promotes and manages fund-raising cards at various businesses and more

_____ **shopping/errands help** - occasional school shopping in Oxford or Cincinnati/Dayton

_____ **mailings** – help with bulk mailings

Thank you for your help!