

# KINGSWAY CHRISTIAN COLLEGE

## PRACTICAL HELP TIMESHEET 2019

**CLOSING DATE FOR 2019: Friday, 29 November 2019**

From 2019 the \$250 Practical Help Levy will be billed at the start of the year and apply to that Academic year – this will enable families to spread the payment of their practical help hours over the year. A credit for hours worked will be applied as soon as you have completed your 10 hours or at the end of the year once your form has been submitted. The maximum credit applied is \$250.

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

**The approved activities include:**

- Association Meetings  
(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
				(Please Print Name)
				(Please Print Name)
				(Please Print Name)
				(Please Print Name)
				(Please Print Name)

**OFFICE USE ONLY**

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

(PLEASE PRINT NAME)

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

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## PARENT GUIDELINES FOR PRACTICAL HELP / BUSY BEES

Each family is required to contribute 10 practical help hours per year for each year in which they have a child attending the College, through to Year 11. This is regardless of the number of children. There is no maximum; every hour worked is a huge benefit to the College community.

Families can download a timesheet from our website or collect a hard copy from the College reception on which to record their Practical Help activities. It is the responsibility of the family to arrange where they can work their practical help hours ensure that the timesheet is completed and signed off by an authorized member of staff each time hours are worked.

Forms must be returned to the College no later than 29 November 2019 to ensure a credit for your 10 hours (or part thereof) is applied against your fees.

- 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.
- For families enrolling in the College after Term 1, the practical help hours will be at a pro-rata charge.

### **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 e-mail to [Geoff.Potts@kcc.wa.edu.au](mailto:Geoff.Potts@kcc.wa.edu.au) providing your name, surname and contact telephone number 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 run 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 and signed 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.