

St. Helena School Service Hours Contract (Grades K-8)
2025-2026

Overview

As you know, we rely on your help to make our school prosper and vibrant. This coming school year 2025-2026 our school needs your support more than ever.

Every family is expected to contribute 60 hours of service to St. Helena's School from September 1, 2025 - August 31, 2026. Your help is needed during the school day, after school, and on weekends.

Volunteer opportunities are listed below. *There are no special arrangements or exceptions.*

Families who fail to meet the entire 60 hour commitment will be charged \$30 for each hour not worked.

Bingo Hall

Bingo is held 4 days per week in St. Helena's Gym. A number of volunteers are required to ensure the smooth operation of each Bingo session. Bingo Sessions are as follows: Thursday & Saturday - 5:00 - 10:00 PM, and Sunday - 3:30 - 8:30 PM. Therefore, there are 5 hours worked per Bingo session.

Parents who agree to work bingo must be willing to work once a month for 12 months. Parents must sign up for a particular day and will be assigned to a team; the calendar will begin in September, 2025 for the entire year. Calendars will be emailed to the email address on service contract in mid-August.

Service Opportunities:

Activity	Time Frame	Hours Earned
Lunch Aide / Playground Aide	Sept. - June	Full -Time – 60 hours Daily – 1 hour credit for each hour worked
Class Mom	Sept. - June	Grades K–8 – 60 hours
Library Aide	Sept. - June	1 hour credit for each hour worked
Nurse (Must be qualified with current CPR certification)		6 hours per day - 1 hour credit for each hour worked
Bingo Kitchen	July – June	1 hour credit for each hour worked
Bingo Hall	July – June	60 hours – see stipulations above

OVER

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Activity	Time Frame	Hours Earned
Set-up, break downs, clean-up, committee chairs for fundraisers & other school activities	Sept. – June	1 hour credit for each hour worked
HSA Board*	Sept. – June	60 hours
Athletic Association Board*	Sept. – June	60 hours

* Will be expected to participate in all board activities to receive full credit.

Athletic Activities:		
Basketball Coaches	Oct. - Mar.	60 hours
Cheerleading Coaches	Oct. - Mar.	60 hours
Team Mom	Oct. - Mar.	30 hours
Track & Field Coaches	Mar.- May	30 hours
Clinics:		
Soccer	4-5 weeks	10 hours
Basketball	4-5 weeks	10 hours
Cheering	4-5 weeks	10 hours
Tennis	4-5 weeks	10 hours

There are also opportunities during the school year that require help such as: Christmas Shop, walk-a-thon, school plays and various projects. You receive one hour credit for each hour worked.

Buy Out

Families may opt out of volunteering for service hours by paying an annual lump sum fee of \$1,800 by January 1, 2026. (The \$1,800 amount is equal to the additional tuition cost per student without bingo funding.)

Families who fail to meet the entire 60 hour commitment will be charged \$30 for each hour not worked.

NOTE: BEFORE THE END OF THE SCHOOL YEAR, YOUR RECORDS WILL BE CHECKED AND FOR THOSE WHO HAVE NOT COMPLETED THE TOTAL 60 SERVICE HOURS SPECIFIED IN THE TUITION AGREEMENT, A BILL STATEMENT WILL BE SENT TO YOU.

2025-2026

Please return form by March 15, 2025 to: Service Contract
St. Helena School
930 Grove Avenue
Edison, NJ 08820
732-549-6234

This contract must be returned for your child to be enrolled at St. Helena.

Please Print Legibly:

Parent Name _____

Street _____

City, State, Zip Code _____

Daytime / Cell Phone _____

Oldest Child's Name _____ Grade _____

Email Address *** _____

***** Bingo / Kitchen schedules will be emailed in August, 2025 to this email address.**

Please list your choices in order of preference.

If you want bingo or kitchen, you only need to fill in #1. and indicate your preferred days of week below.

1. _____
2. _____
3. _____

If you choose Bingo or Kitchen, please indicate your preferred day of week by 1st or 2nd choice.

_____	Thursday –	4:30 PM – 9:30 PM
_____	Saturday –	4:30 PM – 9:30 PM
_____	Sunday –	3:30 PM – 8:30 PM