

PHONICS PHACTORY/MCS SERVICE BLOCK APPLICATION

This application needs to be completed and returned to the school by mail or fax **August 22nd, 2019**.

Families are required to log 18 Service Block hours per school year. A Service Quarter (SQ) is 9 weeks in length. Most Service Block assignments are one-half (1/2) hour a week for a total of 4 1/2 hours per SQ. This schedule will take the entire school year to complete. Lunch Aides volunteer one hour a week for a total of nine hours per SQ. Therefore, these two Service Block assignments only require 2 SQ's or half the school year to complete.

Your Service Block assignment is for the entire school year or until you notify the school for a change. Assignments will be made by the beginning of school. There are no guarantees on placement choices. Service Quarter dates are: (please mark your calendar)

SQ 1 Sept.10 - Nov. 7, 19' **SQ 2** Nov. 12 - Jan. 23, 20' **SQ 3** Jan. 28 - April 3, 20' **SQ 4** Apr 8 - May 28, 20'

SERVICE BLOCK JOB DESCRIPTIONS

Box Tops Coordinator: 2 persons who will manage the Box Top collections, preparation, and promotion. 35-40 min/week

Scrip Support Team: 2 persons who will help the Scrip Coordinator with management of the program on Tuesdays.

Pizza Distribution Aides: Assists the coordinator with pick-up and/ or serving of pizza on designated days during the lunch periods. (10:15-11:10 or 11:05-11:55 once a week for 2 SQ's)

Before School Traffic: A team of people will work outside and at the doors to operate the *Traffic Drop-off Procedure* in a safe and efficient manner. (7:50-8:25 a.m. once a week all year/4SQ's)

Lunchroom Aide: Assists the lunchroom teacher with student lunches, sanitizing tables, and monitoring students while they eat, encouraging good manners and ensuring a safe and clean lunchroom environment.

After School Traffic: A team of people will assist with the *Traffic Pick-up Procedure* in a safe and efficient manner. Inside workers manage the system in the gym, and the outside workers manage the parking lot. (2:35-3:05 p.m. once a week all year/4 SQ's)

Sanitizer: Sanitizes classroom desktops, doorknobs, light switches, and telephones with disinfectant the school provides. Each person will clean 6-8 rooms. (2:40 - 3:10 once a week all year/4 SQ's)

Vacuum: Assists the school's housekeeper with jobs like vacuuming carpets or cleaning windows/sinks. (2:40 - 3:10 once a week all year/4 SQ's)

P.E Aides: Assists the P.E teacher during the designated times.

Beginning/End of School Service Project: A team of people will work to help in August and June on the cleaning and building maintenance(washing windows inside/outside, dusting, power washing,etc). Must be able to attend all work dates.

Saturday Work Party: Work parties will be held on a Saturday and are designed for parents who are unable to serve during the school week. Adults work on projects in and outside the building. Dates are to be determined. One adult per family will work one, 4 hour work party per SQ. This service block is by special application only.

Short Notice Volunteer: Someone(s) willing to be called on short notice to fill in a Service Block no-show.

PAYMENT PLAN IN LIEU OF SERVICE BLOCK

Payment Plan: Plan A is to pay \$400 in full due September. Plan B is four payments of \$100 due as follows:(all payments will billed through FACTS)

Payment 1: October 16th

Payment 2: December 4th

Payment 3: February 26th

Payment 4: April 30th



SERVICE BLOCK APPLICATION 2019-2020

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Parents/Guardian: _____

Home Phone: _____ Cell Phone(s): _____

Email: _____

Please mark service preferences as Choice 1, 2 and 3. Also mark **all** days you are available. Your assigned day will be the same each week.

Choice #	Service Block Jobs	Tues.	Wed.	Thurs.
	Before School Traffic 7:50-8:25			
	Lunchroom Aide** (check both SQ if available) ____ SQ 1/2 or ____ SQ 3/4			
	Lunchroom Aide** (check both SQ if available) ____ SQ 1/2 or ____ SQ 3/4			
	After School Traffic 2:35-3:05 outside			
	Sanitizer*			
	Vacuum*			
	Saturday Work Party Must submit work party application form (located on website)			
	P.E Aides 1) 9:00am-10:00am: Tuesdays 2) 12:30pm 1:30pm: Tuesday 3) 9:30-10:30am: Wed		4) 12:05-1:05pm: Wed 5) 9:30-10:30am: Thur 6) 12:05-1:05pm: Thur	
	Pizza Distribution Aide Circle one: 10:15-11:10 or 11:05-11:55			
	Box Tops Coordinator Weekly collection and tallying			
	Scrip Support Team Tuesday 10:00am			
	Short Notice Volunteer On call daily			
	Beginning/End of School Service Project August & June			
	Payment Plan Option A or B (circle one)			

* Indicates areas where non-school age children may be present.

* * This is an area where non-school age children, who can sit and eat lunch by themselves, may be present.