



K A N K A K E E TRINITY ACADEMY

Pre-School - High School

Service Hours Requirement Explanation

K.T.A. requires a **Service Hours Fee** of \$500 per school year per family. This fee is collected with the understanding that **each family must complete 10 hours of service** within Kankakee Trinity Academy. If you prefer not to complete service hours, your \$500 will be donated to the general fund, as your portion of service. If less than 10 hours are served and only part of the requirement is met, the school will retain \$50 per hour for hours not completed. The remainder of the un-served hours will be due at Enrollment days.

Examples of areas of service are listed below. It is each family's responsibility to fulfill their hours before the end of the school year. Adult family members are responsible for serving the service hours. Served hours should be logged by the parent in Sycamore under My School / My Service Logs. Hours will be verified and marked as approved.

If your hours are completed at the end of the school year, you will have the option during Enrollment Days to roll over your paid \$500 for the next school term, or have the funds applied to your book fees and bill the \$500 along with your tuition payments.

If this is your last child's final school year at K.T.A. and your hours have been completed, your \$500 will be returned to you after Enrollment Days for the next school year. We look forward to another blessed school year and are so thankful that your family is a part of Kankakee Trinity Academy!

Opportunities to Earn Service Hours

Bethlehem Bazaar	(mid December)
PTO	(all year)
Marketing Committee	(all year)
Mailings	(all year)
Building and Grounds Committee	(all year)
Auction	(Spring)
Market Day	(all year)
Sporting Events Concessions and Gate	(during sport's seasons)
School Fundraisers- People that work at the event.	(all year)
Work Days	(all year)

Please see the office for any additional requirements or prerequisites for service.

Please sign up for opportunities you are interested in serving with at Enrollment Days.

Additional information can be obtained throughout the year on our website, through E-mail and Sycamore or by calling the office at 815-935-8080.