



Logging Parent Participation Hours in the FACTS Family Portal

1. Log into your FACTS Family Portal account.
2. From the menu on the left-hand side, select **Family**.
3. Choose **Family Home**.
4. You will see a heading labeled **Service Hours** in the center column, to the right, click **Add+**.
5. Complete the pop-up form with your service hour details.
6. Click **Save and Close**.

Thank you for contributing your time to our school community!

Your recorded hours will appear below the column header. If you run into any issues, feel free to reach out to Jill at info@corvallismontessori.org.

As agreed at enrollment, each family contributes and records 20 parent participation hours per academic year. While we send periodic reminders, we encourage you to log your hours as you complete them.

Important Dates & Billing: We audit hours in early May. You are welcome to log estimated May and June hours in advance. Any unmet hours will be billed in mid-May at \$20 per hour.

Please see page 2 for details on eligible parent participation activities.

What to Log as Parent Participation Hours

Families may log any activity that contributes to their child's classroom community or to the broader school community. Most activities count as **1 hour**, even if they take less than one hour of actual time. For example, classroom laundry may take a full wash cycle, but because the hands-on adult involvement is minimal, families should log **1 hour** rather than the total washer/dryer time.

We structure hours this way for a few reasons: if families completed their required hours very quickly, classrooms would lose the ongoing support they rely on throughout the year. The intention is not to drag out your hours, but to create a sustainable rhythm of participation that benefits each classroom community. If your family joins the school mid-year, your required hours will be prorated based on your start date.

Classroom-Related Activities

These vary by classroom and are shared by individual Guides through lists or sign-ups.

Common examples include:

- Classroom laundry
- Flowers for flower arranging work
- Produce for food preparation work
- Classroom cleaning
- Snack for extended care
- Any tasks or sign-ups posted on your classroom's volunteer list

School-Wide Participation

Families may also log hours for participating in broader school community events, including:

- PA-sponsored events - e.g., play-park dates, PA coffee chats, dine-outs
- All-school SignupGenius opportunities - These are updated periodically.
- Community improvement events - e.g., bulb planting, campus beautification activities

Leadership Opportunities

Families may fulfill all of their required hours by participating in:

- Service on the School Board of Directors - Recruited in spring for a 3-year term)
- PA leadership or committee roles

What *Not* to Log

Families often ask whether donations count toward participation hours. **Donations do not count as service hours** unless this has been discussed and approved in advance.

Examples of non-loggable donations include:

- Food drive items
- Clothing drive items
- Donations for the PA "Rest & Relaxation" room or other staff appreciation

If you donate items, the school can provide a **gift-in-kind receipt**, but these contributions are optional and do not replace service hours.