



HORIZON CHRISTIAN SCHOOL

Parent Volunteer Program

2025-2026

Our Parent Volunteer Program is designed to provide volunteer support for each campus and help keep tuition increases to a minimum. There are two options for fulfilling this requirement, one of which you selected during the enrollment process:

Option 1: Volunteer Your Time

Each family is asked to contribute a minimum of 20 volunteer hours during the school year, regardless the number of students enrolled. Hours may be completed by parents, guardians, grandparents, or other approved family members, and are combined toward the family's total.

- All volunteers must be approved at least two weeks before volunteering or transporting students.
- Families are responsible for completing and recording their 20 combined hours by June 1, 2026.
- Any unfilled hours will be prorated against the \$200 volunteer fee. If applicable, the charge will appear on your June FACTS statement.

OR

Option 2: Contribute Financially

Families may choose to pay a \$200 volunteer fee, in place of completing the 20 volunteer hours.

- This fee will be added to your tuition amount, and amortized throughout the year.
- Even if you choose to pay the fee, you are still welcome to volunteer at any time during the year; however, you must complete the applicable [New](#) or [Returning](#) Volunteer Form.
- If you initially choose this option but later decide to switch to completing volunteer hours instead, please note that the \$200 volunteer fee is non-refundable, and the applicable [New](#) or [Returning](#) Volunteer Form is still required.

Families selecting Option 1:

New Volunteer Forms:

Please complete this form before volunteering:
www.horizonchristian.school > Resources > Parent Volunteer > New Volunteer Form

- **Submission deadline:** August 18, 2025 (or within 30 days if enrolling after July 1, 2025).
- **Late submissions:** A \$200 fee will apply to forms which are submitted after the deadline, or if you decide not to volunteer.
- **Volunteering after the deadline:** You may still volunteer, but the \$200 fee is non-refundable, and a [New Volunteer Form](#) is required.

Logging Volunteer Hours On-Campus:

- **Check-In/Check-Out:** All volunteers must check in and out at the front office using the HelpCounter computer. Hours are tracked automatically.
- **Logging hours:** After logging on select [Classroom > Class/Teacher](#) OR [Activity > Campus](#)

Returning Volunteer Forms:

Please complete this form before volunteering:
www.horizonchristian.school > Resources > Parent Volunteer > Returning Volunteer Form

- **Submission deadline:** August 18, 2025 (or within 30 days if enrolling after July 1, 2025).
- **Late submissions:** A \$200 fee will apply to forms which are submitted after the deadline, or if you decide not to volunteer.
- **Volunteering after the deadline:** You may still volunteer, but the \$200 fee is non-refundable, and a [Returning Volunteer Form](#) is required.

Logging Volunteer Hours Off-Campus:

- First-time users will need to create a new username and password: www.horizonchristian.school > Resources > Parent Volunteer > HelpCounter Link
- **Logging hours:** Select [Record Hours/Review Past Hours Volunteered > Add New Hours](#) > enter the volunteering date and total hours > [Classroom > Class/Teacher](#) OR [Activity > Campus](#)
- **To receive a monthly hours summary:** [Update Profile Information > Email a Summary](#)

Please Note: If your name does not appear in HelpCounter, your application is either still being processed or you need to complete a New or Returning Volunteer form.

If you have any questions, please contact Janine Louw at jlouw@horizonchristian.school.