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The success of WEST is based on its Tutors, Students, Families, Team. Parents are key to what happens on class days and behind the scenes.

WEST creates community with parents through assisting on and off site. Students are known and cared for with parent presence. Friendships grow and fun is had with everyone!

There are seasons of life being full with other commitments and time spent: work, kids at home, church, health, parents/grandparents, etc.

We understand this at WEST and make a way for all of it. Read below and determine what fits your life best at this time.

**DEADLINE** to sign up for your Pen the 10 commitment is October 15!

- Parents sign up on the WEST website Registration Grid [www.westclasses.com](http://www.westclasses.com) to ensure your desired service credits and choose the timing, event, etc. that works best for you
- *Additional* service opportunities outside of Pen the 10 will come to WESTies throughout the year
  - These are *not* included in the Pen the 10: Parent Service Credits Program
- If parents have not signed up for Pen the 10: Parent Service Credit through the WEST website by October 15 other service is *not* included in Pen the 10

**NOTE:** Parents with student/s ONLY in PSEO courses are exempt from the Pen the 10: Parent Service Credits Program fee.

\*For some significant reason parents are unable to fulfill their duty, contact [officeassist.west@gmail.com](mailto:officeassist.west@gmail.com) to reschedule the credit.

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## How Pen the 10: Parent Service Credits Program Works

- WEST Parents:

- Pays \$150 at time of Membership Request
  - Chooses to serve and receive the \$150 refund  
OR
  - Buys Out the service credits without \$150 refund

### 10 Credits of Service

- Parents serve a minimum of 10 credits throughout the academic year
- Service opportunities are posted on WEST website
- Parents sign up based on WEST needs and parent availability
- Parents are communicated with electronically regarding details of service
- WEST records credits of service
- Refund of \$150 is given by end of May upon completed credits of service

### \$150 Service Buy Out

- Buying Out is in total credits
  - Partial option is not available
- Parents are able to Buy Out 10 credits of service in one of the following ways:
  - Selecting Buy Out box at time of Membership Request
  - Not signing up for credits by October 15
  - Registering for Buy Out on the Pen the 10: Parents Service Credit Registration Grid on the WEST website
  - Not completing service credits - even if you are close
    - Any of the above options results in not receiving refund of \$150 fee paid at time of registration
- To avoid missing the October 15 deadline:
  - Buying Out needs to be communicated and completed at time of class registration

- Volunteering Opportunities:

- WEST Nest shifts Tues/Wed
- First/Last week of classes
- Showcases
- Food Days
- Lunch Hours
- Special Events

*Parents with student/s ONLY taking PSEO courses are exempt*