



## **Father Tolton Catholic High School WORK STUDY PROGRAM GUIDELINES**

1. The workday is from 7:00 a.m. until noon Monday through Thursday. The scheduled weeks of service fall between June 7- July 1 and a make up weeks of July 12-15 and July 19-22.

Any schedule changes should to be arranged in advance with the supervisor.

2. Students should bring their own snacks/beverages for a morning break.
3. Students are required to wear comfortable, but appropriate, clothing suitable for work that could include inside or outside work.
4. Shoes: Wear closed toe, comfortable shoes, such as tennis shoes. No flip-flops, slides or sandals.
5. Students not performing to the satisfaction of the supervisor will be warned of their performance. Upon subsequent warnings, students will be sent home and tuition accounts will be adjusted accordingly for time not earned.
6. Please return the enclosed emergency contact form to the front office on the first day of work.
7. If you will be absent from an assigned workday please contact your supervisor at 573-445-7700, to let him know of your absence.
8. The financial award for work study hours worked will be applied directly to tuition account.