

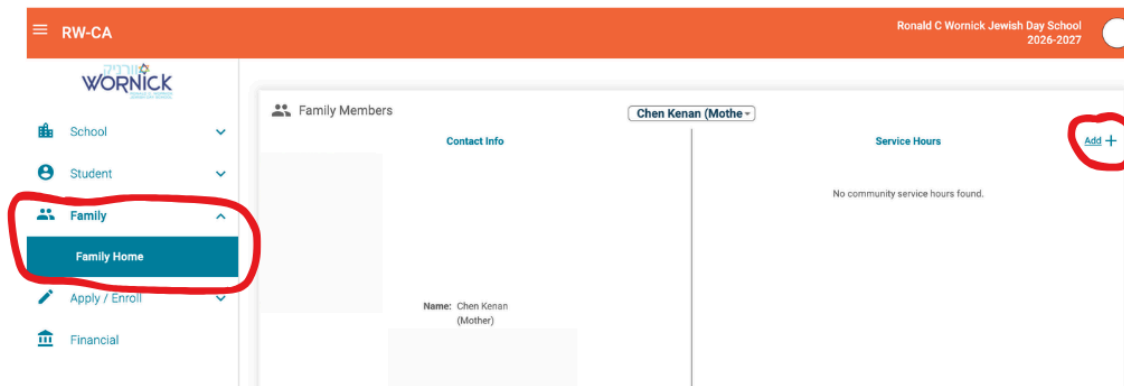
Ronald C. Wornick Jewish Day School

How to Log PTO Chai Hours in FACTS

Thank you SO much for volunteering and fulfilling your Chai Hours as a Wornick Family! None of what we do as a community can be accomplished without YOU! As a reminder, 18 hours is the minimum commitment to volunteer hours at Wornick. This is per family - alumni and extended family help also counts! For more information or questions, please consult the PTO FAQs in the Resource Hub in FACTS.

To log Chai Hours in FACTS:

1. Log into FACTS with your account (district code is RW-CA)
2. On the left side, click on the menu option for Family. It defaults to Family Home.
3. On the left side, you'll see your contact information. On the right side of the screen at the top, it should say, "Service Hours" with a link to Add + to the right of that. Click on the link that says "Add +"



You will see the following screen:

The screenshot shows the 'Service Hours - Add' form. The header bar is orange with 'RW-CA' on the left and 'Ronald C Wornick Jewish Day School 2025-2026' on the right. The left sidebar has a blue header 'WORNICK' and a menu with 'School', 'Student', 'Family', 'Family Home' (selected), 'Apply / Enroll', and 'Financial'. The form itself is titled 'Service Hours - Add' and contains the following fields: 'Name: Michelle Goldstein', '* Date: 2/6/2026', '* Hours: ' (empty), '* Description: ' (dropdown), 'Note: ' (text area), and 'Verified By: ' (text area). A 'Save' button is at the bottom.

4. Enter your Service Hours information: Date, hours and description.
5. Press Save.

You will then see your hours on the Family Home screen. Please be aware there may be an overnight delay in synching hours and verification notices.

The screenshot shows the 'Family Home' screen. The header bar is orange with 'RW-CA' on the left and 'Ronald C Wornick Jewish Day School 2025-2026' on the right. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Family Members' and shows 'Michelle Goldstein (-)' as the selected member. Below this, there is a 'Contact Info' section with 'Name: Michelle Goldstein (Mother)'. To the right, there is a 'Service Hours' table with columns 'Date', 'Description', and 'Hours'. The table has one row for '12/11/2025' with 'Shabbat Dinner' and '3.0'. A 'Total:' row at the bottom shows '3.00'.

Date	Description	Hours
12/11/2025	Shabbat Dinner	3.0
Total:		3.00

You can return to the Family Home screen to check your hours at any time. Please remember that unfulfilled hours will be billed at \$18/hour at the end of the academic year, so be sure to log them in the system! Please reach out to the office with questions or concerns.