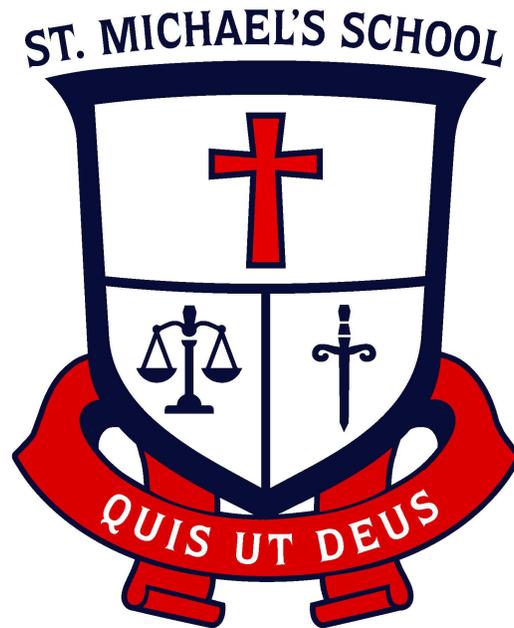

St. Michael's School



Parent Participation Program Guidelines 2018-2019



St. Michael's School

Parent Participation Program

2018-2019

Dear Parents,

Catholic education exists to help parents educate their children in the Faith. The entire school community shares in the responsibility of educating our children and implementing our vision, mission and goals. Parents are encouraged to take an active role. The Parent Participation Program is an opportunity for building community, giving financial support, and offering support to each other as we work together for the benefit of our children. The Parent Participation Program also reduces the operational costs of the school.

Our tuition fees are lower because of the work provided through parent participation. Parents are expected to commit a minimum of 70 hours per year or 7 hours per month to the school. The primary area of involvement is fundraising, but other activities are available on a limited basis. Other suggestions are welcome and should be given to the Participation Officer. Parents who do not fulfill their participation commitment must pay a non-participation fee and may be required in the following year to pre-pay the non-participation fee. Parents having difficulty meeting their participation obligation should contact the pastor.

NON-PARTICIPATION FEE

Parents may elect to pay a fee instead of completing participation hours. The fee may be pro-rated. If you wish to pay a non-participation fee or pro-rated non-participation fee, please contact the Participation Officer.

TRACKING HOURS

All parents (including Category Managers) are responsible for keeping a record of their hours. Forms for recording hours are available through the office. Parents are responsible for registering and entering their hours through the Participation section on our website. Category managers will then approve or decline the hours. Your unique family code, needed for online registration, will be emailed to you in September. Contact your Category Manager or the Participation Officer if you have questions regarding the submission of hours.

AREAS OF PARTICIPATION

General descriptions for the categories listed on the *Parent Participation Form* are included in this guide. Areas may need to be combined to make up the minimum required 70 hours. Before you make up hours in other categories, please discuss with your Category Manager or the Participation Officer. Also, throughout the year, the school office may seek volunteers for committees or small projects, generally of a short duration. These opportunities are usually advertised in the school newsletter. Please keep in mind that required hours are used as a **minimum guideline only** and some commitments may involve **more** than the minimum requirement.

PLEASE NOTE THE FOLLOWING:

1. Work completed in the summer (July and August) is credited to the first half of the school year. Exceptions will only be made for special events or projects arranged in advance.
2. Parents will be sent two notices, one in January and one in May, to inform them of the total number of hours that have been reported to the PEC.

3. Some categories (supervision and library) require that participation be equally divided over the school year as follows: 35 hours from September to January and 35 hours from February to June. This mandatory requirement ensures there will be enough parent librarians and parent supervisors for the entire year. Shortages in these positions significantly compromise the quality of student programming and safety. Therefore, in these categories, any extra hours in the first half of the school year **CANNOT** be carried over to the second half. Parents may not complete 70 hours all in one term in these categories without approval by category managers **and** the PEC.
4. It is the parents' responsibility to meet their participation obligation. Unless a special arrangement is made with the PEC in advance, parents may not ask other adults or children under the age of 16 to complete their participation hours for them.
5. In order to ensure the commitment to and the tradition of the Parent Participation Program at St. Michael's School, the PEC is requiring all families whose youngest child is in his/her final year at our school to submit a mandatory deposit to be held **In Trust**, until all 70 participation hours are completed for the school year. Historically, the Grade 7 class has had the least amount of participating families. This leaves many of the vital categories vacant and the school without support and services. Therefore, families with their last child entering Grade 7 are required to include two \$500.00 cheques with the re-registration package - one cheque dated for February 1st of that final year and the other dated for June 30th. The first cheque will be cashed if 35 hours are not completed prior to January 31st unless an agreement has been reached with the participation officer. The second cheque will be cashed if the full 70 hours have not been completed by June 29th.

Approved: Parish Education Committee
Date Approved: November 24, 2015

6. Some work involved is considered volunteer work and cannot be credited towards Parent Participation hours. Please see St. Michael's Parent Participation Program Policy found in the Policies and Procedures Handbook for Parents.
7. Any parent who is hired by the school may not receive credit for paid time as participation hours.
8. Category Managers are responsible for ensuring that their category is running smoothly by monitoring the attendance and the work being done. Category Managers must report any problems or anyone who is not fulfilling their obligations to the Participation Officer.
9. If you have any concerns, questions or problems regarding the Parent Participation Program, please contact the PEC Participation Coordinator. Do not direct your inquiries to the school secretary.

Thank you for your continued support and commitment to our school. Our combined efforts will help make our school better for everyone.

**ST. MICHAEL'S SCHOOL
PARENTS' PARTICIPATION PROGRAM
2018-2019**

CATEGORY	CATEGORY MANAGER	CONTACT INFO	NOTES	HOURS
<p>1. Maintenance (a team of parents is required)</p>	<p>Martin Blasiak PEC Maintenance Coordinator</p>	<p>martin.blasiak@gmail.com</p>	<p>Completion of small projects and participation in up to 3 "work bees" per year coordinated by the on-site custodian and class parent.</p> <p>We require plumbers, electricians, painters, carpenters, gardeners, etc. If you have any specialized skills in maintenance or repair work, please let us know.</p>	<p>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>2. Gardening (a team of 12 is required)</p>	<p>Margaret Lister</p>	<p>sms@lister.ca</p>	<p>Outside gardening to maintain the shrubs and flower gardens around the school with regular weeding and litter removal .</p>	<p>Hours given are dependent on area worked as verified by the category manager.</p>
<p>3. Fundraising/ Special Events a. Auction b. Walkathon c. Knights of Columbus d. Chocolate Sales (a category manager for each event and a team of parents is required)</p>	<p>Nicole Rozinbaum Teodora Nechita Diedre Rubino Mrs. Bird</p>	<p>Nicole.rozinbaum@gmail.com donciu@yahoo.com stmkoc@gmail.com 604-526-9768</p>	<p>Attend committee meetings and complete various tasks that might be required for hosting or participating in these various events.</p>	<p>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>4. Class Parent (one class parent for each grade is required; one category manager is also required)</p>	<p>Mrs. Kennedy & Classroom Teachers and Michele Abi-Saad</p>	<p>604-526-9768</p>	<p>Act as a liaison between the teacher/school and the parents; phone parents in the event of school closures (due to snow). An orientation session may be required by the classroom teacher.</p>	<p>30 hours (3 hours each month) + additional hours if required</p>
<p>5. Yard Supervision Crossing Guard (three supervisors for each shift and one crossing guard before school and after school)</p>	<p>Deborah Carion</p>	<p>dcarion@hotmail.com</p>	<p>Supervise students before school, during lunch and after school (shifts are flexible to suit your schedule). A crossing guard is needed on Holmes Street before school from 8:15 to 8:55am and after school from 2:50 to 3:35pm. Training is mandatory. A commitment for the entire year is required (35 hours from Sept. to Jan. and 35 hours from Feb. to June).</p>	<p>Two shifts per week for the duration of the school year will result in a cumulative total of 70 hours</p>

6. Playground Maintenance	Martin Blasiak PEC Maintenance Coordinator	martin.blasiak@gmail.com	Once per week: rake the gravel and wood chips (weather permitting); sweep the rocks and wood chips from the parking lot adjacent to the playground; and remove litter from around the playground, swings, and picnic table area	50 hours
7. Organist (one parent)	Mrs. Kennedy Principal	604-526-9768	Play the organ at every school Mass. (Masses are held every Friday at 9:00 am; however, there are approximately 4 extra Masses in addition to those held on Fridays.)	70 hours
8. Coaching/ Refereeing/ Extra-Curricular Sports <ul style="list-style-type: none"> • Soccer • Volleyball • Basketball • Track and Field (the number of parents needed is dependent on how many teams/extra-curricular activities we have)	Sponsor Teacher in charge of team/club	604-526-9768	Must be knowledgeable about the sport. Must have a thorough understanding of the rules and regulations of the sport and must read and abide by the "Philosophy of Athletics in the CISVA". Practices are held before school, at lunch and after school. Games are held after school. There will be a teacher sponsor for each team.	35 hours per sport
9. Maintain Website (one parent is required)	Mrs. Kennedy Principal	604-526-9768	Oversee, maintain and update the school's website.	70 hours
10. School Yearbook (one parent is required)	Mr. Da Silva Head Teacher	604-526-9768	Must have exceptional computer skills. This person will be responsible for formatting the layout of the school yearbook.	70 hours
11. Communications & Hospitality (one parent is required)	Mrs. Kennedy Principal	(604) 526-9768	Call and welcome new parents at the beginning of the school year and throughout the year to answer any questions they may have about proper procedures in the school. Direct them on how to complete participation hours. Address any school community "Sunshine" issues as they may arise throughout the school year. Set up tea/coffee at Meet the Teacher night. An understanding of school policy is required for these positions.	Hours given are dependent on the number of hours worked as verified by the category manager.
12. Public Relations (one parent is required)	Mrs. Kennedy Principal	604-526-9768	Write and submit articles to the local newspaper and to the BC Catholic about what is happening in the school in order to heighten the school's profile in the community.	Hours given are dependent on the number of hours worked as verified by the category manager.
13. Library	Mrs. Tandongco	604-526-9768	Must have computer skills; must know	Each shift is organized so

(a team of ten to twelve parents is required)	School Librarian		or be willing to learn the Destiny Software Library Automation Program; must have a good command of the English language. A commitment for the entire year is required (35 hours from Sept. to Jan. and 35 hours from Feb. to June).	that parents, if they have completed all scheduled shifts, will receive their 70 hours
14. Paper Recycling (one parent is required)	Mrs. Bird Secretary	604-526-9768	Maintain the school's recycling program; once per week , remove bags from recycling bins and replace with new bags; take the paper to the recycling depot in Burnaby.	70 hours
15. Juice Box/ Bottle Recycling (one parent is required)	Mrs. Bird Secretary	604-526-9768	Maintain the school's recycling program; collect full plastic bags from bottle recycling bins and replace with new bags; clean lids and spray bins with Lysol to disinfect; take the bottles to the bottle depot. You will need to separate the juice boxes, cans, etc. Submit the receipt and money to the school office.	70 hours
16. Wash First Aid Room Linens (one parent is required)	Mrs. Bird Secretary	604-526-9768	Once per week collect, wash and return linen for the bed in the first aid room. Re-make the bed.	70 hours
17. Birthday Board (one parent is required)	Mrs. Bird Secretary	604-526-9768	Once per month prepare and display a thematic bulletin board with the names and dates of students whose birthday is being celebrated that month.	50 hours
18. Lost and Found Box (one parent is required)	Mrs. Bird Secretary	604-526-9768	Every week , sort and return items to students (if item is labeled); write a note for the newsletter regarding items left in the box for longer than a week. Three or four times per year take unclaimed items to charity shop	50 hours
19. Communion and Confirmation Gowns (one or two parents required)	Mrs. Bird Secretary	604-526-9768	Wash, iron, mend and organize all the Communion and Confirmation gowns prior to the date of the celebration. (There may be up to 100 gowns)	70 hours
20. Summer Help (a team of parents is required)	Martin Blasiak PEC Maintenance Coordinator	Martin.blasiak@gmail.com	Clean and organize the library; check all inventories of supplies; unpack and distribute school supplies. Clean desks, paint, pressure wash, etc. This job involves coming to the school during the day during the summer break.	Hours given are dependent on the number of hours worked as verified by the category manager.
21. Desk Cleaning	TBA		Once per week, wash & disinfect the tops of all desks in the school	Hours given are dependent on the

(a team of parents is required)				number of hours worked as verified by the category manager.
22. Used Uniforms			Collect, wash, mend, organize and sell used uniform items. All items must be in sellable condition. Must be available the first Monday morning of each month for the school store.	70 hours
23. Wash Sports Pinnies (one parent needed)	Rosie Bird Secretary	604-526-9768	Once per week , wash and fold all sports pinnies; occasionally wash and fold office gym strip	70 hours
24. Parent Association (a team of parents is required) A. Hot Lunch B. Super Side Dish C. Craft Night D. Mardi Gras E. Shrove Tuesday Pancake Breakfast F. Archangel Cup	Sarah Golding Parent Association	Sarahgoldstar@hotmail.com	Help with <i>one or more</i> of the following events held throughout the school year. Hot Lunch Hot lunch is held every Thursday; may require the parent to take a Food Handling safety course. Super Side Dish Super Side Dish is offered on two Tuesdays per month. Parent volunteers may be required to complete a Safe Food Handling course Craft Night Held during the first week of Advent; help organize the craft evening. Mardi Gras Held the evening before Shrove Tuesday; help organize the Mardi Gras celebration. Shrove Tuesday Pancake Breakfast Held the day before Ash Wednesday; make and serve pancakes to the students and staff. Archangel Cup Our annual Floor Hockey Tournament held at Moody Park Arena on a Friday in April; help to run the concession stand at the event	Hours given are dependent on the number of hours worked as verified by the category manager.
25. CCD Teacher/Assistant	Claudia DeSimone CCD Coordinator	604-522-2186	Teach or assist catechism classes for Catholic students who attend public elementary schools. Classes are held every Wednesday evening throughout the school year.	70 hours
26. Category Managers	Marcus Juca Participation Coordinator	mvjuca@gmail.com	Oversee a particular category and ensure that parents are completing their required hours and that these	70 hours

			hours are submitted to the participation officer.	
27. School Photographer	Mr. Da Silva Head Teacher	604-526-9768	Photograph various school events, assemblies and games (must be available during the day).	Hours given are dependent on the number of hours worked as verified by the category manager.
28. Laminating (one parent is required)	Mrs. Bird Secretary	604-526-9768	Once per week, laminate projects for teachers.	70 hours
29. Composting (one parent required)	Mrs. Bird Secretary	604-526-9768	Once per week collect, empty, wash and redistribute classroom composting bins	70 hours
30. Special Assignments	Mrs. Kennedy Principal	604-526-9768	There will be times when the principal requires special projects to be completed. You will be required to have specialized skills. Please read the weekly newsletter as this is where these projects will be advertised.	Hours given are dependent on the number of hours worked as verified by the category manager.
31. Scholastic Book Clubs	Mrs. Bird Secretary	604-526-9768	Organize the monthly distribution of Scholastic Book Club flyers; place order with Scholastic Canada; organize payment submission and distribute orders once they arrive	70 hours
32. Outdoor Learning Area	Anita Riddell	awol@telus.net	Manage the outside learning area. Planning and implementing an outdoor learning environment which incorporates each aspect of children's holistic development.	Hours given are dependent on the number of hours worked as verified by the category manager.