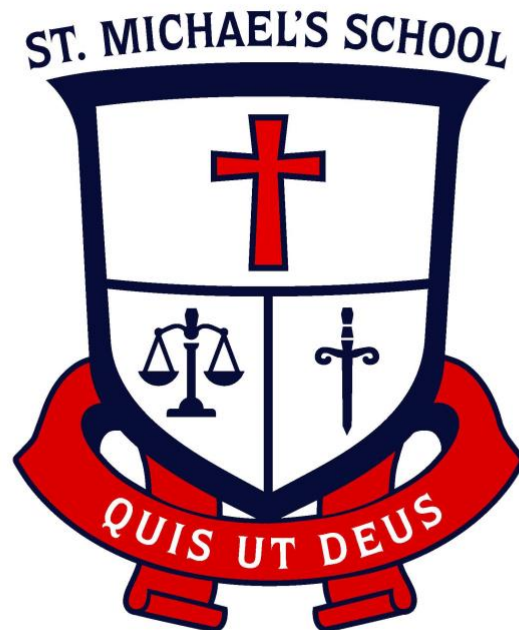


# ***St. Michael's School***



## ***Parent Participation Program Guidelines 2021-2022***



# ***St. Michael's School***

## ***Parent Participation Program***

### ***2021-2022***

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. Parent participation will look different once again this school year due to COVID safety guidelines. Some of the regular parent participation roles have been suspended or adjusted to ensure the safety of the students, staff and parents themselves. For this year, we have decided once again to reduce the number of parent participation hours from 60 hours/year per family down to 30 hours per year, per family or 3 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 PEC Participation Coordinator. Parents who do not fulfill their participation commitment must pay a \$1300 non-participation fee, however, for the 2021-2022 school year the non-participation fee has been reduced to \$900. Families who do not complete their hours, may be required, in the following year, to pre-pay the non-participation. Parents who have difficulty meeting their participation obligation should contact the Pastor, Father Rossi

#### **NON-PARTICIPATION FEE**

Parents may elect to pay a fee instead of completing participation hours. The non-participation fee of \$900 for the 2021-2022 school year, must be paid in full and dated for September 1, 2021. The fee may be pro-rated. If you wish to pay a non-participation fee or a pro-rated non-participation fee, please contact the PEC Participation Coordinator.

#### **TRACKING HOURS**

All parents (including Category Managers) are responsible for keeping a record of their hours. We are moving to a new online Participation Tracking System for the 2021-2022 school year starting in December 2021 and further details can be found on the school website under the Participation section. Parents are responsible for registering and entering their hours through the Participation Tracking System website (<http://sme.van.onvolunteers.com> link on the school website) or by scanning their unique family QR code when the participation task is started and completed. Category managers will then approve or decline the hours. Your unique family QR code, needed to sign in and sign out of scheduled participation tasks, will be emailed to you in October. Contact your Category Manager or the Participation Coordinator if you have questions regarding the submission of hours. Please ensure your hours are up to date to avoid being charged a non-participation fee at the end of the year.

#### **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 30 hours. Before you make up hours in other categories, please discuss with your Category Manager or the Participation Coordinator. 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. 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 to complete their hours. Children under the age of 16 cannot complete participation hours.
4. In order to ensure the commitment to and the tradition of the Parent Participation Program at St. Michael's School, the PEC requires ALL families to complete a Pre-Authorized Debit Plan (PAD) Form in the amount of \$900. If families do not complete the required 30 hours of participation then \$900 or a pro-rated amount of \$30 per hour will be debited.  
Approved: Parish Education Committee – Date Approved June 23<sup>rd</sup>, 2020
5. For the 2021-2022 school year, all families must complete a minimum of 10 hours by the end of February 2022. The PEC requires ALL families to complete a Pre-Authorized Debit Plan (PAD) Form in the amount of \$300. If families do not complete the required 10 hours of participation prior to February 28<sup>th</sup>, 2022, then \$300 or a pro-rated amount of \$30 per hour will be debited.  
Approved: Parish Education Committee – Date Approved January 26<sup>th</sup>, 2021
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 Coordinator
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  
2021-2022**

CATEGORY	CATEGORY MANAGER	CONTACT INFO	NOTES	HOURS
<b>1. Maintenance</b>  (a team of parents is required)	<b>Martin Blasiak</b> PEC Maintenance Coordinator	<a href="mailto:martin.blasiak@gmail.com">martin.blasiak@gmail.com</a>	Completion of small projects and participation in coordinated "work bees" by the on-site custodian and class parent.  We require plumbers, electricians, painters, carpenters, gardeners, etc. If you have any specialized skills in maintenance or repair work, please let us know.	Hours given are dependent on the number of hours worked as verified by the category manager.
<b>2. Playground Maintenance</b>	<b>Martin Blasiak</b> PEC Maintenance Coordinator	<a href="mailto:martin.blasiak@gmail.com">martin.blasiak@gmail.com</a>	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	Up to 30 hours
<b>3. Summer Help</b>  (a team of parents is required)	<b>Martin Blasiak</b> PEC Maintenance Coordinator	<a href="mailto:Martin.blasiak@gmail.com">Martin.blasiak@gmail.com</a>	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.
<b>4. Gardening</b>  (a team of 12 is required)	<b>Margaret Lister</b>	<a href="mailto:sms@lister.ca">sms@lister.ca</a>	Outside gardening to maintain the shrubs and flower gardens around the school with regular weeding and litter removal.	Hours given are dependent on area worked as verified by the category manager.
<b>5. Fundraising/ Special Events</b>  Each event requires a category manager and a team of parents				
<b>a. Auction</b>	<b>Cicy Zhang</b>	<a href="mailto:cicyzhang@hotmail.com">cicyzhang@hotmail.com</a>	Attend committee meetings and complete various tasks that might be required for hosting or participating in these various events.	Hours given are dependent on the number of hours worked as verified by the category manager.
<b>b. Chocolate Sales</b>	<b>Yolanda Lavorata Mrs. DeJulius</b>	<a href="mailto:Yolanda.lavorata@gmail.com">Yolanda.lavorata@gmail.com</a>		
<b>c. Walkathon</b>	<b>Michelle Zuccaro-Baldissera</b>	<a href="mailto:michelle@macdonaldsrx.com">michelle@macdonaldsrx.com</a>		

<p><b>6. Yard Supervision Crossing Guard</b></p> <p>(three supervisors for each shift and one crossing guard before school and after school)</p>	<p><b>Deborah Carion</b></p>	<p><b>dcarion@hotmail.com</b></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. <b>Training is mandatory. A commitment for the entire year is required (15 hours from Sept. to Jan. and 15 hours from Feb. to June).</b></p>	<p>Two shifts per week for the duration of the school year will result in a cumulative total of 30 hours</p>
<p><b>7. Organist</b></p> <p>(one parent)</p>	<p><b>Mrs. Kennedy</b> Principal</p>	<p><b>604-526-9768</b></p>	<p>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.)</p>	<p>30 hours</p>
<p><b>8. Coaching/ Refereeing/ Extra-Curricular Activities</b></p> <p><b>Sports</b></p> <ul style="list-style-type: none"> <li>• Soccer</li> <li>• Volleyball</li> <li>• Basketball</li> <li>• Badminton</li> <li>• Track and Field</li> </ul> <p>(the number of parents needed is dependent on how many teams/extra-curricular activities we have)</p>	<p><b>Sponsor Teacher in charge of team</b></p>	<p><b>604-526-9768</b></p>	<p>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.</p>	<p>30 hours per sport</p>
<p><b>9. Coaching/ Sponsoring/ Extra-Curricular Club</b></p> <ul style="list-style-type: none"> <li>• Choir</li> <li>• S.T.E.A.M.</li> <li>• Robotics</li> </ul> <p>(the number of parents needed is dependent on how many teams/extra-curricular activities we have)</p>	<p><b>Sponsor Teacher in charge of club</b></p>	<p><b>604-526-9768</b></p>	<p>Must be knowledgeable about the activity. Activities can be held before school, at lunch and after school. Events (if applicable) can be held after school. There will be a teacher sponsor for each club.</p>	<p>30 hours per club</p>

<p><b>10. Technology Support</b></p> <p><b>A. School/Parish Website Support</b></p> <p><b>B. Social Media &amp; Communications</b></p> <p><b>C. Graphic Design Support</b></p> <p><b>D. A/V Media Support</b></p> <p><b>E. General IT Support</b></p> <p>(one person per category, additional people may be needed; pre-approval by Category Manager is required)</p>	<p><b>Steve Han</b> Participation Coordinator</p> <p><b>Mr. Da Silva</b> Vice Principal</p>	<p>tostevehan@gmail.com</p> <p><b>604-526-9768</b></p>	<p>This category contains various sub-categories requiring specialized expertise and skillsets. Parents with these skillsets are encouraged to reach out to Mr. Han to discuss opportunities.</p> <p>The School and Parish Website Support sub-category requires multiple parent volunteers and involves updating and supporting the school website. Parents should be able to: Customize WordPress templates, Basic knowledge of HTML, WordPress, Graphic Design (Photos and Vector), Documentation Linking, and converting to web format.</p>	<p>30 hours</p>
<p><b>11. School Yearbook and Year-end Slideshow</b></p> <p>(one parent is required)</p>	<p><b>Mr. Da Silva</b> Vice Principal</p>	<p><b>604-526-9768</b></p>	<p>Must have exceptional computer skills. This person will be responsible for formatting the layout of the school yearbook.</p>	<p>30 hours yearbook</p> <p>30 hours year-end slideshow</p>
<p><b>12. Library</b></p> <p>(a team of ten to twelve parents is required)</p>	<p><b>Melissa Co Cua</b></p>	<p><b>lissa_co@yahoo.com</b></p>	<p>Must have computer skills; must know or be willing to learn the Destiny Software Library Automation Program; must have a good command of the English language. <b>A commitment for the entire year is required (Sept. to Jan. and from Feb. to June).</b> Book Fair event volunteering is part of the library duties.</p>	<p>Each shift is organized so that parents, if they have completed all scheduled shifts, will receive 30 hours</p> <p><b>During COVID times parents sort repair and assist on the weekends or from home.</b></p>
<p><b>13. Paper Recycling</b></p> <p>(one parent is required)</p>	<p><b>Mrs. DeJulius</b> Secretary</p>	<p><b>604-526-9768</b></p>	<p>Maintain the school's recycling program; <b>once per week</b>, remove bags from recycling bins and replace with new bags; take the paper to the recycling depot in Burnaby.</p>	<p>30 hours</p>
<p><b>14. Birthday Board / Theme Board</b></p> <p>(one parent is required)</p>	<p><b>Mrs. DeJulius</b> Secretary</p>	<p><b>604-526-9768</b></p>	<p>Once per month prepare and display a thematic bulletin board and a birthday board which will consist of the names and dates of students whose birthday is being celebrated that month.</p>	<p>30 hours</p>

<p><b>15. Lost and Found Box / Used Uniforms</b></p> <p>(one parent is required)</p>	<p><b>Mrs. DeJulius</b> Secretary</p>	<p><b>604-526-9768</b></p>	<p><b>Every week</b>, 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. 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.</p>	<p>30 hours</p>
<p><b>16. Communion and Confirmation Gowns</b></p> <p>(one or two parents required)</p>	<p><b>Mrs. DeJulius</b> Secretary</p>	<p><b>604-526-9768</b></p>	<p>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)</p>	<p>30 hours</p>
<p><b>17. Weekly School and Church Cleaning</b></p> <p>(a team of parents is required on Saturdays)</p>	<p><b>Karen Galang</b></p>	<p>karen.galang@yahoo.com</p>	<p>Once per week assist with cleaning the school, and church. Disinfecting, dusting, and vacuuming required. Training will be provided to use the fogging machine to disinfect the school once a week.</p>	<p>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p><b>18. Wash Sports Pinnies</b></p> <p>(one parent needed)</p>	<p><b>Mrs. DeJulius</b> Secretary</p>	<p><b>604-526-9768</b></p>	<p><b>Once per week</b>, wash and fold all sports pinnies; occasionally wash and fold office gym strip</p>	<p>30 hours</p>
<p><b>19. Parent Association</b></p> <p><i>Events in light gray are currently suspended</i></p> <p><b>A. Hot Lunch</b> (Team of parents is required)</p> <p><b>B. Super Side Dish</b> (Team of parents is required)</p> <p><b>C. Kitchen Cleaning (one parent needed)</b></p> <p><b>D. Craft Night</b></p> <p><b>E. Mardi Gras</b></p> <p><b>F. Shrove Tuesday Pancake Breakfast</b></p>	<p><b>Sarah Golding</b> Parent Association Chair</p>	<p><b>sme.parentassociation@gmail.com</b></p>	<p>Attend committee meetings and complete various tasks to organize and plan the many events and activities the PA hosts each year. There are also positions within the PA that can be filled such as Treasurer, Secretary and Chair.</p> <p><b>Volunteers are always needed with the following PA programs and events.</b></p> <ul style="list-style-type: none"> <li>• <b>Hot Lunch</b>- Hot lunch is held every Thursday. Help 2 Thursdays per month.</li> <li>• <b>Super Side Dish</b>- Super Side Dish is offered on two Tuesdays per month.</li> <li>• <b>Kitchen Cleaning</b>- Once per week wash counters, cupboards, fridge and floor in the school kitchen.</li> <li>• <b>Craft Night</b> - Help at event.</li> <li>• <b>Mardi Gras</b> - Help with set up and volunteer at the evening carnival.</li> </ul> <p><b>Shrove Tuesday Pancake Breakfast</b> - Make and serve pancakes to the students and staff.</p>	<p>10-30 hours</p> <p>Hours given are dependent on the # of hours worked as verified by Cat. Mgr.</p> <p>30 Hours</p> <p>30 Hours</p> <p>30 Hours</p> <p>Hours given are dependent on the # of hours worked as verified by Cat. Mgr.</p>

<b>22. CCD Teacher/Assistant</b>	<b>Claudia DeSimone</b> CCD Coordinator	<b>604-522-2186</b>	Teach or assist catechism classes for Catholic students who attend public elementary schools. Classes are held every Wednesday evening throughout the school year.	30 hours
<b>23. Participation Tracker System Support</b>	<b>Steve Han</b> Participation Coordinator	<b>tostevehan@gmail.com</b>	This is a technical support role for the online hours tracking system. This position requires IT skills and typical duties involve: help parents with system registration / access issues, add/modify/remove hours, system troubleshooting, add bulk hours for school event, add/remove categories, and help category managers. Create end of the year reports and invoices.	30 hours
<b>24. School Photographer</b>	<b>Mr. Da Silva</b> Head Teacher	<b>604-526-9768</b>	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.
<b>25. Laminating</b> (one parent is required)	<b>Mrs. DeJulius</b> Secretary	<b>604-526-9768</b>	Once per week, laminate projects for teachers.	30 hours
<b>26. Special Assignments</b>	<b>Mrs. Kennedy</b> Principal	<b>604-526-9768</b>	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.
<b>27. Scholastic Book Clubs</b>	<b>Mrs. DeJulius</b> Secretary	<b>604-526-9768</b>	Organize the monthly distribution of Scholastic Book Club flyers; place order with Scholastic Canada; organize payment submission and distribute orders once they arrive	30 hours
<b>28. Outdoor Learning Area</b>	<b>Anita Riddell</b>	<b>awol@telus.net</b>	Multiple ways to earn hours; during school hours volunteer hours are available by helping cook with each of the grades in the fall or by planting seedlings in the spring as well as other projects as they come up. In late spring we typically work on the garden one evening a week continuing throughout the summer. Additional special projects may be organized.	Hours given are dependent on the number of hours worked as verified by the category manager.
<b>29. Alumni Communications Officer</b>				