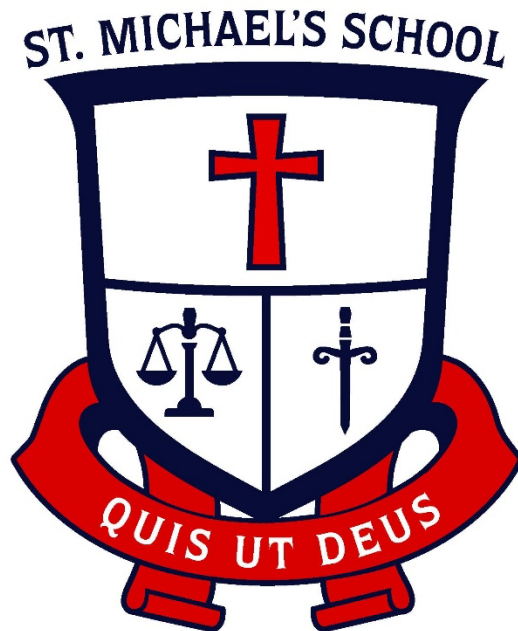


St. Michael's School



Parent Participation Program Guidelines 2024-2025



St. Michael's School

Parent Participation Program

2024-2025

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 is moving back to normal this school year. Some of the regular parent participation roles have been adjusted to ensure the safety of the students, staff and parents themselves. For this year, we are going back to the regular 60 parent participation hours, per family or 6 hours per month to the school. Parents who do not fulfill their participation commitment must pay a \$1500 non-participation fee. 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 \$1500 for the 2024-2025 school year, must be paid in full and dated for September 1, 2024. If you wish to pay a non-participation fee, please contact the PEC Participation Coordinator via email parentparticipation@smeschool.ca.

TRACKING HOURS

All parents (including Category Managers) are responsible for keeping a record of their hours. All the completed participation hours must be submitted to the online Participation Tracking System and further details can be found on the school website under the Parent Participation section. Parents are responsible for registering and entering their hours through the Participation Tracking System website manually (Ad-Hoc). Category managers will then approve or decline the hours via the Participation Tracking System website. The new family login information will be emailed to you in September. 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 in February 2025 (Mid-Year deadline), and at the end of the 2024-2025 school year. The Participation Categories Schedule Timeline chart is available in this guide for your reference.

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 60 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 advertised in the school newsletter or via email. Please keep in mind that required hours are used as a **minimum guideline only** and some commitments may involve **more** than the minimum requirement. All participation categories require a criminal record check.

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 participation hours report/reminders near the February and June deadline dates via email to inform them of the total number of hours that have been reported to the PEC.
3. For the 2024-2025 school year, **all families must complete a minimum of 20 hours** by the end of February, 2025, and total of 60 hours by the June 26th, 2025.
4. All parents (including Non-participants) must attend the **mandatory AGM (Annual General Meeting)** in February. Absent family will be charged \$50.00.
5. 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.
6. 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 \$1500. If families do not complete the required 60 hours of participation, then \$1500 or a pro-rated amount of \$25 per hour will be debited.
7. Non-Participation fee is not refundable or transferrable.
8. Some work involved is considered volunteer work and cannot be credited towards Parent Participation hours.
9. Any parent who is hired by the school will not receive credit for paid time as participation hours.
10. 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.
11. Criminal Record check is mandatory for all parent participation categories.
12. Participation Hours do not count if :
 - Not attending full Participation Category meeting(s).
 - Turning Self-Camera off when video conferencing participation meeting in place.
 - Participation Category meetings held via mobile chat system platforms, such as Whatsapp, Signal, or Discord Group chat.

If you have any concerns, questions or problems regarding the Parent Participation Program, please contact the PEC Participation Coordinator. Please DO NOT direct your inquiries to the school secretary.

2024-2025 PEC Participation Coordinator
Steve Han
parentparticipation@smeschool.ca

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
2024-2025

CATEGORY	CATEGORY MANAGER	CONTACT INFO	NOTES	HOURS
1. Maintenance (a team of parents is required)	Shawn Minto PEC Maintenance Coordinator	sminto@gmail.com	Completion of small projects and participation in up to 3 "work bees" per year coordinated 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.
2. Playground Maintenance	Shawn Minto PEC Maintenance Coordinator	sminto@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	Up to 60 hours
3. Summer Help (a team of parents is required)	Shawn Minto PEC Maintenance Coordinator	sminto@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.
4. Gardening (a team of 12 is required)	Winston Lee	winstonbrinlee@gmail.com	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.
5. Fundraising/ Special Events (Each event requires a category manager and a team of parents)			Attend committee meetings and complete various tasks that might be required for hosting or participating in these various events.	Up to 30-60 hours per event
A. Chocolate Sales	Sunelle Pink	sunellegp@gmail.com		Up to 30 hours
B. Walkathon	Sarah Jacinto	sjdcruz@hotmail.com		Up to 60 hours
C. Gala	Rupa Marcus	rupa.marcus@gmail.com		Up to 60 hours
D. Oktoberfest	Kevin Goodridge	Goodridgejanicki@gmail.com		Up to 30 hours

<p>6. Yard Supervision Crossing Guard</p> <p>(three supervisors for each shift and one crossing guard before school and after school)</p>	<p>Cristine Chen</p>	<p>Longantea @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 (30 hours from Sept. to Jan. and 30 hours from Feb. to June).</p>	<p>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>7. Organist</p> <p>(one parent)</p>	<p>Mrs. Grant Principal</p>	<p>604-526-9768</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>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>8. Coaching/ Refereeing/ Extra-Curricular Activities</p> <p>Sports</p> <ul style="list-style-type: none"> • Soccer • Volleyball • Basketball • Badminton • Track and Field <p>(The number of parents needed is dependent on how many teams/extra-curricular activities we have)</p>	<p>Sponsor Teacher in charge of team</p>	<p>604-526-9768</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>9. Coaching/ Sponsoring/ Extra-Curricular Club</p> <ul style="list-style-type: none"> • Robotics • Choir <p>(the number of parents needed is dependent on how many teams/extra-curricular activities we have)</p>	<p>Sponsor Teacher in charge of club</p>	<p>604-526-9768</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>10. Technology Support</p> <p>A. School/Parish Website Support**</p> <p>B. Graphic Design Support</p> <p>C. A/V Media Support</p>	<p>Steve Han PEC Participation Coordinator</p> <p>Ms. Alberti Vice Principal</p>	<p>parentparticipation @smeschool.ca</p> <p>604-526-9768</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 category requires parent volunteers to update and support the websites. Parents should be able to: Customize WordPress templates,</p>	<p>Hours given are dependent on area worked as verified by the category manager.</p>

<p>D. General IT Support</p> <p>(one parent per category, additional parent may be needed; pre-approval by Category Manager is required)</p>			<p>Basic knowledge of HTML, WordPress, Graphic Design (Photos and Vector), Documentation Linking, and converting to web format.</p>	
<p>11. School Yearbook and Year-end Slideshow</p>	<p>Ms. Alberti Vice Principal</p>	<p>604-526-9768</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 30 hours year-end slideshow</p>
<p>12. Library</p> <p>(a team of ten to twelve parents is required)</p>	<p>Sun Koh</p>	<p>jjsunclaire@gmail.com</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. A commitment for the entire year is required (Sept. to Jan. and from Feb. to June). 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 upto 30 hours for first half and/or second half of the school year.</p>
<p>13. Paper Recycling</p>	<p>Steve Han PEC Participation Coordinator</p>	<p>parentparticipation@smeschool.ca</p>	<p>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.</p>	<p>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>14. Wash First Aid Room Linens Wipe plastic covers in the first aid room.</p>	<p>Mrs. De Julius Secretary</p>	<p>604-526-9768</p>	<p>Once per week collect, wash and return linen for the bed in the first aid room. Re-make the bed. Disinfect plastic cover on the bed in the first aid room.</p>	<p>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>15. Birthday Board / Theme Board</p> <p>(one parent is required)</p>	<p>Steve Han PEC Participation Coordinator</p>	<p>parentparticipation@smeschool.ca</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>Hours given are dependent on the number of hours worked as verified by the category manager.</p>
<p>16. Lost and Found Box / Used Uniforms</p>	<p>Cally Tang</p>	<p>callychan923@hotmail.com</p>	<p>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. 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>Hours given are dependent on the number of hours worked as verified by the category manager.</p>

17. Communion and Confirmation Gowns	Mrs. De Julius 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)	30 hours
18. Weekly School and Church Cleaning (a team of parents is required)	Karen Galang	karen.galang@yahoo.com	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.	Hours given are dependent on the number of hours worked as verified by the category manager.
19. Wash Sports Pinnies	Steve Han PEC Participation Coordinator	parentparticipation@smeschool.ca	Once per week, wash and fold all sports pinnies; occasionally wash and fold office gym strip	30 hours
20. Parent Association Volunteers are always needed with the following PA programs and events.	Ashley Grewal Parent Association Chair	ashley.roder@hotmail.com	Attend committee meetings and complete various tasks to organize and plan the 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 and carry out role responsibilities.	Up to 60 hours
A. Hot Lunch (1-2 coordinators and team of parents)			Hot Lunch is served on most Tuesdays and Thursdays. Help 2 lunch days per month. Sort and Deliver food to classrooms. Coordinator duties include organizing volunteers, managing menus, placing orders with vendors, etc.	40 - 60 Hours
B. Craft Night (Coordinator and team of parents required)			Craft Night is before Advent. Attend committee meetings and carry out duties to plan and organize event. Help at event.	Hours given are dependant on number of hours worked.
C. Mardi Gras (Coordinator and team of parents required)			Mardi Gras is our school carnival. Attend committee meetings and carry out duties to plan and organize event. Help set up and at event.	Hours given are dependant on number of hours worked.
D. Shrove Tuesday Pancake Breakfast (team of parents required)			Shrove Tuesday Pancake Breakfast is prepared and serve pancakes to entire school and staff.	Hours given are dependant on number of hours worked.
E. Kitchen Cleaning (1 parent required)			Kitchen Cleaning schedules once per week to wash counters, cupboards, fridge and floor in the school kitchen.	Hours given are dependent on the number of hours worked as verified by the category manager.
F. Fun Day Lunch (Team of Parents required)			Fun Day Lunch is preparing Lunch for entire school and staff. Deliver to classrooms.	Hours given are dependant on number of hours worked.

21. CCD Teacher/Assistant	Samantha Hill CCD Coordinator	ccd@smeschool.ca	Teach or assist catechism classes for Catholic students who attend public elementary schools. Classes are held every Wednesday evening throughout the school year.	60 hours
22. Participation Tracker System Support	Steve Han PEC Participation Coordinator	parentparticipation@smeschool.ca	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.	60 hours
23. School Photographer	Steve Han PEC Participation Coordinator	parentparticipation@smeschool.ca	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.
24. Laminating (one parent is required)	Mrs. De Julius Secretary	604-526-9768	Once per week, laminate projects for teachers.	30 hours
25. Special Assignments	Mrs. Grant 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.
26. Scholastic Book Clubs	Mrs. De Julius 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	30 hours
27. Outdoor Learning Area	Julie Moore	juliegilmore21@hotmail.com	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.

