



Appendix D

Parent Participation Program



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Saint Francis de Sales Elementary School

Parent Participation Registration – 2009/2010

Please refer to your **Parent Handbook**, for a full explanation of the Parent Participation Program and Duty Description Information before filling out this form.

It is of particular importance that a total of **60 participation hours are required for each family**, a minimum of 30 hours for the first term which must be completed by (July to December) and a minimum of 30 hours for the second term (January to June) which must be completed by June 1st.

Please note that of the 60 participation hours, **10 hours must be fulfilled by doing work directly related to fundraising**. It is your responsibility to ensure that your hours are **completed and recorded** in the time record binders that is kept at the office counter in the school. A participation sheet is filed alphabetically by family surname.

Details of Parent Participation Hours:

Full parent participation hours for entire year = fifty (50) hours

Full fundraising hours for entire year = ten (10) hours

First Term: July to December / Second Term: January to June

Full parent participation hours for each term = twenty five (25) hours

Full fundraising hours for each term = five (5) hours

FAMILY SURNAME: _____

CONTACT INFORMATION:

Parent Names: Mother (M): _____ Father (F): _____

Home Number: _____

M Cell#: _____ M Off #: _____ Email _____

F Cell#: _____ F Off #: _____ Email: _____

CHILD'S/CHILREN'S NAME/S:

GRADE NEXT SCHOOL YEAR

1. _____
2. _____
3. _____
4. _____

1. _____
2. _____
3. _____
4. _____

I am available to help during school hours: Yes _____ No _____

Note: Indicate which jobs you prefer to do in the coming school year by checking the appropriate box. Every effort will be made to accommodate your choices. Work not covered on this form can also count for Parent Participation hours. The job description lists many jobs that are not included on this list. These jobs are solicited throughout the school year and requests for assistance will be noted in the school weekly bulletin sent home with your child as they occur. Miscellaneous jobs may be required throughout the year on request from the Pastor/Principal/Custodian.

GROUP IA: The following coordinator positions will complete your hours for the school year. Please note this does not include your obligation for ten (10) fundraising hours.

<input type="checkbox"/> Parish Education Committee Member – Elected position	<input type="checkbox"/> Subway/Chicken Strips Day Coordinator
<input type="checkbox"/> Overall Hot Lunch Coordinator	<input type="checkbox"/> Log Student Orders on Excel
<input type="checkbox"/> Pizza Day Coordinator	<input type="checkbox"/> Hall Rental & Functions Coordinator
<input type="checkbox"/> Hot Dog/Sushi Day Coordinator	<input type="checkbox"/> Parking Patrol Coordinator
<input type="checkbox"/> Pasta Day Coordinator	<input type="checkbox"/> YPLW Coordinator

The following two positions will fulfill your fundraising hours:

Position	First Term (Sept.-Dec.)	Second Term (Jan.-June)
<input type="checkbox"/> School/Parish Fundraising Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> School/Parish Fundraising Committee Member	<input type="checkbox"/>	<input type="checkbox"/>

GROUP IB: The following jobs are a year long commitment. If you commit to a weekly shift you may complete your hours. Please note this does not include your obligation for ten (10) fundraising hours.

<input type="checkbox"/> Classroom Assistant	<input type="checkbox"/> Library Assistant
<input type="checkbox"/> PREP Teaching	<input type="checkbox"/> PREP Office
<input type="checkbox"/> Playground Supervision	<input type="checkbox"/> RCIA and/or Adult Faith Formation

GROUP IC: HOT LUNCH PROGRAM – This is a year long commitment. You may need to make other choices to complete your hours. Please note this does not include your obligation for ten (10) fundraising hours.

<input type="checkbox"/> Sort Orders & Cash	<input type="checkbox"/> Label Brown Bags	<input type="checkbox"/> Pasta Sauce Helper
<input type="checkbox"/> Pasta Helper	<input type="checkbox"/> ½ Day Pasta Help AM	<input type="checkbox"/> ½ Day Pasta Help PM
<input type="checkbox"/> Subway/Chicken Strips Helper	<input type="checkbox"/> ½ Day Subway/Chicken Strips AM Helper	<input type="checkbox"/> ½ Day Subway/Chicken Strips PM Helper
<input type="checkbox"/> Pizza Day Helper	<input type="checkbox"/> Hot Dog/Sushi Day Helper	

GROUP II: The following choices may complete your hours for the school year. Please note this does not include your obligation for ten (10) fundraising hours.

SCHOOL / PARISH FUNDRAISER HELPERS

<input type="checkbox"/> School Fundraising Helper	<input type="checkbox"/> Parish Fundraising Helper
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Note: These types of events may be planned once or twice a year. There is a variety of duties including work that can be done at home or on the day of the event. Special notices are sent home requesting your help.

PARKING PATROL

Parking Patrol Helper	<input type="checkbox"/> All Year (Sept-June)			<input type="checkbox"/> Half-Year (Sept-Dec) <input type="checkbox"/> Half-Year (Jan-June)	
<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
8:30-9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:15-11:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:45-3:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAYGROUND

Playground & Field Safety Check	8-8:45	<input type="checkbox"/> M	<input type="checkbox"/> Tu	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F
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GENERAL HELPER IN SCHOOL ACTIVITIES & SPECIAL EVENTS

<input type="checkbox"/> September to December Occasional Helper	<input type="checkbox"/> January to June Occasional Helper
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MAINTENANCE:

Note: All fifty (50) regular hours may be completed at any of these times.

****The “end of term” work done in December and June may count toward the following six month block.**

<input type="checkbox"/> I am available to help after school to do such custodial work as sweeping, cleaning desks, washing windows

<u>Time</u>	<u>Days</u>				
3:00-5:00 pm	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri

<input type="checkbox"/> When the need arises, I am able to help with renovations such as woodworking, painting, etc.

Print Name: _____ Your Skill: _____

I would be willing to help during	<input type="checkbox"/> Christmas break	<input type="checkbox"/> Spring Break	<input type="checkbox"/> Summer Break
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CLASSROOM ASSISTANT

<input type="checkbox"/> I am willing to work at home, as required
<input type="checkbox"/> I am willing to help in the school as required
<input type="checkbox"/> Laminating – I am willing to take the items to STMC and do the laminating

Please indicate an interest/skill you are willing to share, such as: art, crafts, set design, sewing
For example: Helping with Classroom auction projects. I am talented at: _____

Please list any additional skills that you or your company may be able to assist the school with e.g.:
electrical, plumbing, construction, painting, food industry, printing, professional services.

SPORTS

I have knowledge in the sport of _____ and would be interested in helping as a coach. If needed, I would be available to help supervise.

<input type="checkbox"/> Cross-Country (September-Mid October)			
<input type="checkbox"/> Basketball (Jan-March) After School on	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs
<input type="checkbox"/> Badminton (Feb-April) TBA usually before school or at lunch			
<input type="checkbox"/> Track & Field (April-mid June) 4-5 pm on	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs

OFFICE:

I am willing to come and work in the office to do jobs such as:

Photocopy, collate, file, etc	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
September start-up done the last week of summer holidays	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri
Answer phones and call absentees bet. 8:30-10 am	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri

PARISH:

Young Peoples Liturgy of the Word	Preside	Assistant
Saturday – 5:00 pm	<input type="checkbox"/>	<input type="checkbox"/>
Sunday – 9:00 am	<input type="checkbox"/>	<input type="checkbox"/>
Sunday – 11:00 am	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Church Coffee Coordinator	<input type="checkbox"/> 9 am mass	<input type="checkbox"/> 11 am mass*
<input type="checkbox"/> Church Coffee Server	<input type="checkbox"/> 9 am mass	<input type="checkbox"/> 11 am mass

*2 months of the year

MISCELLANEOUS:

<input type="checkbox"/> Campbell’s Soup Label Coordinator	<input type="checkbox"/> Hall Rental Monitor (usually on Saturday evenings)
<input type="checkbox"/> General School Activities/Special Events	<input type="checkbox"/> Miscellaneous Baking
<input type="checkbox"/> Used Uniform Sale	<input type="checkbox"/> Parish Video Library Helper
<input type="checkbox"/> Recycle Juice Box Coordinator	<input type="checkbox"/>

GROUP III – NON-PARENT PARTICIPATION

- | |
|---|
| <p><input type="checkbox"/> I will not be participating in the Parent Participation Program and authorize the school office to cash out my cheque for \$800.00 dated September 1st 2009 payable to St Francis de Sales School. This cheque is Non-refundable.</p> |
| <p><input type="checkbox"/> I will not be participating in the Fundraising Program and authorize the school office to cash out my cheque for \$250.00 dated September 1st 2009 payable to St. Francis de Sales School. This cheque is Non-refundable.</p> |

Comments/Suggestions: _____


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# Saint Francis de Sales Elementary School

## DUTY DESCRIPTION INFORMATION SHEET

### Details of Parent Participation Hours:

Full parent participation hours for entire year = fifty (50) hours

Full fundraising hours for entire year = ten (10) hours

First Term: July to December

Second Term: January to June

Full parent participation hours for each term = twenty five (25) hours

Full fundraising hours for each term = five (5) hours

### PARENT PARTICIPATION GUIDELINES:

- The pastor, principal and custodian may request “**end of term**” work to be done in December and June which may count toward the following six month block.
- To maintain a balance of parent participation throughout the year, a minimum of thirty (30) hours must be completed on each term (i.e. twenty five (25) for parent participation hours and five (5) for fundraising hours).
- Failure to complete the thirty (30) hours on each term will result in **forfeiting the post-dated cheques (see last page for details)**. There are some exceptions to this policy in special circumstances and they shall be decided on an individual basis at the Principal’s discretion.
- The school-teaching assistant coordinates all of the participants who give direct day to day school support, excluding fundraising hours. The school-teaching assistant is not responsible for helping you to make up the parent participation hours.
- There are various coordinators responsible for most of the duties. Please ensure that you have been assigned specific duties to participate on.
- Please call the school if you have not been contacted for any work or check the school’s bi-weekly bulletin for parent participation help feature for duties that arise throughout the year.
- All donations (monetary and in-kind) can only be credited to fundraising hours and cannot be carried over to parent participation hours. Only the physical fundraising hours may be transferred on to parent participation hours.
- Donations made are credited five (5) fundraising hours for \$125.00 value or 1 hour for \$25.00 value.
- It is your responsibility to ensure that your hours are completed and recorded in the time record binders that is kept at the office counter in the school. A participation sheet is filed alphabetically by family surname.
- Please be reminded that children are not permitted to accompany parents while fulfilling parent participation duties (per PEC decision 6/01).

**The following is a description of the various jobs that you may choose from to fulfill your parent participation time.**

**GROUP IA: COMMITMENT FOR THE ENTIRE SCHOOL YEAR  
AND WILL COMPLETE YOUR HOURS**

The following positions will complete your commitment for the entire school year. The total number of hours contributed may vary, but signing up for one job in Group IA will fulfill your participation commitment to the school.

**\*\*\*Please note that this does not include your obligation for 10 fundraising hours.**

**Parish Education Committee (P.E.C.)**

The Parish Education Committee is composed of seven (7) members. Five (5) are elected and two (2) are appointed by the Pastor. The term of office shall be two (2) years, renewable three (3) times consecutively (maximum of eight (8) years.) The committee meets on the second Wednesday of each school month starting at 7:00 pm. Each member is given specific duties namely:

|             |                              |                             |
|-------------|------------------------------|-----------------------------|
| Chairperson | Secretary                    | Treasurer                   |
| Maintenance | Parent Participation Liaison | Special Events Coordinators |

and is also asked to serve on subcommittees.

**Overall Hot Lunch Coordinator**

One person is to act as overall program coordinator for all of the hot lunches.

This involves committing to one Wednesday each month for the entire school year. Ensures that one person is required to act as coordinator for Hot Dog Day, Pizza Day, Pasta Day and Subway Day.

**Log Student Orders**

A two-person team is required to log the student orders onto excel.

**Hall Rental and Functions Coordinator**

One person is asked to coordinate and schedule monitors for all the hall rental functions.

**Parking Patrol Coordinator**

This job requires one person to commit for the entire school year. It consists of scheduling parent participants for the shifts required as well as training participants, maintaining records and reporting to the Principal when concerns arise.

**Parish Video Library Coordinator**

This duty entails a year-long commitment to oversee and coordinate the running of the Parish Video Library.

**Young People Liturgy of the Word Coordinator (YPLW)**

To collaborate with the Religious Education Coordinator to schedule and plan the YPLW program for the Parish.

**Overall Fundraising Coordinator and Fundraising Committee Member**

Events may be planned once or twice each year. It is the responsibility of the coordinator to establish subcommittees for the event and to liaise with the subcommittee and the school to ensure the event is well-organized and runs smoothly. Ongoing meetings will be held throughout the year.

## **Group IB: COMMITMENT FOR ONE YEAR AND MAY COMPLETE YOUR HOURS**

The following jobs are a year long commitment. Any one of the following jobs may complete your hours if you attend regularly.

***\*\*\*Please note that this does not include your obligation for 10 fundraising hours.***

***\*\*\*Please keep a record of your hours, as additional jobs may be necessary if you do not attend regularly or if you are not required on some dates.***

### **Classroom Assistant**

This job requires approximately two to three hours per week for the entire school year. The times are arranged with the Teaching Assistant. Morning or afternoon positions are available. You will be assigned to a grade level by the teacher's aide. Occasional help will be counted by the exact hours spent. Refer to Group II.

### **Library Assistants**

This job requires approximately two to three hours per week (or every second week) with a full year commitment. You may choose Monday morning or afternoon, Thursday morning, Friday morning or Friday afternoon. Hours worked count as hours earned.

### **Playground Supervision**

This job involves helping the paid staff to patrol the playground at lunch hour. Helping with this job twice a week for the whole school year should complete all of your participation hours, but other duties will be required if only helping once each week. A brief orientation is required as this is a year long commitment.

### **Parish Religious Education Program (P.R.E.P.)**

Assisting with religion classes at the school every Tuesday evening for the parish. You may assist by teaching, or helping in the office. This requires a weekly commitment for the year on Tuesday evenings.

### **RCIA/Adult Faith Formation**

The pastor and P.R.E.P. Coordinator can provide more details if you feel you are interested in helping in this area.

### **Pasta Sauce**

This job is part of the Hot Lunch program. Preparing the sauce involves shopping for the ingredients and preparing the sauce in the school kitchen. Two parents work together and prepare enough sauce for two pasta days. The Food Safe course is desirable.

## **Group IC: COMMITMENT FOR ONE YEAR AND WILL NEED OTHER JOBS TO COMPLETE HOURS**

**Hot Lunch Program:** This is a year long commitment. You may need to make other choices to complete your hours. If you are attending weekly, you may find that one job will fulfill your commitment. Please record your hours and ensure that the requirements are met.

***\*\*\*Please note that this does not include your obligation for 10 fundraising hours.***

### **Hot Lunch Orders**

The job of opening hot lunch envelopes with the student orders and cheques. Actual hours to be counted.

### **Label Brown Bags**

This is one time per month job after the hot lunch listings have been done. A parent is needed to write the student names and grade on bags. Actual hours to be counted.

### **Hot Dog, Pasta, Pizza and Subway Day Helpers**

These monthly positions (Wednesdays) usually require five hours each of work. Please keep a record of hours worked, however, as you may need additional duties if a lunch is cancelled one or more times. Half time or split shift help is also appreciated and counted on an hourly basis.

## **Group II: MAY COMPLETE YOUR HOURS FOR THE ENTIRE YEAR**

\*\*\*Several choices in this group may complete your hours.

\*\*\**Please note that this does not include your obligation for 10 fundraising hours.*

### **School/Parish Fundraiser Helpers**

These types of events may be planned once or twice a year. These events rely heavily on aid from school parents. There are variety of duties include work that can be done at home or on the day of the event. Special notices are sent home requesting your help. Watch the weekly school bulletin for such requests.

### **Parking Patrol**

Parents are required to patrol the school and church parking lots at the start of school each day, at Kindergarten dismissal and at 3:00 pm dismissal. You will be wearing the parking patrollers vest, and observing that parents are safely dropping off and picking up their children from school each day. You will remind drivers of the parking regulations, and remind them of the safety rules. **Note: Each half hour slot will receive one hour credit.**

Patroller shifts that you may volunteer are for the entire year (Sept to June) or for half year term (Sept to Dec or Jan to June): every school day Monday to Friday from 8:30 to -9:00, 11:15 to 11:45 and 2:45 to 3:15.

### **Playground and Field Safety Check**

A walk around the play area and field is required every morning between 8:00 to 8:45, if possible. A safety check is made of playground equipment and grounds to be sure there have been no dangerous objects left during the night. **NOTE: One hour credit will be granted for each time.**

### **Maintenance or Cleaning**

Various maintenance jobs requiring assistance arise throughout the year. Actual hours spent will be counted. Please indicate your special talent or skill that would assist the school. Custodial help is also needed after school Monday to Friday from 3:00 to 5:00 pm.

**Note:** Help is also needed on the Christmas, spring and Summer Breaks. If you have difficulty completing your hours, you may arrange with the Parent Participation Coordinator to fulfill the whole year's requirements during one of these breaks.

### **Classroom Assistant At Home**

You may help as a classroom assistant by doing various jobs at home as required. Actual hours spent will be counted

### **Laminating of Classroom Materials**

This job involves laminating of classroom materials at an outside location once a month. Actual hours spent will be counted.

### **Arts/Crafts/Sewing/Set Design**

As required for various jobs throughout the year. Actual hours spent will be counted. Classroom auction projects will count for fundraising hours, as well as parent participation hours.

### **Sports**

If you have knowledge in a specific extra-curricular sport, please indicate if you are able to take on a "coach's role." Supervisors are also required for special meets and events. Please watch the weekly bulletin. We will request help at the beginning of a new sports season. Actual hours spent will be counted.

### **Office Help**

Help is needed every morning (i.e. photocopying, sorting, late slips, filing, etc.) and on-call as needed throughout the year (i.e. registration). Actual hours spent will be counted. September start-up is done the last week of summer holidays. This involves a variety of jobs.

## **PARISH**

### **Young People's Liturgy of the Word**

This job involves conducting liturgy (presiding) for children ages three to seven at the Saturday 5:00 pm and Sunday 9:00 and 11:00 am masses. Alternatively, you may also choose to help set up, clean up and assist the teacher. This job requires a commitment for the whole school year at one mass per month. Presiding will merit one hour per mass in participation hours, while assisting will merit half an hour in participation hours. You must be scheduled to preside or assist to receive credit for hours attended.

### **Church Coffee Server**

This job involves setting up, serving coffee and donuts and cleaning up at Sunday masses for two months per year. Two hours for each mass served will be merited.

## **MISCELLANEOUS**

### **General School Activities/Special Events**

Parents are needed to assist the teachers to run specific school events such as Play Day, Carnival Day, Classroom Activity Days, Field Trips, driving for sporting or other events also qualify. Notices of request for assistance will be sent home as they occur, usually through the school bulletin.

### **Uniform Sale – Used**

Once a year in May we hold our own Used Uniform Sale for two days. Parents are needed to organize and then sell at the sale. Actual hours spent will be counted.

### **Miscellaneous Baking**

Baking for various random events through the school year is required. Events such as the Spring Fair, Halloween, etc.

### **Campbell's Soup Label Coordinator**

Count and submit labels that are collected.

### **Recycle Juice Boxes Coordinator**

Collecting and returning juice boxes weekly from the school. Actual hours spent will be counted.

### **Hall Rental Monitor**

This job is essential to enable the parish to realize funds needed to subsidize our students' tuition. It involves supervising the inside area of the school during weekend hall rentals (usually Saturday nights) There are two shifts. The 7:00 to 11:00 pm shift requires two people to be monitors and counts for four hours. The 11:00 pm to 2:00 am shift requires two people and each will be awarded four and a half hours for a three-hour duty.

### **Parish Video Library Helper**

This job involves helping with the church video loan program. One hour each week after mass is required for the 9:00 am and the 11:00 am mass. You will be in charge of checking out the videos and seeing that they are returned.

## **Group III – OPTION TO PAY IN LIEU OF PARENT PARTICIPATION & FUNDRAISING HOURS**

### **VERY IMPORTANT: PLEASE READ CAREFULLY**

- **Non Participation:** You are required to submit two cheques if you are unable to participate in any of the school activities. Please send in the cheques in the amount of **\$800.00** and **\$250.00** dated **September 1<sup>st</sup>** for parent participation and fundraising program respectively.
- **Parent Participation Program For All Families:**

#### **1. Regular Participation hours**

|                                           |          |
|-------------------------------------------|----------|
| Post-dated cheque payable January 1, 2010 | \$400.00 |
| Post-dated cheque payable June 1, 2010    | \$400.00 |

**Note:** Failure to complete the twenty five (25) hours on each term will result in forfeiting the post-dated cheques.

#### **2. Fundraising hours**

|                                             |          |
|---------------------------------------------|----------|
| Post-dated cheque payable December 15, 2009 | \$125.00 |
| Post-dated cheque payable June 1, 2010      | \$125.00 |

**Note:** Failure to complete the five (5) fundraising hours on each term will result in forfeiting the post-dated cheques.

**\*\*\*These cheques will be destroyed (or returned if requested) at the end of the school term providing hours have been completed.**