



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## PARENT PARTICIPATION PROGRAM OVERVIEW

### OUR PHILOSOPHY

St. Francis of Assisi School (SFA) has a very active Parent Participation Program. This program has two main goals.

1. Our number one goal is to build our school community by having parents work together to provide a program that will enhance the educational lives of our children and our families.
2. Our second goal is to provide services and reduce the expenses of the school and the parish.

By employing an effective, genuine, Parent Participation Program, SFA will be able to keep the tuition fees at an acceptable level. Any funds collected due to parents' inability to fulfill their participation hours will go directly towards the school's operating expenses.

As part of the Parent Participation Program, it is expected that you will look upon this responsibility with the same seriousness as you would a paid job. It is expected that you will show up on time for your assigned tasks, carry out your tasks responsibly, and leave only *after* your tasks have been fulfilled.

There are two annual requirements:

1. Classroom sponsored event (minimum 3 hour commitment mandatory by all families); and
2. Parent participation – option to work a minimum of 45 hours if assigned a task OR pay a fee of \$800.

Other tasks exist in the school that are of a volunteer nature, and this type of volunteering is encouraged and most welcome. Family involvement helps create a successful school community.

### PROGRAM OVERVIEW

The Parent Participation Program is under the direction of the Parish Education Committee (PEC). The Parent Participation Portfolio Manager, along with the Parent Participation Committee, is responsible for monitoring and compliance with the program.

The current number of hours to fulfill your participation requirement is a minimum of 45 hours, plus a minimum of 3 hours reserved to complete the classroom sponsored events. These hours for the classroom event are mandatory, even if a family chooses to pay the fee (\$800). Although families that have more than one child in the school will only have to fulfill a minimum of 3 mandatory hours for the classroom events, we strongly encourage families to participate in all events that your child's classroom is sponsoring.

Assigned tasks consist of 2 types:

1. Continuing tasks – these are weekly/bi-weekly/monthly tasks with set times (Saturday work bees, bus maintenance, class parents, traffic safety, supervision, library, office support, popcorn, and recycling).
2. Projects – times and days for these assignments will vary according to the project (school maintenance, special event coordinators, kitchen crew, technology, marketing, emergency preparedness, coaching and sports assistance, school yearbook, and grounds maintenance).

For any missed mandatory meetings \$50 will be debited from your account the following month:

1. you do not attend one of the two mandatory school meetings (Meet the Teacher at the beginning of the school year and the Annual General Meeting held mid-school year);



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2. you do not participate in your classroom event; and/or
3. you miss a shift and do not send a suitable replacement.

Please note: Completion of the Parent Participation Form does not guarantee 45 hours in some categories. The Parent Participation Committee may require parents to combine categories to complete their 45 hours. Requests for exemptions from the Parent Participation Program must be made to the Principal and/or Pastor.

Some assigned tasks will require more than 45 hours. These tasks tend to be more administrative based and are essential to the smooth operation of the program. Our school community is extremely grateful to those individuals that give the extra time to fulfill these tasks. As a tool for tracking hours, parents are asked to utilize an online software system called OnVolunteers (<http://sfa.van.onvolunteers.com>) Tracking and providing us with the hours helps us to understand if changes need to be made. We are continuously looking to improve the Parent Participation Program.

We recognize that not all families are in a position to commit to 45 hours of parent participation time can choose to be a non-participating family and pay the fee (\$800). The Parent Participation Program provides an opportunity to get involved with the community while assisting with tasks that would otherwise have to be paid for out of the school's budget. We annually review the Parent Participation Program. As our school community grows, it may not be possible to accommodate all of the requests for an assigned task. Each assigned task will be filled by those who meet the specific requirements (time/date commitment and skill set).

Following the registration period for the coming school year, all available tasks will be distributed. The assignment of tasks is based on the specific needs of the school, and the specific skill set required for the position. As needed, the school principal is involved with this process.

For returning families, please remember that continuation of your assigned tasks from the previous school year is not guaranteed. Changes may be made in assignments to better utilize the talents and interests of the different school families, and also to give other families an opportunity to participate in those assigned tasks. This will enable us to have adequately trained parents in a variety of categories to provide cross-functionality throughout the school community.

We take pride in training the team of parents so they can actively take part in our school activities. If you feel you need more training or would like to get involved in other areas, we encourage you to talk to one of the managers of the different categories or to a member of the Parent Participation Committee. This committee has been assembled to ensure the smooth running of the Parent Participation Program and to represent you at the PEC meetings. Any improvement ideas you might have for this program are always welcomed.

If you have any questions, concerns, problems, suggestions regarding the Parent Participation Program please contact the Parent Participation Portfolio Manager ([parentparticipation@sfaschool.ca](mailto:parentparticipation@sfaschool.ca)). The Parent Participation Committee reserves the final approval on which hours can be counted toward participation hours.



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## PARENT PARTICIPATION PROGRAM GUIDE

### SECTION 1 – PARENT PARTICIPATION GUIDELINES

#### A. Requirements

The parent participation requirements are as follows:

- Complete and sign the **Parent Participation Program Form** (yellow form in registration package). The first section should be completed by all families. Families will be debited \$50 for any missed mandatory meetings, classroom event and parent participation shift.
- For families requesting assigned tasks, please complete and sign the “Request for Assigned Tasks” section to state your task preferences and provide two \$400 cheques. Complete a minimum of 45 hours during the school year. Contribute a minimum of 3 hours to your classroom event.
- For those family not participating, please complete and sign the “Non-participation” section and provide payment of the \$800 fee. This PAD payment for \$800 will be processed on September 1. You must still contribute a minimum of 3 hours to your classroom event.
- Any family assigned a task and not completing their required hours will be charged the \$800 fee. The first \$400 cheque will be cashed if only minimal hours have been completed by January 31<sup>st</sup>. The second \$400 cheque will be cashed if the minimum 45 hours are not completed by June 30.
- The \$400 cheques received at the start of the year, if not cashed, will be destroyed once the family has left the school.

#### B. Substitutes

- Participants who cannot meet a commitment are responsible to arrange for a qualified replacement.
- Minors may not substitute for their parents, and replacements may not be hired.
- While occasional substitution is permitted due to unexpected circumstances (eg – illness, vacation, etc); the parent must be working the hours on a regular basis.
- When you have found a replacement, please notify your Category Manager.
- Failure to meet this requirement will result your account being debited \$50.00. Continuous failure to meet this requirement will result in disqualification from the participation category, at the discretion of the Parish Education Committee.

#### C. What Constitutes Participation Hours?

- Work done at school or home for the benefit of the school as assigned by the Parent Participation Committee constitutes participation hours.
- Serving on the Parish Education Committee or on any of the other non-classroom events or activities provided prior approval is given.
- Any work performed from the list of approved categories that you have been assigned and approved by the Parent Participation Committee.

#### D. What Constitutes Volunteer Work with No Participation Hours?

Besides carrying out the tasks as listed in the Parent Participation Categories, there are opportunities to be involved with the school activities on a volunteer basis. We sincerely appreciate when parents take the time to go above and beyond and contribute their time to these activities. However, these activities do not constitute participation hours.

- Working in other categories without prior approval for hours of the Parent Participation Committee, will be counted as being worked on a volunteer basis and no hours will be provided.
- Work that assists a teacher or staff member such as teacher assistant, at home preparation work, library help, school office help, etc. without prior approval of the Parent Participation Committee.
- Student supervision either at the school or off site as required in advance by the teacher for school field trips.
- Driving: The time driving to and from sporting events and field trips as required in advance by the teacher.
- Attending Walkathon, Sports Day, or other school activities.
- Attending school hosted seminars or Parent Auxiliary Committee hosted speaker events.



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- The work involved in classroom celebrations (baking for class parties, etc).

## **E. Participant Waiting List**

- In the case of all available positions becoming full, some parents may be placed on a waiting list.
- As openings become available due to people leaving other tasks or not meeting their commitments, the people on the waiting list will be contacted.
- If we can't find a suitable task that works within your availability, you will remain on the waitlist and be charged accordingly.
- People, who leave categories and pay the additional fees, will be placed at the bottom of the waiting list and cannot expect a guaranteed return to their previous task when they are available.

## **F. Banking of Hours**

- Participation hours worked in excess of 45 hours cannot be "banked" for the following school year except for the months of July or August.
- Hours worked during the months of July or August will be applied to the following year's 45-hour requirement (pending approval of the Parent Participation Committee).

## **G. Late Registrants**

Families who register at the school after the school year has begun will have their required hours adjusted accordingly. Each case will be handled on an individual basis depending on the circumstances.

## **SECTION 2 – PARENT PARTICIPATION CATEGORIES AND DESCRIPTIONS**

The following is a listing of the different Parent Participation categories that you may wish to participate in along with the minimum number of positions available for each category. The planned number of positions available for each category is shown in the heading of each section. Please keep in mind that this task list is not exclusive nor are the planned number of positions final, as new tasks are being created and approved by the PEC each year.

The tasks descriptions are summarized below. Please note that the tasks listed for each category are provided as a general guideline. The tasks required for each category are not limited to those listed.

### **Parish Education Committee (PEC) – 7 positions**

Keep our school policies in line with those mandated by the Catholic Independent Schools of the Vancouver Archdiocese (CISVA).

### **School Maintenance – 4 positions**

Inside and/or outside work – will also include repair work and painting. Availability required for summer work, scheduled breaks or weekends, depending on when the tasks will be completed.

### **Saturday Work Bees – 10 positions**

Assist with cleaning, repair work, painting. One set date per month 8:30am-1:00pm.

### **Bus Cleaning – 6 positions**

Clean the school bus – there are two crews that work alternating Saturdays (9:00-11:00am, or until the task is completed).

### **Special Event Coordinators – 10 positions**

Work with the PEC Special Event Portfolio Manager and staff to plan, organize and help carry out various projects to build community spirit and support student services.

### **Special Event Kitchen Crew – 16 positions**

Work with the parish and school to set up/take down tables, prepare food, cook, serve, and all other tasks that occur in the Church hall for parish and school events. To complete your 45 hours, you will need to work all of the following events – Communion, Confirmation, Carnival, Family Masses and Saturday Suppers. Having your Food Safe or Serving it Right certification is a bonus.



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## **Supervision & Traffic Greeters & Cross Walk Supervisors – 28 positions**

Supervision of students before school, during lunch times, and/or after school, greet families at the drop off zone, help students enter/exit car, patrol the cross walk on Victoria Drive, ensure that the traffic safety procedures are being followed and that all students are safe (2 shifts per week is required).

## **Library – 7 positions**

Assist with book distribution, shelving, reading with students, helping with annual book fair - there are two groups that work alternating weeks (**this position will exceed 45 hours**).

## **Marketing – 2 positions**

Assist with financial management (general tracking) related to fundraising projects.

## **Communications – 4 positions**

Work with the principal and PEC Marketing Portfolio Manager to create/distribute posters, pamphlets, presentations and coordinate other marketing efforts for the school.

## **Coaching & Sports Assistance – 2 positions**

Requires good knowledge of basketball. Practices are in the mornings and games are after school (**coaching 1 team for the season will meet the 45 hours**).

## **School Yearbook/ Photography/ Digital Layout – 3 positions**

Take pictures of teams and school events, create the school yearbook with the assistance of the photograph company, and organize the production and distribution of the yearbook, assist in marketing events at the school/parish.

## **Grounds Maintenance – 12 positions**

Mow the lawn, rake leaves, water plants, salt/shovel snow, and other outdoor clean up at both school and parish. Some of these jobs will require a year-round commitment.

## **SECTION 3 – CLASSROOM EVENTS**

These events have special community and spiritual significance to the culture of St. Francis of Assisi, which is why they are considered mandatory. Each class will be required to participate in one classroom event this year. All families are expected to work a minimum of 3 hours contributing to these events, whether or not they have opted out from the Parent Participation Program.

***The following class events are based on previous years.***

<b>Event</b>	<b>Month</b>	<b>Classroom</b>
Family Dance	February	Grade 2
Gala	April	Grades 1 and 4
Staff Appreciation Lunch	May	Parent Volunteers
Confirmation Reception	April/May	Grade 6
Carnival	June	Grade 3, 5, 7
Grandparents' Tea	June	Kindergarten
Grade 7 Farewell Reception	June	Grade 6
Welcome Back BBQ	First week of school	PEC/Class Parents
Pub night/adult social	Fall	

Preparations for the classroom event begin as soon as June of the previous school year. Parents in each grade will be asked to sign up for the different tasks to contribute to the event (planning/coordinating the event, preparing, and handing out the marketing materials (signs, posters, brochures, etc.), preparing for the event (buy or make items), running the event, or cleaning up the event afterwards). Please make things easier on the coordinators by returning phone or e-mail messages promptly, or even approaching the Class Parent before being contacted. Families who do not contribute to their classroom events will be debited \$50.00.



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Following is a brief description of each classroom event:

## **Family Dance**

This is one of our most popular school events and is held on a Friday in February. The class is responsible for running this event, which includes but is not limited to: raising awareness of the Family Dance and promoting it, creating and delivering posters for our school, setting the theme and decorating for the event, liaising with the Special Event Coordinators for prizes, organizing the food/drinks, finding a DJ, setting up for the event, running the event, cleaning up after the event, laundering the linens and returning to supplier.

## **Gala**

This is our big fundraiser of the year and is a wonderful evening for the adults. It is usually held in April in a big hall and involves the school and parish communities. The gala includes a dinner, raffle, and dance and is creatively themed differently each year. The class is responsible for running this event, which includes but is not limited to: raising awareness of the Gala and promoting it, creating and delivering posters for our school, setting the theme and decorating for the event, liaising with the Special Event Coordinators for prizes, setting up for the event, running the raffle, cleaning up after the event, laundering the linens and returning to supplier.

## **Staff Appreciation Lunch**

The Staff Appreciation Lunch is a wonderful way for our school to thank our dedicated teachers and staff for their hard work during the school year and is usually held at the end of May. Parent volunteers are responsible for running this event, which includes but is not limited to: setting the theme and decorating for the lunch, supervising students, organizing the food/drinks, setting up for the lunch, serving the lunch, cleaning up after the lunch, laundering the linens and returning to supplier.

## **Confirmation Reception**

As part of the religious education program, Catholic students in our Grade 7 class receive the Sacrament of Confirmation. The Confirmation Mass is held sometime in April or May. After the Mass, there is a reception in the parish hall for the students and their families. The class is responsible for running this event, which includes but is not limited to: setting up for the reception, obtaining food (a cake, baked goods, light refreshments), serving, cleaning up, laundering/ironing the linens (robes) and returning to supplier.

## **Carnival**

This is another one of our popular school events and is held on a Sunday in June at the church garden. The event is a fun way to finish off the school year and it brings the school and church communities together, along with raising awareness of St. Francis of Assisi in the neighbourhood. This is a bigger classroom event and that is why more than one class has been assigned to this event. The classes are responsible for running this event, which includes but is not limited to: raising awareness of the Carnival and promoting it, creating and delivering posters for our school, setting the theme (if any) and decorating for the event, organizing the food/drinks, researching on carnival games, creating and running the games stations, finding a DJ and/or entertainment, setting up for the event, running the event, cleaning up after the event. The grade 7 students are strongly encouraged to help out at this event!

## **Grandparent's Tea**

"It takes a village to raise a child". This tea service is for our SFA grandparents and is usually held in June. It is a wonderful way to thank the grandparents for their involvement in the children's lives. The class is responsible for running this event, which includes but is not limited to: setting the theme and decorating for the tea service, organizing the food/drinks, setting up, serving, cleaning up after the event, laundering the linens and returning to supplier.



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## **Grade 7 Farewell Reception**

As our Grade 7s graduate, a farewell reception is held for them at the end of June. The class is responsible for running this event and working with the Grade 7 planning committee. This may include but is not limited to: setting up for the reception, organizing the food/drinks, photographing the event for the Grade 7 families, serving, cleaning up.

## **Welcome Back BBQ**

This is another one of our popular school events that is held during the first week of school. It is a great way for students and families to reconnect and for new families to meet everyone. The PEC and class parents are responsible for running this event, which includes but is not limited to: raising awareness of the BBQ and promoting it, organizing the food/drinks, setting up for the event, running the event, cleaning up after the event.

## **Pub Night/Adult Social**

This event is a great way for parents to reconnect and for new parents to meet everyone. The Pub Night is held on a Friday evening in the fall. Organizing this event, which includes but is not limited to: raising awareness of the Pub Night and promoting it, making reservations, selling tickets, liaising with the Special Event Coordinators for door prizes, organizing the food/drinks.