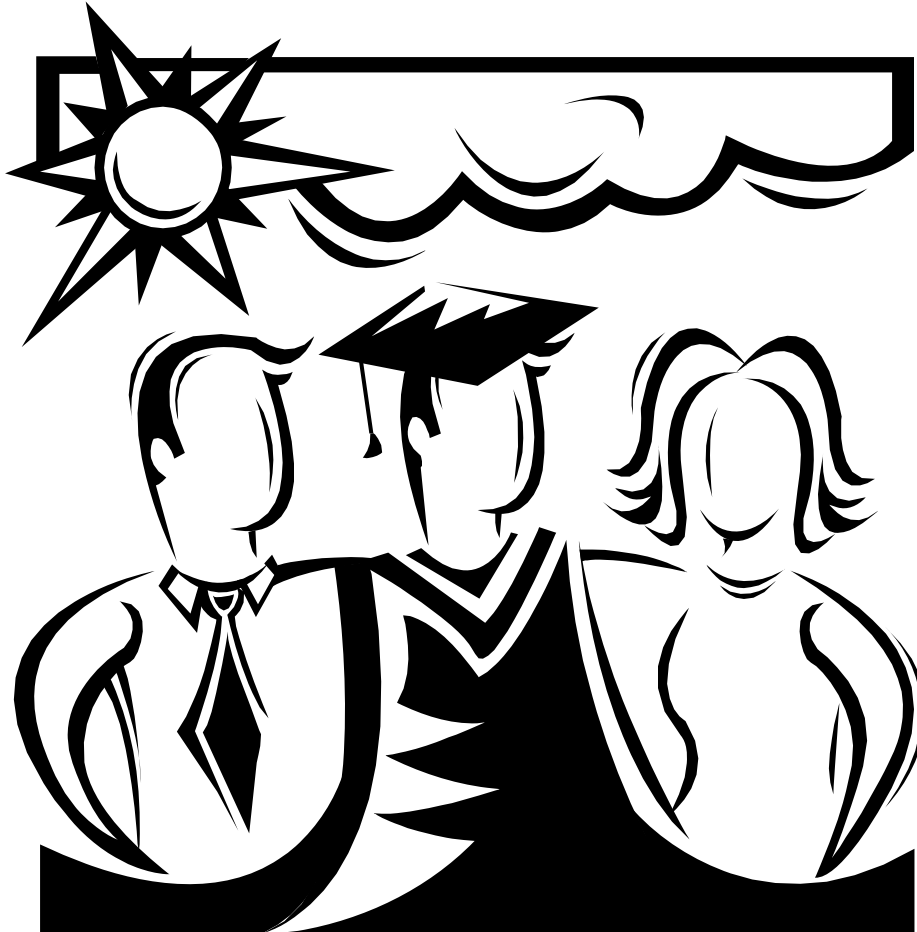




*St. Edmund's
Elementary School*

545 Mahon Avenue
North Vancouver BC V7M2R7
Website – www.stedmunds.ca
Telephone - (604) 988-7364 Fax – (604) 988-7350



Parent Participation
Guide



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St. Edmund's Elementary School - Parent Participation Program

OUR PHILOSOPHY

St. Edmund's has a very active Parent Participation program. This program has two main goals.

- 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.
- 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, St. Edmund's School 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 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 duties, carry out your tasks responsibly, and not leave until your duty has been fulfilled.

PROGRAM OVERVIEW

Parents of children who have been admitted to St. Edmund's Elementary are required to participate in one of a number of activities of the school/parish, including various committees, fundraising activities, school assistants and supervision as well as other necessary duties.

The current number of hours to fulfill your participation requirement is 20 hours, plus 2 hours reserved to complete the classroom sponsored events. These two hours for the classroom event are mandatory, even if a family chooses to opt out of the participation program. Although families that have more than one child in the school will only have to fulfill 2 mandatory hours for the classroom events, we strongly encourage families to participate in all events that your child's classroom is sponsoring.

All parents are required to submit three Parent Participation Program Cheques dated January 1st upon registration. Two \$200 cheques (one cheque for the 10 hours in the first half of the school year, another for the 10 hours in the second half of the school year). Another \$100 cheque for the mandatory class event should also be submitted.

Families may choose to opt out of the Parent Participation Program and submit a cheque of \$400. If you are considering the non-participation option, we ask that you reconsider, as community support of our school in an active way is the main goal of this program. We need your involvement to help us create a successful school community. The mandatory 2 hours for the classroom events must still be fulfilled if you opt out of the program. Along with the \$400 opt-out cheque, a second cheque of \$100 must also be submitted for this reason. Because of the higher importance of the class events, these 2 hours are assigned a higher hourly fee

All of the parent participation duties have an importance to the school. For example, Bingo raises money for the parish, enabling it to better support the needs of the school; cleaning of the schoolyard helps reduce school operating costs, schoolyard supervision before and after school helps ensure your children have a safe and enjoyable arrival and dismissal.



PROGRAM OVERVIEW – cont.

Some participation jobs will require more than the required 20 participation hours. These jobs 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 duties. As a tool for tracking hours, parents are asked to refer to the **Tracking Form** (see Appendix I)

Following the registration period for the coming school year, the Parent Participation Committee will assign a duty to every family choosing to participate. Families will be completing a **Job Selection Form** (see Appendix II) in their registration package. Notices of job assignment will be distributed to all participating families after registrations have been processed. The assignment of duties is based on the Job Selection form, 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. Every effort will be made to ensure you receive a preferred selection.

For returning families, please remember that continuation of your duties from the previous school year is not guaranteed, even when requested by the family. 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 duties. This will enable us to have adequately trained parents in a variety of job categories to provide cross-functionality throughout the school community.

Parents wishing to change their participation category may do so by completing a **Job Transfer form** (see Appendix III). You can obtain this form from the Parent Participation coordinator or download from the school website. Most category transfers take place in the spring and category openings are advertised in the school newsletter.

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 coordinators of the different categories or to a member of the Parent Association Committee. This committee has been assembled to represent you at the various committee meetings. Any improvement ideas you might have for this program are welcomed at all times.

The Parent Participation Program is outlined at one of the two mandatory school meetings that parents are required to attend. These two meetings are Meet the Teacher at the beginning of the school year and the Annual General Meeting (AGM) held at mid-year.

WHAT CONSTITUTES PARTICIPATION HOURS?

Work done at school or home for the benefit of the school constitutes participation hours. The following summarizes ways to obtain your participation hours:

1. Hours worked at Bingo whether they are subsidized or non-subsidized.
2. Any work performed from the list of approved categories that you have signed up for and approved by the Parent Participation coordinator.
3. Work that assists a teacher or staff member such as teacher assistant, at home preparation work, library help, school office help, etc. Approval of Parent Participation Coordinator must be obtained prior to fulfilling these hours unless they are on the list of qualified jobs.
4. Student supervision either at the school or off site as required in advance by the teacher.



WHAT CONSTITUTES PARTICIPATION HOURS? – cont.

5. Driving: The time driving to and from sporting events and field trips (note: NOT the time in attendance at these events) as required in advance by the teacher. Only **One** parent participator per vehicle will be accepted. The time in attendance at religious ceremonies will not count towards participation hours, however the time driving to and from the same will be allowed as required in advance by the teacher. Driving to and from monthly masses and attendance at mass will not count as participation hours.
6. Work completed during or in preparation of school events such as fundraisers, dances, and walkathon, including picking up supplies for such events. **Please note: Walking at the walkathon does NOT constitute participation hours.**
7. Attending school hosted seminars cannot be credited towards PPP hours (example, Emergency Prep workshops).
8. Work done during, or in preparation for, a Parish fund-raiser as approved by the PEC or Parent Participation Coordinator.
9. The work involved in classroom celebrations (baking for class parties, etc) is considered volunteer work and cannot be credited towards PPP hours.
10. Ongoing maintenance such as lawn mowing, weeding, snow and ice removal etc. all of which must be scheduled with the Principal or Parent Participation Coordinator.
11. Grandparents and other mature (i.e. 16 years or older) relatives may assist you with your hours by doing any of the above provided they have been properly trained and are recognized members of that participation category.
12. Serving on the Parish Education Committee or Parent Association Committee or on any of the other non-classroom events or activities provided prior approval is given.
13. Participation in any planned work bee that may arise throughout the school year. You can think of the duties in work bees as “floating hours”. These assigned tasks may require only a couple of participation hours to assist in getting a necessary job complete for the school community. These work bees might be planned, for example, by the Emergency Preparedness committee to get an important task done for that necessary activity. A work bee might also be planned to enhance the computer lab by rearranging the computers and pulling network cables. These work bees would be planned in advance to give parents ample opportunity to sign up for these participation hours.
14. You have any questions, concerns, problems regarding the PP Program please contact the Participation Coordinator (parentparticipation@stedmunds.ca). The Parent Participation Committee reserves the final approval on which hours can be counted toward participation hours.

A complete list of jobs is available in this manual, as well as in the ‘**Quick Reference Guide**’. Both documents are available on the school web site (www.stedmunds.ca)



PARENT PARTICIPATION GUIDELINES

1. a) REQUIREMENTS

The parent participation requirements are as follows:

- Complete and sign the Parent Participation **Job Selection Sheet** (Appendix II of this guide) to state your job preferences. This is also provided in the Registration Package.
- Sign up and complete 20 participation hours in one of the ten categories during the school year. An additional 2 hours are reserved for the mandatory classroom events.
- For those knowing that participation isn't possible, payment of the non-participation fee upfront. The non-participating cheques (\$400) for families opting out will be cashed at the beginning of the school year.
- Any family signing up and not completing their required hours will be assessed the non-participation fee. The non-participation fee is broken into \$200 for each half of the school year. The first \$200 cheque will be cashed if only minimal hours have been completed by January 31st. The second \$200 cheque will be cashed if at least 10 hours are not completed by the June 30.
- All families are expected to contribute to their classroom event. The \$100 cheque will be cashed if a family does not participate in their classroom event.
- The participation cheques received at the start of the year will be returned or destroyed once the obligated hours have been completed.

1. b) TRANSFERS

The approval of transfers will be at the discretion of the Participation Coordinator based on need, skill and seniority. Most transfers occur in the spring when openings are posted and can be applied for by following the procedure outlined below. The procedure for a participant who wishes to change to a different category will be as follows:

- Discuss with the coordinator of the current category who, upon agreement, will sign the **Transfer Form** (APPENDIX III of this guide).
- Discuss with the coordinator of the category that the participant wishes to transfer to, whom upon agreement, will also sign the transfer form.
- Once both signatures are obtained the participant must forward the transfer form to the Parent Participation Coordinator who will approve the transfer form.
- The Parent Participation Coordinator will submit the form to the PEC for the final decision as to whether or not the transfer will be approved.
- The Parents Participation Coordinator will notify the participant and both category coordinators of the final decision.



1. c) SUBSTITUTES

- Participants who cannot meet a commitment are responsible to arrange for a qualified replacement.
- Minors may not substitute for their parents, or replacements may not be hired. Please complete the Substitution section of the Job transfer form found in this guide.
- 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, your coordinator must be notified and have the Job Transfer form signed.
- Failure to meet this requirement may result in disqualification from the participation category, at the discretion of the Parish Education Committee.

1. d) SUBSIDIZED JOBS

Certain participation jobs require considerably more than the 20 hours of parent participation. These jobs include:

Weekly or bi-weekly Bingo positions*
Pizza Lunch Coordinator
Library Duties
Office Coverage

**Please note that monthly /some bi-weekly bingo positions are considered regular (i.e. non-subsidized) positions*

As the above listed positions require time above and beyond regular participation jobs, parents who are in these positions pay a reduced tuition rate. Participation in a subsidized job entitles a family to a \$55 reduction in their school fees (per month) for one child, and \$80 reduction (per month) for two children. Please refer to the Tuition section of the **Parent Handbook**. These are tuition categories 1, 3, and 5 (designated as 'doing Bingo') on the tuition chart. As there are sometimes more applicants for these jobs than there are positions available, candidates are selected on the following criteria:

1. Parents who have specific qualifications for the position. For example, public speaking skills for Bingo caller, library experience for library duties.
2. Parents that currently hold a 'non-subsidized' Bingo position. It is recommended that those candidates who requested a subsidized job, but could not be placed in one, should accept the non-subsidized Bingo as their participation job. This would provide training and give a family priority for a subsidized job.
3. Incoming new parents, who are requesting Bingo / other subsidized job at their first opportunity.
4. Existing parents in the school who are new applicants to Bingo or other subsidized positions.

As all the subsidized positions have a need for experienced people, parents of younger children may be given priority over candidates who will only be in the school one or two years. The Parish Education Committee also reserves the right to use discretion when assigning subsidized positions.



1. e) PARTICIPANT WAITING LIST

- In the case of all available positions becoming full, some parents may be placed on a waiting list. Parents on the waiting list will be considered to be in the non-participation category.
- As openings become available due to people leaving other jobs or not meeting their commitments the people on the waiting list will be contacted.
- If a position becomes available that you do not wish to accept, you will remain on the waitlist and be considered to be in the non-participation category.
- 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 job when they are available.

1. f) BANKING OF HOURS

- Participation hours worked in excess of 22 hours cannot be “banked” for the following school term except for the months of May or June.
- Hours worked during the month of May or June may be applied to the current or following year’s 20-hour participation requirement (pending approval of the Parent Participation Committee).

1. 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 circumstances.

MASTER LIST OF JOBS

The following is a listing of the 9 job categories along with the positions available for each category. The number of positions available for each category is shown in the heading of each section. Families can also refer to the Quick Reference Guide for a list of participations with descriptions. Please keep in mind this job list is not exclusive, as new jobs are being created and approved by the Parent Participation Committee each year.

Category 1 – Committees – 35 Positions

- Parish Education Committee (PEC) – 7 Positions – **Page 9**
- Parent Association Committee (PAC) – 18 Positions – **Page 10**
 - Chairperson
 - Past Chairperson
 - Vice-Chairperson/Class Parent Coordinator
 - Secretary-Treasurer/Fundraising Coordinator
 - Parent Participation Coordinator
 - Emergency Preparedness Coordinator – **Page 11**
 - Save-On Cards Coordinator – **Page 12**
 - Christmas Raffle Coordinator – **Page 13**
 - Bingo Coordinator
 - 9 Members at Large Class Parents
- Parent Participation Team Members – 2 Positions – **Page 12**
- Emergency Preparedness Team Members – 5 Positions – **Page 12**
- Save-On Cards Program Team Members – 4 Positions – **Page 13**



MASTER LIST OF JOBS – cont'd

Category 2 – Fundraising – 3 Positions

- Meat Sales, Mothers day Flowers, Xmas Flowers, Book Fair – 1 Position – **Page 14**
- Campbell Soup Labels – 2 Positions – Page 14

Category 3 – School Assistants – 27 Positions

- Walkathon – 1 Position – **Page 15**
- Christmas Concert – 1 Position – **Page 15**
- Computer/IT Person – 1 Position – **Page 15**
- Photography – 1 Position – **Page 15**
- Altar Server Robe Manager – 2 Positions – **Page 15**
- Laundry and sewing, Uniforms and gym strips, lost and found – 1 Position – **Page 16**
- Shopping – 1 Position – **Page 17**
- Public Relations – 1 Position – **Page 17**
- Readers – 4 Positions – **Page 17**
- Grade 7 Yearbook and Grad – 1 Position – **Page 18**
- Art Club – 2 Positions – **Page 18**
- Choir – 1 Position – **Page 18**
- Teacher Assistant – 4 Positions – **Page 18**
- Coaches – 6 Positions – **Page 19**

Category 4 – Miscellaneous Job Pool – 9 Positions

- Walkathon – **Page 19**
- Skating – **Page 19**
- Fine Art Show – **Page 19**
- Walking with Classes – **Page 19**
- Sports day – **Page 20**
- Drivers – **Page 20**
- Pancake Lunch – **Page 20**

Category 5 - Maintenance – 18 Positions

- Gym Floors – 12 Positions – **Page 20**
- Gardening – 2 Positions – **Page 20**
- School Yard and Playground – 4 Positions – **Page 21**

Category 6 – Supervision – 21 Positions

- School Traffic, Drop-off and Playground Coordinator – 1 Position – **Page 21**
- School Traffic / Drop-off Team Members – 10 Positions – **Page 21**
- Playground – 10 Positions – **Page 22**



MASTER LIST OF JOBS – cont'd

Category 7 – Student Council – 2 Positions

- Recycling – Page 22
- Concessions – Page 22
- Penny Carnival – Page 22
- Fly Market – Page 22
- Bake Sales – Page 22
- End of Year / Charities – Page 22

Category 8 – Parish Subsidized – 41 Positions

- Bingo – 35 Positions – Page 23-24
- Pizza Lunch Program – 1 Position – Page 24
- Library Duties – 5 Positions – Page 24
- Office Assistant – 1 Position – Page 25

Category 9 – Non-Subsidized Bingo – 14 Positions

- Bingo – 14 Positions – Page 27

Classroom Events: Applies to all Families – Page 26

JOB CATEGORIES AND DESCRIPTIONS

CATEGORY 1 - Committees – 35 Positions

These positions bear great responsibility and the time commitment, in all likelihood; will exceed the required 22 participation hours. These people will be the leadership of the Parent Participation Program. Preference will be given to those individuals that display great leadership qualities and want to provide effective management of our program. They will implement, maintain and continuously improve the Parent Participation Program.

Parish Education Committee (PEC) – 7 Positions

- Seven Catholic parents of St. Edmund's parish, five elected and two appointed by the pastor for a two year term.
- Elections, if needed, take place at St. Edmund's parish in the spring.
- The Pastor along with the PEC receives their instructions from the Catholic Independent Schools of Vancouver Archdiocese (CISVA). It is the responsibility of the PEC to cooperate in the archdiocesan programs established by the Society.
- Assist the Pastor in seeing that the mandate and educational policies and objectives of the CISVA are followed in the school
- Developing the school budget, maintenance, record keeping, and day-to-day operations of school personnel matters.
- Please see **PEC Guide** for further information.
- Other duties as assigned.



Parent Association Committee (PAC) – 18 Positions

The Parent Association Committee is a group of 18 parents that represent the parents of the St. Edmunds school community. It is comprised of the Parent Participation Coordinator, the Past Parent Participation Coordinator, the Chairperson, the Vice-Chairperson, the Secretary/Treasurer, the Emergency Preparedness Coordinator, the Bingo Coordinator, the School Bucks Coordinator, the Christmas Raffle Coordinator and the nine Class Parent Representatives. The following is a breakdown of the duties for each of these members and the subcommittees:

Class Parent Representative (or 'Class Mom') – 9 Positions

2 parent reps are required for each class from Kindergarten to Grade 7. The following is a list of responsibilities of the Class Parent Representative:

- Coordinate the classroom event your grade is assigned to (see [Section 3](#))
- Attend monthly meetings of the PAC from September to June (minimum 10 hours).
- Nominate and vote in the executive of the PAC from the eighteen-person committee.
- Participate & assist with all fund-raising events
- Maintain regular contact with homeroom teacher
- Maintain regular contact with class parents and provide updates.
- Collect the time sheets with the records of hours worked by each family.
- Contact class parents as required (E.g. Emergency school closure, etc.)
- Other duties as assigned.

Parent Participation Committee – 2 Positions

This committee consists of three people; 1 coordinator and 2 members. The Coordinator will be a person serving on the PAC.

Parent Participation Coordinator – 1 Position (Included in PAC totals)

The Parent Participation Coordinator will be the member of the Parent Association Committee executive who is responsible for overseeing the Parent Participation Program.

- Coordinate the Parent Participation Program.
- Communicate all pertinent information to parent workers.
- Consult with the pastor, PEC Chairperson and principal regarding any difficulties with parent participation.
- Ensure all families are billed for non-fulfillment of participation requirements in consultation with the PEC.
- Provide a monthly report on the participation program to the PEC.
- Other duties as assigned by the PEC and PAC.

Parent Participation Team Members – 2 positions

- These people will work with the coordinator to assist with maintaining the parent participation program for the school.
- Ensure that all participation hours are being fulfilled.
- Assist parents in clarifying their job duties.
- Assist in training whenever possible.
- Attend Parent Participation Program committee meetings.
- Setup guidelines for all Parent Participation Program activities.



Parent Participation Team Members – description cont.

- Update database throughout the school year.
- Prepare Parent Participation package to include with the registration package.
- Approve hours worked by signing the Tracking form and record all Parent Participation Program hours into each family's account on a regular basis.
- Maintain record of hours worked by each family.
- Provide the Parent Participation Program hours report to the school parents twice a year (Interim report & Year end report).
- Notify school office of any unfulfilled assigned duties monthly.
- Collect letters from PAC mailbox and check email on a regular basis.
- Respond to all incoming mail and attend to all concerns related to the Parent Participation Program.
- Organize the Parent Participation Program presentation for the Meet the Teacher meeting at the beginning of the school year.
- Revise the Parent Participation Program as necessary.
- Provide the Parent Participation Program update information to PEC monthly prior to their meeting.
- Continually improve the program to ensure its sustainability.
- Other duties as assigned.

Emergency Preparedness Committee – 4 Positions

Emergency Preparedness Coordinator– 1 Position (Included in PAC totals)

- Will be a member of the PAC
- Recruit members for the committee.
- Set up and convene meetings of the committee, setting the agenda in consultation with the staff liaison or principal, and notifying members of meeting times and work bees.
- Follow through the various planned work bees, ensuring their successful completion.
- Assist members of the committee in setting priorities and goals for the year and seeing them successfully accomplished.
- Take opportunities to become informed about emergency response procedures, including familiarizing self with the emergency response binder and the school's emergency plan.
- Set up workshops through North Shore Emergency Response office on emergency preparedness and response for committee members and other school parents.
- Ensure school is prepared to provide for all children in the event of a disaster
- Check that all medical forms are complete, special needs documented, maintain rations of food, water, blankets etc.
- Other duties as assigned

Emergency Preparedness Team Members – 5 Positions

- In consultation with staff liaison and school principal, determine needs and priorities in preparing for and responding to a school emergency (such as an earthquake).
- Become informed about this topic by taking courses offered by the North Shore Emergency Response office.
- Attend meetings of the committee and assist in work bees or other tasks as determined by the committee, including:
 - Purchasing, labeling, inventorying and storing of supplies.
 - Surveying possible hazards within the school and the grounds, determining how these can be neutralized and carrying out plans to fix problem areas.
 - Maintaining a safe environment.



Emergency Preparedness Team Members – position breakdown

Secretary (1 Position)

- Take minutes of meetings and distribute copies of these to members in a timely fashion.
- Maintain an up-to-date contact list of members.
- Take charge of correspondence as necessary, reporting back to the committee.
- Assist the coordinator in keeping members informed of upcoming activities.
- Keep records of tasks accomplished during the year.
- Maintain an up-to-date inventory of emergency materials on hand, posting a copy in the emergency storage container and keeping a copy on file for committee and school use.
- Other duties as assigned.

Treasurer (1 Position)

- Liaise with the principal and P.E.C. treasurer to determine the year's budget for emergency response.
- Maintain a detailed record of committee expenditure, including sales receipts/invoices and coordinate payment to those responsible for purchases, using purchase order numbers.
- Other duties as assigned.

Members-at Large (2 Positions)

- Assist with the maintenance of the emergency preparedness program.
- Coordinate tub labels with inventory list.
- Conduct routine inventory of items on hand and ensure that perishable items are routinely rotated to prevent spoilage. (i.e. water, etc.)
- Take charge of labeling contents of tubs of materials in storage so that they can be easily located.
- Assist the coordinator in keeping members informed of upcoming activities.
- Other duties as assigned.

Save-On Gift Cards Program – 4 Positions

Save-On Coordinator – 1 Position (Included in PAC totals)

- This person will also serve on the PAC.
- Person must log all the card numbers in the event someone loses their cards and to track all cards to ensure they haven't been misplaced.
- Bank deposits and card purchases from Save-on and other outlets must also be carried out.
- Coordinate the selling schedule of the cards to our school community.
- Ensure sellers are properly trained in setting up a sales area at various functions and in the schoolyard to make the cards available to people interested in buying these cards.
- Ensure sellers are properly trained in documenting the transactions.
- Ensure the monthly order forms are sent out to the parents.
- Person must liaise with St. Thomas Aquinas School Bucks coordinator.
- Other duties as assigned by the PEC and PAC.



Save-On Cards sellers – 4 Positions

- Sell save-on cards and other retail cards to our school community.
- This entails setting up a sales area at various functions and in the schoolyard to make the cards available to people interested in participating in buying these cards.
- Log all the card numbers in the event someone loses their card and to track all cards to ensure they haven't been misplaced.
- Bank deposits.
- Card purchases from the participating retailers must also be carried out.
- Other duties as assigned

Christmas Raffle – 1 Position (Included in PAC totals)

- This person will also serve on the PAC.
- This person will coordinate the Christmas Raffle that is held at the annual Santa Breakfast.
- This job requires preplanning so that items are received in time to have on the raffle table.
- The appeal for donations from businesses for the raffle prize needs to be requested on our letterhead.
- Confirm each year who to address the thank you letter to for all donations.
- Throughout the year buy toys when they are on sale to take advantage of lower prices
- Start around the third week of October getting donation request letters ready
- Fax letters to the bigger corporations (Whitecaps, Canucks, etc.)
- Get material for the gift baskets.
- Mail letters to some companies (i.e. Purdy's, Home Sense, Winners, etc.)
- First week of November make a list of places to go.
- Photocopy more letters for the school and the ones needed.
- Plan one day to go to the places off the North Shore.
- Plan one day going to places on the North Shore.
- Make a newsletter telling what companies are donating and give to the school to distribute.
- Start putting baskets together as donated items start coming in. (This requires about 1 hour or more per day each day about one week before the Santa Breakfast).
- The day before the Santa Breakfast, set up baskets for display.
- After Santa Breakfast send thank you cards to the companies that donated.
- Other duties as assigned.

Bingo Coordinator – 1 Position (Included in PAC totals)

- This person will serve on the PAC.
- Coordinate all Bingo activities.
- Create a work schedule for the people assigned to Bingo. This schedule will include both subsidized and non-subsidized positions.
- Approve hour sheets for both classifications of workers to ensure hours are tracked properly.
- Ensure all workers are properly trained for their designated jobs.
- Other duties as assigned.



CATEGORY 2 – FUNDRAISING – 3 Positions

Meat Sales, Mothers Day Flowers, Christmas Flowers, Book Fair – 1 Position

- This job is for the selling of different goods throughout the year.
- These currently consist of a bi-annual meat sale, an annual sale of Mother's Day flower baskets, an annual sale of Poinsettias at Christmas time and an annual book fair.
- The job assignments will be spread out over the four different sales and will require time spent on all the sales.
- This person will be required to coordinate, order, promote the sales, collect the orders and distribute the goods to the people purchasing them.
- The person would also attend the annual book fair assisting the library Moms.
- Other duties as assigned.

Campbell Soup Labels – 1 Position

- One person is required to manage the soup label program.
- This person will be responsible for collecting all labels donated by parents.
- Labels need to be sorted by size, counted, and sent to the Campbell Soup Label program for verification.
- On-line account management to ensure we are credited for our efforts.
- Notify principal of the amount of credits available so a decision can be made on what we will get for these credits.
- Ordering of the requested items and follow-up to ensure we receive our goods.

CATEGORY 3 - SCHOOL ASSISTANTS – 29 positions

Walkathon – 1 Position

- This is a very responsible position since the walkathon is the major fundraiser for the school year. This person would be required to coordinate the event.
- This position will report directly to the principal.
- They would be responsible for promoting the event and obtaining the prizes for the early bird draws.
- They will be responsible for coordinating the volunteers.
- This job will likely exceed the amount of participation hours needed for fulfillment but is considered to be one job of great importance.
- Various other duties as assigned by the principal.



Christmas Concert – 1 Position

This position is related to a one-time annual event. The required hours have a concentrated time frame of two or three weeks prior and up to the event.

- Assist in setting up flooring, chairs, sound equipment, stage, and risers.
- Assist with creating costumes and dressing students.
- Assist with creating and setting up props.
- Assist with lighting (procuring and operating).
- Coordination of other work groups that are assisting this event.
- Set up for food bank collection that night and see to pick-up of food by a charitable organization.
- Help decorate the big gym.
- Assist with the creation and distribution of programs.
- Other duties as assigned.

Computer/IT Person – 1 Position

- This person would assist the school in maintaining the computers.
- The ideal candidate would also have experience in various programs so that they could assist with ensuring the software is functioning properly so teachers could focus on the instruction of the students.
- Some help with spreadsheets and word processing would also be an asset.
- Supervision and maintenance of the school website would also be a great asset to bring.
- Coordinate work bees to organize materials and tasks in the computer lab.
- Other duties as assigned.

Photography – 1 Position

- This is a position for someone capable of taking photographs for the school.
- There would be various school functions that will require photography throughout the year. The ideal person would be available for daytime events such as the walkathon and crowning of Mary and other school hour celebrations.
- The annual Santa Breakfast and Back to school barbecue would also be ideal times for photography duties.
- Photographing the various choir events for both choirs.
- Help generate promotional materials for the schools Public Relations person.
- Other duties as assigned.

Altar Server Robe Managers – 2 Positions

- Weekly inspection of all altar server robes.
- Repair any robes that are in need of fixing.
- Launder robes and ensure they are ready before the next mass.
- Report condition of robes to the parish in the event that any need replacing so there is an adequate supply for each mass.
- Other duties as assigned.



Laundry and Sewing, Uniforms and Gym Strips, Lost and Found – 1 Position

- This person would be responsible for cleaning tablecloths, health room bedding, sewing and repairing costumes.
- This person will also take care of the used uniform donations to ensure they are clean and ready for resale.
- They will be available for the uniform sales at registration night and during the first week of school.
- They will also be responsible for managing the lost and found to ensure that items are returned to rightful owner
- Any unclaimed items are donated to charity.
- Other duties as assigned.
- The following is a detailed breakdown of duties:

Gym Strip:

- Sales are organized in May (on Neat Uniform Sale Day) and on the first day of School in September.
- On both days tables are set up and volunteers are enlisted to help fill orders.
- Available at any time throughout the school year (order placed through school office or coordinator.)
- If an item is out of stock an order is placed with the child's name and completed once the inventory arrives.

Inventory:

- Before office closes for the summer an inventory is taken and given to the office so the office staff can place a replacement order.
- The order is received in August. It is sorted, counted, and confirmed new stock against invoice.
- Organize uniform cupboards.

Used uniforms:

- Sort, wash, and repair donated uniforms.
- Sold throughout the year upon request.
- Sold at the gym strip sale on the first day of school in September.

Lost and Found Day:

- Advise school community of date chosen in the June newsletter
- Set-up 3 – 4 tables outside from 2:30 – 3:30 pm.
- Put out entire contents of lost and found trying to sort similar items (books, sweaters, gym gear, mittens, jackets, etc.)
- All remaining items are donated to charity (wash first) or thrown out.



Shopping – 1 Position

- Person to shop for the various events such as flowers for the Living Rosary, goodies, etc.
- This person would need to be available to do all shopping for the various events throughout the school year.
- Other duties as assigned.

Public Relations – 1 Position

- This is a position for someone to liaise with the local newspaper and media with regards to school events and functions.
- Assist with content for monthly school newsletter.
- Keep the parent information board up to date.
- Provide a monthly report to the PEC.
- On behalf of the PEC, coordinate the social events of the PEC, thank you cards, etc.
- Other duties as assigned.

Readers / Teacher’s Assistants – 4 Positions

- Would read with the Primary students – Grade 1, 2, and 3 (Kinder in the last 3-4 months)
- Parents would sit outside the classroom, and read to a single student at a time.
- This would occur one day a week for one hour (less frequently for older students)
- Readers would be rotated to different grades as needed

Grade	Frequency	Number 20 hour positions
K	Final half of year /One hour a week	1
1	One hour a week the full year	1
2	One hour a week the full year	1
3	One hour every two weeks	1

- A total of 4 positions, for 120 hours
- It is very important that the proper kind of person is selected for this position, as they would be working directly with children.
- Other duties as assigned.

Grade 7 Yearbook and Grad – 1 Position

Note: For both the Grade 7 Graduation and the Yearbook, it has been combined into one position to qualify as a 20-hour job.

- **Grad:**
 - Assist in preparing materials and church for various celebrations (commitment ceremony in September, grad shirt fitting and ordering in October, and grad shirt presentation ceremony at end of October or beginning of November).
 - Assist in setting up for grad ceremonies the last Tuesday evening of June and help prepare for grad mass and ceremony passing on leadership on last day of school.
 - Other duties as assigned.



Grade 7 Position cont.

- **Yearbook (June):**

- Supervise after-school student publishing crew in computer lab, entering, revising and editing.
- Assist in purchasing materials for final publication of yearbook.
- If necessary, help student photos editor with layouts and colour printing of photo pages.
- Assist students in coil binding of books during and after school the last week of June, before graduation.
- Other duties as assigned.

Art Club - 2 Positions

- Purchase of materials
- Assist with set up of materials, helping students, plus clean up.
- Presence required at all after school art sessions.
- Other duties as assigned.

Choir – 1 Position

- Telephone to remind parents of coming events and follow up on attendance.
- Accompany the choirs on various performances (Summerhill and Christmas Mass in December, Chancellor Music Festival and Centennial Theatre in May) and help supervise students.
- Help transport and set up instruments, stands, etc.
- In consultation with the director, plan, prepare for and host a Christmas Coffee morning for parents in December, and an end of year celebration for senior choir members in June.
- In the event of the unavailability of the official school photographer, take digital photos of the various choir events for both choirs and ensure pictures are sent to the choir director.
- Other duties as assigned.

Teacher Assistant - 4 positions

- These people would assist the teachers in cutting out materials, bulletin boards, setting up art, etc.
- They would assist in preparing materials, typing, mounting, plus covering and stamping books.
- They would also need to assist with speech arts festival (helping with practices and with the festival itself).
- There would be a requirement of 2 people per term.
- Other related duties as assigned by the teachers and principal.



Coaches – 6 Positions

- We need experienced coaches to assist with our sports program.
- Preference will be given to people that have experience coaching the designated sport, i.e. (basketball, volleyball).
- This will require more than the designated 20 hours but will be classified as a single job.
- Must be available for the duration of the season as well as any playoffs that might occur.
- Most coaches are coaching for the love of the game and we appreciate your guidance of our students.
- The sensitivity of this position will require a special selection process by the principal.
- **Coaches Code of Conduct Agreement** must be read and signed by person in this position. (see Appendix V of this Guide)

CATEGORY 4 – MISCELLANEOUS JOB POOL – 10 Positions

The following positions are a variety of important duties that will not require 22 hours to complete. They have been assembled into this category to give parents an opportunity to select these duties so they can fulfill their obligation. Please select a minimum of three jobs, that you would be interested in filling, from this category that will assist you in completing your participation obligation.

Walkathon – 11 positions (Doesn't complete entire obligation)

- 4 checkpoint people are required to verify that the students are completing their walk
- 2 "rescue riders" riding around with a first aid kit to administer first aid if required or any other assistance that might be required.
- 2 people to pick up the garbage and recycling
- 3 people to handle the food and drinks for the people that ordered them.
- Any parent that walks with the children will not be awarded participation hours as this is considered to be participation for the fun of completing the walk with your kids.
- We encourage the parents to walk with their kids because this walk is fun, healthy and shows them your love and support of your school community.

Skating – 8 Positions (Doesn't complete entire obligation)

- Walk to and from school and Recreation Center with students as parent supervisor.
- Tie skates for students.
- If you skate, help supervise on the ice.
- If you don't skate, supervise in the dressing room/washrooms.

Walking with Classes – 8 Positions (Doesn't complete entire obligation)

- These people are needed to assist the teachers in getting the children to and from events throughout the school year.



Sports Day – 1 Position (Doesn't complete entire obligation)

- One person would organize the materials from teachers' lists that morning
- The materials would be transported down to Mahon Park, and then set up in the proper stations (as per written instructions)
- Throughout the day, the parent would assist with coffee, water, bathroom supervision, etc.
- After the events, assistance with take down and clean up

Drivers – 6 Positions (Doesn't complete entire obligation)

- Drivers are needed to transport students to and from events.
- The time driving to and from sporting events and field trips as required is participation hours. (Note: the time in attendance at these events does not qualify for participation hours).
- Only **One** parent participator per vehicle will be accepted.
- The time in attendance at religious ceremonies will not count participation hours, however the time driving to and from the same will be allowed with authorization from the Parent Participation Coordinator. Driving to and from monthly masses and attendance at mass will not count as participation hours.
- A School Activity **Driver Application** (Appendix IV of this guide) must be completed and approved before acceptance into this position of the Parent Participation Program.
- You must be scheduled for driving to the activity and complete your duty in order to have your participation hours approved by the Parent Participation Coordinator.
- The sensitivity of this position will require a special selection process by the PAC.

Pancake Lunch – 3 Positions (Doesn't complete entire obligation)

- Working with the Pizza Lunch coordinator to prepare for the pancake lunch and Passover meal.
- Three volunteers are needed to assist with prep and clean up.
- Need to source best price and purchase all food and supplies necessary for event.

CATEGORY 5 – MAINTENANCE – 30 Positions

Gym Floors – 12 Positions

- 1 crew of 4 people will cover the gym floors with the protective mats and put chairs and tables out for all events.
- When event is over mats tables and chairs must be picked up and put away.
- This is a physical job that will require evenings and mornings depending on the event and also when the event is held.

Gardening – 2 Positions

- 1 person twice a week for 1 hour each time to do general yard clean up, weeding and maintenance of school grounds.
- Tending to the Grade 7 vegetable / herb garden during the school year and the summer
- Other duties as assigned.



School Yard and Playground – 4 Positions

- People to keep the schoolyard clean and ensure that the adventure playground is raked and cleared of debris twice a week.
- Snow removal and salting of the sidewalks as required when we have a snowfall. Cleaning of the decorations on the fencing to ensure their beauty is maintained throughout the year.
- Some of these can be done after hours to accommodate those that cannot work during the day due to employment obligations.
- Inspection of fence for any “snag” wires.
- Inspection of playground equipment for wear and tear and reporting of any problems to the Principal.
- Clean up or repainting over graffiti.
- Other duties as assigned.

CATEGORY 6 – SUPERVISION – 21 Positions

School Traffic, Drop-off and Playground Coordinator – 1 Position

- Devise a program for addressing and dealing with the safety issues related to traffic.
- Ensure that parents participating in this duty are properly trained.
- Prepare materials to educate parents on traffic issues surrounding the School.
- Contact the local RCMP to receive guidance and support.
- Ensure that the program is running effectively.

Please note: We encourage the families of our school community to socialize with other parents at the school. We do ask parents to please avoid prolonged discussion with members of the following team members while these members are fulfilling their duties. They shouldn't be distracted from their duties since this could lead to them not observing an unsafe condition that may put our students in danger.

Team members are asked to politely remind parents that they need to focus on their duties so they can provide a safe environment for the students.

School Traffic / Drop-off – 10 Positions

- One person 1 hour per day to monitor and control traffic in front of the school and beside schoolyard gate. This could also be assigned to two people ½ hour each per day although it is preferable for ease of scheduling that 1 person be assigned each day.
- This job requires coverage before and/or after school. Hours would be 8:30 am - 9:00 am and 3:00 - 3:30 pm each day.
- This would be a two hour (in ½ hour or 1 hour shifts) per month requirement to fulfill participation requirement.
- Other related duties as assigned.

Playground – 10 Positions

- One person 1 hour per day to assist teachers with supervision of the playground.
- This job requires coverage of before and after school.
- Hours would be 8:30 am - 9:00 am, and 3:00 - 3:30 pm each day.
- This would require a twice per month commitment to fulfill participation requirement.
- Other related duties as assigned.



CATEGORY 7 - STUDENT COUNCIL – 2 Positions

We require two people that will assist in all of the functions listed below. These people would have to make themselves available for any of the functions at any time during the school year and work with the student council to provide guidance and assistance.

Recycling

- Sponsor a container drive in January (advertise in December).
- Assist students in sorting, bagging and transporting containers to the depot twice per month.
- A car/van is needed.
- The job is done during school hours.

Concessions

- Concessions will be available for various school events and functions.
- People will be responsible for ensuring concession remains open and available to everyone. There will also be set-up and clean up for those people involved.

Penny Carnival

- Assist in setting up flooring and tables for the event the morning of the carnival.
- Help mop up spills and sweep up sticky food during the event.
- Help clean up after the event.
- Assist/supervise students in sorting, rolling and counting coins.

Fly Market

- Help set up tables and sort and price donations the morning of the sale.
- Help clean up after the sale and deliver unsold items to the Salvation Army depot
- Help sorting, rolling and counting coins.

Bake Sales

- Assist student council executive in notifying and informing parents of the contributing class for each month.
- Help set up and organize the sale, setting prices with council.
- Help clean up after the sale and see that any containers are returned to the contributors.

End of Year/Charities

- Help contact agencies that student council has decided will receive funds and arrange for someone from the various agencies to attend and accept cheques after the final school mass at the end of June.
- Ensure cheques are made up in addressed envelopes and taken to church by student council treasurer that day.



CATEGORY 8 - SUBSIDIZED POSITIONS – 41 Positions

These Parish Subsidized positions include weekly or bi-weekly Bingo positions, Library Duties, Pizza Lunch coordinator, and Office Assistant. In the case of the Bingo positions, a year round obligation is required. The same as with non-subsidized positions, participation in your child's class event is still required.

Bingo - 35 Positions

- Various duties including sellers, set-up, cash desk, captains, clean up, callers, call back and concession.
- Some positions require weekly attendance, others bi-weekly
- Runs 12 months, Wednesday evenings and hours will vary within (4:30-10:00pm)
- Other duties as assigned.
- The following is a detailed breakdown of duties for each position:

Administration (1 Weekly Position)

- Person will be responsible for handling large quantities of cash.
- Responsible for making the cash deposits.
- Responsible for issuing tickets.
- Responsible for ensuring supplies are always available.
- Responsible for arranging any necessary service to equipment.

Set-up (4 Weekly Positions)

- Open bingo boards on the wall.
- Set-up bingo machines on the stage.
- Put down floor mats.
- Put out all tables and chairs.

Clean up (4 Weekly Positions)

- Wipe all tables
- Throw away cards and items on tables.
- Throw out garbage.
- Stack Chairs and put away.
- Fold down and put away tables.
- Roll up floor mats and sweep the floor

Sellers (2 Bi-weekly Positions):

- Sell all game tickets
- Keep track of all sales.
- Keep tables clean throughout the night.
- Must be responsible for all cash collected

Callers (4 Bi-weekly Positions):

- Must be able to speak with a very clear voice.
- Responsible to clearly call out all the numbered balls.
- Person should be outgoing and friendly.

Concession – (2 Bi-weekly Positions)

- Purchase all food and beverages required to sell.
- Selling of all food and beverages to patrons
- Must be responsible for all cash collected.



Call Back (4 Bi-weekly Positions)

- Call back all bingos to the caller
- Verify Bingo Cards
- Must be able to speak with a very clear voice.

Cash Desk (2 Bi-weekly Positions)

- Counting all money collected
- Verifying the cash collected
- Accounting (Balance the credits and debits)

Captains (4 Monthly Positions)

- Must have strong people skills
- Manage the Bingo Hall
- Deal with any issues that should arise
- Determine Prizes to be awarded
- Help out with any missing positions

Cash Register (4 Monthly Positions)

- Count the money and manage all cash
- Run the cash register
- Provide Payout prizes
- Work with cash desk to balance the books

Cash / Tickets (4 Monthly Positions)

- Organize tickets for each week's bingo.
- Balance tickets with seller's cash.
- Hand out tickets for the regular games.
- Stamp all paid tickets.

Pizza Lunch program - 1 Position

- Every Wednesday, 11:00 - 1:00 pm
- Prepare order forms, receive cash, list each child's order and tabulate
- Allocate milk, chips, napkins and pizza according to class lists provided.
- Discard pizza boxes in Smithrite, chip boxes in recycling bin.
- Maintain cleanliness of kitchen i.e. Wash countertops, mop floor, wash down cupboards and fridge when necessary.
- Order potato chips through Old Dutch Foods accordingly – they need one weeks notice.
- Ensure napkins are delivered with each pizza order.
- Required to arrange food for the annual walkathon.
- Other duties as assigned.

Library Duties - 5 Positions

- One of these five positions will require a certain degree of coordination.
- Check in and out student books.
- Assist students in locating books.
- Shelf books, which have been returned.
- Pull books on specific subject for teachers.



Library Duties – cont.

- Pull “theme” books and put on display.
- Catalogue and enter book titles into the library database (give book a barcode)
- Make spine labels for new books
- Stamp new books with St. Edmund's stamp.
- Cover new library books.
- Cover textbooks for teachers.
- Work at “annual” scholastic book sale.
- Manage the monthly scholastic book orders.

Office Assistant – 1 Position

- One day a week for 4 hours to assist the secretary and secretarial duties, as well as other ‘on call’ times
- Must have strong people skills
- Need to be able to work independently on tasks given

CATEGORY 9 – NON-SUBSIDIZED BINGO – 14 Positions

Bingo is a very important fundraiser for our parish and school. Without its contribution against the school's expenses, tuition costs would be far greater than they are today. This job category has been created to help staff Bingo sufficiently so it operates smoothly. The Bingo Coordinator will gladly work with you to help you get enough hours to fulfill your parent participation obligation.

- Reporting to the Bingo Coordinator
- Various duties including sellers, set-up, clean up, callers, call back and concession.
- Some positions require weekly attendance, others bi-weekly
- Runs 12 months, Wednesday evenings and hours will vary within (4:30-10:00pm).
- A very flexible schedule can be created to work around availability. However, once you are booked you must show up for your duties as scheduling the right amount of people is a critical part of Bingo.
- Other duties as assigned.

The following is a detailed breakdown of duties for the position most likely available for this category:

Set-up (4 Weekly Positions)

- Open bingo boards on the wall.
- Set-up bingo machines on the stage.
- Put down floor mats.
- Put out all tables and chairs.

Clean up (4 Weekly Positions)

- Wipe all tables
- Throw away cards and items on tables.
- Throw out garbage.
- Stack Chairs and put away.
- Fold down and put away tables.
- Roll up floor mats and sweep the floor



Concession – (2 Bi-weekly Positions)

- o Purchase all food and beverages required to sell.
- o Selling of all food and beverages to patrons
- o Must be responsible for all cash collected.

Call Back (4 Bi-weekly Positions)

- o Call back all bingos to the caller
- o Verify Bingo Cards
- o Must be able to speak with a very clear voice.

CLASSROOM EVENTS

The classroom events have a long tradition at St. Edmund's, and began before the Parent Participation program. These events have special community and spiritual significance to the culture of St. Edmund's, which is why they are considered mandatory. All families are expected to work two hours contributing to these events, whether or not they have opted out from the Parent Participation Program. Below is the list of class events, as well as the Grade(s) assigned to work the event.

Event	Month	Classes
Back to School BBQ	September	Grades 1 & 7
Santa's Breakfast	December	Grades 2 and 4
First Communion Reception	May	Kindergarten & Grade 3
Confirmation Reception	May or early June	Grades 5 & 6
Gr. 7 Graduation Reception	June	Grade 6

Preparations for the classroom event begin as soon as June of the previous school year. Both Class Representatives (or 'Class Moms') will meet and contact the different families in their particular Grades. Parents will be asked to select different duties assigne (preparing for the event, running the event, or cleaning up afterwards). Please make things easier on the coordinators by returning phone or e-mail messages promptly, or even approaching the Class representative before being contacted. Following is a brief description of each Class Event: Families who do not fulfill their duties will have their \$100 cheque cashed.

WELCOME BACK BARBEQUE - held the second Friday of September, it is a time for returning families to reconnect and new families to meet everyone. Games and activities are organized for the students, and hamburgers are BBQed for everyone. It is run by the Grade 1 and 7 classes.

BREAKFAST WITH SANTA – held the first Saturday of December, it is a very popular event featuring pancakes, sausages and the jolly old elf himself. Photos are available with Santa and a raffle is held. Traditionally, over 90% of the school families turn out for the Back to School BBQ and Santa's Breakfast. It is run by Grade 2 and 4.



SACRAMENTAL RECEPTIONS – As part of the religious education program, our Grade 2 class receives their First Communion, and the Grade 7 class is Confirmed. The First Communion Mass happens the first Sunday in May, while the Confirmation Mass is an evening in May or early June. After each Mass, there is a reception in the school gymnasium for the students and their families. Kindergarten and Grade 3 run the First Communion reception, while the Grade 5 & 6 classes run the Confirmation reception.

GRADE 7 GRADUATION – There is also a reception organized for our Grade 7 class after their Graduation / Awards Ceremony. The ceremony is held the last week of the school year. The Grade 6 parents run the Graduation reception.



APPENDIX I

St. Edmund's Parent Participation Tracking Form

Family Name _____ Home Phone # _____

Email address _____ Cell Phone # _____

Grade of Child(ren) _____

Instructions: Upon completion of an assigned job duty please complete the following:

- Please fill in the date you worked, what services were completed, the number of hours worked, and what category the job has been classified.
- Have the job assigner from that category initial that you have worked the reported hours.
- Have the Parent Participation coordinator give final approval so hours can be reported as fulfilled.
- Retain this form to report your next assignment so we may keep our paper requirements to a minimum.

DATE	SERVICES CONTRIBUTED	NUMBER OF HOURS WORKED	JOB CATEGORY	Approval (initial) *

Final Approval _____

* Note: the category coordinator must approve each job assignment. The Parent Participation coordinator will give final approval.



APPENDIX II

PARENT PARTICIPATION JOB SELECTION FORM

Participation is counted per family and not per student. Family Name: _____

Grade(s) _____ Primary Phone Contact: _____ E-mail (if used): _____

Hours of Availability - Mornings _____ Afternoons _____ Evenings _____ Weekends _____

In-School Activities: Please choose one of the following options:

1. _____ Yes, we are able to participate in the In-School Activities program and will commit to a minimum of 20 hours. Enclosed are three cheques dated January 1st, 2011. These cheques include:

- Two \$200 cheques (one cheque for the 10 hours in the first half of the school year, another for the 10 hours in the second half of the school year).
- One \$100 cheque for the assigned class event

2. _____ No, we are not able to participate in any school activities. Enclosed is a cheque for \$400 dated September 1st of the upcoming school year. A separate cheque for \$100 should be dated January 1st, 2011 (the \$100 cheque is for the mandatory class event). **The objective of the parent participation program is to build school community. If are opting out, please reconsider.**

Please refer to the Parent Participation Guide for detailed job descriptions to help you decide which choices to make. Please select a minimum of 3 and as many as you like. Number (1, 2, 3, etc.) the following activities by your order of preference:

Bingo (Non-subsidized)		Parent Association Committee (PAC)	
Bingo (Subsidized)		Library Duties (Subsidized)	
Parish Education Committee (PEC) (St. Edmund's Parishioners Only)		Pizza Lunch Program (Subsidized)	
Teacher Assistants		Christmas Concert	
Other School Assistants		Supervision	
Gym Floors (Laying down Mats)		Choir	
Other Maintenance		Fine Art Show	
Student Council Activities		Fundraising	
Coach		Office Assistant (Subsidized)	
Parent Participation Committee Team Member		Emergency Preparedness Committee	
Computer / IT Person		Photography	
Altar Server Robe Manager		Miscellaneous Job Pool	

The Parent Participation Committee will try to accommodate all choices as much as possible. All activities are scheduled on a first come first served basis. It is your responsibility to sign up each time when you come on duty and keep track of your participation dates and number of hours.

For further inquiries, please contact Parent Participation Program (PPP) coordinator.

I (We) understand my (our) commitment and agree to the charges if I (we) fail to comply with the guidelines of the St. Edmund's Parent Participation Program starting June 1st and ending May 31st of the current school year.

Signature: _____ Date: _____



APPENDIX III

JOB / CATEGORY CHANGE FORM

The Parent Participation Committee recognizes that there may be a need to have movement from one category or job to another. This may be on a temporary or permanent basis. The appropriate section of this form must be completed and submitted for approval before any such movement occurs.

Job / Category Transfer

The approval of transfers will be at the discretion of the Participation Coordinator based on need, skill and seniority. Complete this section to request transfer to a different job or category.

Family Name _____

Current Job / Category _____

Reason for Request _____

Approval _____ Approval _____
Category Coordinator Category Coordinator

Substitution Request

The approval of substitutions will be at the discretion of the Participation Coordinator based on need, skill and seniority. The person requesting the substitution must first find the appropriately trained replacement before submitting the request.

Family Name _____ Dates of Required Substitution _____

Name of Substitution _____

Approval _____

Committee Recommended Change

If the need arises for the Parent Participation Committee to remove someone from his or her current category for inability to fulfill the requirement for any reason this section must be completed.

Family Name _____ Current Job / Category _____

Reason for Request _____

APPROVAL _____
Parent Participation Coordinator

APPROVAL _____
P.E.C. Member



APPENDIX IV

St. Edmund's School Activity Driver Application

Driver Name _____ Child/ren Name _____

Address _____

Postal Code _____ Telephone _____

Vehicle Description			
Year/ Make/ Model			
Colour		License Plate	
Passenger Capacity		Owner's Name	
Drivers License Number		Number of operating seatbelts (excluding driver)	

Declarations: (Please read thoroughly)

In volunteering to transport students to activities, I declare the following:

1. My vehicle used for transportation is rated appropriately and insured with a minimum Third Party Liability Insurance of \$1,000,000.
2. My vehicle is properly equipped with seat belts for each occupant; seat belts will be secured when traveling.
3. I understand that the school will not accept responsibility for any damage to my vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
4. I will ensure that, to the best of my knowledge, the motor vehicle used for student transportation, is in good mechanical condition.
5. I am at least 21 years of age and in good health and not a secondary school student. Upon request, I will provide a copy of my current driver's license and a criminal record check to the school office.
6. My vehicle will be equipped with winter tires, all season tires and /or chains for winter conditions.
7. For safety and health reasons, I will not allow smoking in my vehicle while transporting students.
8. I will not, at any time during my performance as an event driver, imbibe any alcoholic beverages or use any restricted substances.
9. I will operate the vehicle in a safe manner and not in contravention of any statute or regulation governing the operation of motor vehicles.
10. My driver's record dated _____ is attached. I understand that if violations are recorded, a school administrator will determine suitability as a driver.
11. I agree to wear a seat belt and require all passengers to wear a seat belt at all times.
12. I agree that I will not permit a child under 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag.

(Please turn over, read and sign back page)



Note:

- If a vehicle has the capacity to carry more than 9 occupants, the driver must have a Class 4 Driver's license.
- **Privately owned vehicles: The Archdiocese has a policy underwritten by I.C.B.C, which increases the Personal Liability Coverage for each volunteer driver to \$10,000,000. For example, a volunteer driver currently carrying limits of \$1,000,000 on their own I.C.B.C. insurance would have the benefit of an additional \$9,000,000 protection through this special liability policy provided by the Archdiocese. It should be noted that this coverage is specifically for the individual volunteer driver/vehicle owner and is a separate coverage from that which pertains to the Archdiocese of Vancouver. It is hoped that the provision of this additional liability coverage will provide greater peace of mind for the parents and teachers who do much of the volunteer driving for our school children.**
- Your B.C. driving record lists your licensing transactions and offences over the last 5-year period.

Getting your own driver record:

You can get a free copy of your B.C. driving record from a driver licensing office by using one of these methods:

1. Go to any driver licensing office with your B.C. driver's license or one piece of primary identification and a second piece of either primary or secondary identification.
2. Receive a copy of your driving record from licensing staff.
3. You can also call 604-661-2255 and it will be mailed or faxed to you.

ACTIVITY DRIVER'S AND OWNER'S DECLARATIONS

(I/We) have read the declarations above items 1 through 12, including notes, regarding transportation of students for sanctioned school activities and declare each of the above to be true.

Driver's Signature

Date

Vehicle Owner's Signature

School Official's Signature



APPENDIX V



ST. EDMUND'S ELEMENTARY SCHOOL

COACH'S CODE OF CONDUCT

(Taken from the BC School Sport's Code of Conduct and the CISVA Elementary Athletic Commission)

Coaches at St. Edmund's shall:

1. Recognize that a school sport is an extension of the Catholic School, and will act in manner consistent with Catholic faith values. School team players and opponents are always to be treated with respect.
2. Emphasize the value of sportsmanship and fair play. There is a need to conform to the spirit of the rules as well as the letter of the rules.
3. Respect the judgment and interpretation of the officials without gesture or argument.
4. Teach their players to respect the previous three rules. Inform the sponsor teacher and the principal if players fail to live up to their responsibilities.
5. Never use profanity or physical force in the conduct of coaching duties.
6. Uphold the athletic philosophy of the school (based on inclusiveness, skill development, and enjoyment).

(_____)

Coach

Michael Field
Principal