



**QUEEN OF ALL SAINTS SCHOOL**  
**PARENT PARTICIPATION PROGRAM**

**JOB DESCRIPTION**

**2017-2018**



*THE PARENT PARTICIPATION PROGRAM IS AN IMPORTANT DIMENSION OF THE OPERATION OF QUEEN OF ALL SAINTS SCHOOL. THE PURPOSE OF THE PROGRAM IS TO FOSTER A SPIRIT OF COMMUNITY AND PRIDE AMONG QAS FAMILIES, AND PROVIDE TANGIBLE ECONOMIC BENEFITS TO THE SCHOOL. AS PARENTS WITH A VITAL ROLE TO PLAY IN THE EDUCATION OF OUR CHILDREN, WE COMMIT TO WORKING TOGETHER AS CHRISTIANS TO ENRICH EACH STUDENT'S EXPERIENCE AT SCHOOL.*

**Please read the accompanying PARTICIPATION JOB DESCRIPTION for a brief explanation of the activities and events available and choose the areas you would like to participate in.**

### GENERAL DESCRIPTION OF THE PARENT PARTICIPATION PROGRAM

- Each family is required to work a minimum 50 hours per school year, of which 10 of those hours must be volunteered in a fundraiser. Hours will be tracked throughout the year and available on the school website. It is your responsibility to ensure that all hours are correct and accounted for. Any discrepancies need to be reported to the Parent Participation Coordinator immediately at [pec.parentparticipation@qas-school.ca](mailto:pec.parentparticipation@qas-school.ca). Hours recorded on the school website will be used as the basis for cheque cashing at the end of school year.
  
- Cheques will be cashed based on missing hours as follows:

1 to 5 hours = \$100	21 to 25 hours = \$500	41 to 45 hours = \$900
6 to 10 hours = \$200	26 to 30 hours = \$600	46 to 50 hours = \$1,000
11 to 15 hours = \$300	31 to 35 hours = \$700	
16 to 20 hours = \$400	36 to 40 hours = \$800	
  
- You will be assigned your participation job by the end of the current school year based on your selection, availability and seniority within the school. Category Managers will contact you prior to September with more details on your role/duties.
- *Parents choosing not to participate in the QAS Parent Participation Program shall pay the \$1,000.00 Non Participation Fees.*
  
- Requests for exemptions from the Parents' Participation Program must be made to the Pastor.

## QAS PARENTS' PARTICIPATION PROGRAM

### PARTICIPATION

The Parents' Participation Program is an opportunity for building community, giving financial support, and offering support to each other, keeping down the operational costs of running the school. We encourage parents to take an active role in our school and parish, as we work together for the benefit of the children.

The Parents' Participation Program functions under the direction of the Parish Education Committee (PEC). The Participation Coordinator is a member of the PEC and responsible for the appointment of Category Managers, monitoring compliance with the program, and serving as a liaison between Category Manager and the PEC.

*As we prepare for the upcoming school year at Queen of All Saints School, the Parent Participation program has been updated to ensure that all programs run smoothly throughout the school year. Please take the time to read and familiarize yourself with these changes. We thank you in advance for your cooperation and understanding.*

**NOTE:** *You will be assigned your participation job before the end of June. It will be each family's responsibility to inform the Parent Participation Coordinator at that time, if they are unable to commit to the Activity for the coming year. This will be their only opportunity to switch Activity(ies).*

### RESPONSIBILITIES

Families who participate in the Parents' Participation Program commit to completing a minimum 50 hours per school year, by fulfilling duties in different activity(ies). You must complete a minimum of 10 hours in a fundraiser. Participation hours will be counted throughout the year, and available on the school website.

Parents' will be responsible to report to their Category Manager and fulfill their parent participation duties within the Activity. Parents may switch times with other parent volunteers in the same Activity or provide a family member/adult to fulfill their duty, only if necessary. *Parents may NOT ask anyone under the age of 16 to complete their participation duties for them.* It is the parents' responsibility to inform the Category Manager of these changes at least 48 hours in advance.

*Once you have been assigned and accepted your job, you will NOT be able to change or switch out of the assigned Activity. If you are unable to fulfill your commitment to your assigned Activity, a \$100.00 cheque will be cashed for every missed shift for the remainder of the school year. When a shift is missed, the Parent Participation Coordinator will contact you, and your cheque may be cashed.*

### PARTICIPATION DEPOSIT

Families who participate in the program complete the work in lieu of a Non-Participation Fee (\$1000). Therefore, the fee does not qualify for a tax receipt, as it is not true volunteer work.

Families who do not fulfill the requirements of the Parents' Participation Program will be assessed a Non-Participation Fee. Upon registration, parents submit ten (10) undated cheques of \$100.00 each; each cheque will be held as a deposit by the School. These cheques will not be cashed unless the family fails to complete their participation commitment.

## **NON-PARTICIPATION FEE**

Families that are unable to commit to the required hours may elect to pay the Non-Participation Fee. The fee is \$1000 dated September 1st, or in 2 - \$500 cheques dated September 1<sup>st</sup> and February 1<sup>st</sup>. This option is to be indicated on the Parents' Participation Form and the cheques are to be submitted with the Registration package.

## **SPECIAL EXEMPTION FROM PARTICIPATION**

Parents who work for the CISVA (Catholic Independent Schools Vancouver Archdiocese) are exempt from participation, depending on their status with the CISVA. For example, a parent who works full-time (100%) is completely exempt. A parent who works 3 days per week or 60% is required to participate in the program for the remaining 40%. The status must be noted on the Parents' Participation Form.

Those who have special circumstances and can neither participate in the Parents' Participation Program nor pay the Non-Participation Fee must contact the Pastor for special exemption. This is to be noted on the Parents' Participation Form. Exemption is also granted to PEC members.

## **TRACKING PARTICIPATION**

Hours will be counted to ensure all individuals are accountable for doing their fair share, as we work together for the benefit of the children.

All participating families are responsible for:

- Completing their assigned participation duties on the scheduled dates
- Ensuring that they sign-in and sign-out at the school office where applicable, or that the Category Manager has signed to verify completion of duties within the proper time frame
- Ensuring that their hours are recorded correctly on the school website and report any discrepancies to the Parent Participation Coordinator

## JOB DESCRIPTIONS

### SCHOOL SAFETY *(coordinated through the school office)*

#### Traffic (before and after school)

##### Parent Helper

- Participants are required to sign-in and sign-out at the school office
- To ensure traffic flows effectively and safely in school zones during regular school hours, thereby reducing the risk of incidents involving schoolchildren
- To ensure traffic safety in areas where children are present *from 8:15-9:00am before school, and from 2:45-3:30pm after school*
- Each supervisor is required to commit to one (1) shift per week for the entire school year.
- Parents will have an orientation session to familiarize themselves with school traffic protocols. Traffic duty occurs rain or shine.

#### Supervision (lunch hour)

##### Parent Helper

- Participants are required to sign-in and sign-out at the school office
- To provide adequate supervision for students from 11:45am to 1:00pm at lunch (including while the children are eating their lunch).
- Supervision is required rain or shine. In the event that it is raining at lunch, supervision will be required in the classrooms and hallways from 11:45 until 1:00 p.m.
- Each supervisor is required to commit to one (1) shift per week for the entire school year
- Parents will have an orientation session to familiarize themselves with school supervision policies

### EMERGENCY PREPAREDNESS *(coordinated through the school office)*

#### Category Manager

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Responsible for ensuring that all Emergency Kits are updated each year and safely stored
- Responsible to fulfill job listing under Parent Helper as well (see below)
- Assists the school staff with emergency procedures throughout the year as needed

#### Parent Helper

- Participants are required to sign-in and sign-out with the Category Manager
- Assisting in ensuring that all Emergency Kits are updated each year and safely stored
- "Updating" includes ordering, shopping for supplies and packing all Emergency kits
- "Kit work" is done in September
- Assists the school staff with emergency procedures throughout the year as needed

## PE UNIFORMS *(coordinated through the school office)*

- Required to sign-in and sign-out at the school office
- Do a fitting 2-3 times a year (usually May for next year, September and then January)
- Ordering supplies from supplier, and distributing them to the families
- Keeping minimal stock at home
- Filling any orders throughout the school year

## FAITH DEVELOPMENT

### 1) P.R.E.P. Teacher

Parent Teacher

- Participants duties will be confirmed through the P.R.E.P. coordinator
- Responsible for teaching or helping with a grade
- Occurs weekly on Thursday nights

### 2) Kids for Jesus (K4J)

Category Manager

- Responsible for preparing Activities required for the full year and fulfill job listing under Parent Helper as well (see below)
- Require to confirm attendance of participants with the Parent Participation Coordinator
- Monthly meeting on Fridays

Parent Helper

- Participants are required to sign-in and sign-out with the Category Manager
- Monthly meeting on Fridays to help with Activities and supervise children
- Training will be provided

### 3) Children's Liturgy (Saturday / Sunday)

Category Manager

- Require to confirm attendance of participants with the Parent Participation Coordinator
- Organizes the Children's Liturgy Program (i.e. scheduling, booking of hall)
- Prepares lesson plans for Sunday Masses
- Provides training for parent leaders
- Responsible for the delivery of the Children's Liturgy at Masses throughout the year
- Must be available to preside at Mass once a month

Parent Leader (Presider) – September to June

- Responsible for the delivery of the Children's Liturgy at Masses throughout the year
- Must be available to preside at Mass twice a month
- Approximately three (3) hours per month (including preparing and presiding per Mass)
- Training will be provided

Parent Helper – September to June

- Assisting Parent Leaders during Mass - Participants duties will be confirmed through the Category Manager or Parent Leaders
- Must be available to assist at Mass twice a month
- Approximately two (2) hours per month

## FAITH DEVELOPMENT

### 4) Vacation Bible School (VBS) – HELD IN THE SUMMER TIME

#### Category Manager

- Responsible for preparing Activities for the program and fulfill job listing under Station Leader and Parent Helper as well (see below)
- Required to confirm attendance of participants with the Parent Participation Coordinator

#### Station Leader

- Participants are required to sign-in and sign-out with the Category Manager
- Leaders plan and organize activities for an activity station, as well as supervise and help the children as they visit this station.
- This occurs in the summer for one week (about 90 students)
- Training will be provided

#### Parent Helper

- Number of helper's dependent on registration
- Participants are required to sign-in and sign-out with the Category Manager
- This occurs in the summer for one week (about 90 students)
- Supervise and help children at each activity station
- Training will be provided

## MAINTENANCE (WORKBEE)

#### Category Manager

- Responsible for scheduling and coordinating the parent maintenance workers
- Require to confirm attendance of participants with the Parent Participation Coordinator
- Liaison with PEC Maintenance Coordinator
- Handyman skills an asset
- Expected to participate in the maintenance duties

#### Parent Helper

- Attending each monthly Work Bee
- Participants are required to sign-in and sign-out with the Category Manager
- Parents assisting in this area help with the general maintenance and upkeep of the school, including cleaning various areas of the school, minor painting, carpentry, yard work, grounds cleanup, kitchen, etc. The work that must be done will vary and will be both inside and outside the School
- Monthly attention is required to the parking lot(s) and playgrounds around the school to ensure safety of the children. This will include sweeping the front and rear entrances, collecting debris and maintaining the playground and front gardens
- Minor building repairs, handyman skills an asset

*Drop Ins, must be approved by the Category Manager in advance and requires the individual to stay the minimum (4 hours) per Work Bee.*

## RECYCLING

### Category Manager

- Responsible for scheduling, coordinating the parent recycling workers and inform the school office of any supplies needed.
- Required to confirm attendance of participants with the Parent Participation Coordinator
- Expected to participate in the recycling duties similar to the Parent Helper listed below

### Parent Helper

- Participants are required to sign-in and sign-out at the school office
- Schedule: One week per month (Monday to Friday), on a rotation set up by the Category Manager.
- Clean out food waist bins in each classroom and staffroom daily.
- Organizes the recycling center to ensure there is no garbage, and the materials are in their proper bins.
- Collect and returns cans and bottles to recycling depot for cash for the school.
- Wipe down recycling bins daily and replace bags as needed

## SCHOOL PROGRAMS

### 1) Hot Lunch

#### Category Managers (*Alternating Wednesday's*)

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Creates the term menu, collects money, ordering of the food needed, work with Munch a Lunch program.
- Creates the work schedule and coordinates the participants, as well as participates in the hot lunch preparation supervising the other workers

#### Parent Helper

- Participants are required to sign-in and sign-out with the Category Manager
- Students enjoy a hot lunch almost every Wednesday throughout the school year
- Parents work in two teams from 9:00am until 1:00pm on alternate Wednesdays to prepare and distribute the food

### 2) Consignment and Lost & Found

- Required to sign-in and sign-out at the school office
- Operating the Consignment program (*Consignment Sales twice a year*)
- Lost & Found – checking items for student/family names and returning them to their respective classrooms on a weekly basis
- Keeping the lost and found area tidy and free of clutter

### 3) Coaching / Refereeing

- Volunteers will be contacted by the school, who will track your participation for each activity
- QAS is able to run many extra-curricular sports with assistance from skilled parent volunteers. Parents who have a good knowledge of a sport and a desire to work with children are invited to assist teacher coaches with coaching and refereeing. Participants should be knowledgeable with regard to the indicated sport, the rules, coaching techniques and the *Philosophy of Athletics for the CISVA*. Practice times may vary.



#### 4) Library

##### Category Manager

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Creates the work schedule and coordinates the participants
- Expected to participate in the library duties similar to the Parent Helper listed below
- Volunteer at the Book Fair (twice a year)

##### Parent Helper

- Participants are required to sign-in and sign-out at the library
- Library help is required both mornings and afternoons. Duties include supervising the class while students are in the library, checking out books, and shelving and repairing books.
- Volunteer at the Book Fair (twice a year)
- Training will be provided
- Parents will need to have certain skills and a level of confidence to read and interact with students

#### PARISH EDUCATION COMMITTEE (2 year commitment)

- There are 7 members on the Queen of All Saints PEC: Chair, Vice-Chair, Treasurer, Secretary, Parent Participation Coordinator, Parent Auxiliary Coordinator, Maintenance Coordinator
- 2 people are elected in one year and one is appointed; 3 people are elected in the following year and one is appointed
- Attend monthly meetings, and be available for emergency meetings
- Ability to exercise strict confidentiality and professionalism

#### CLASSROOM PARENT (PART OF PARENT AUXILIARY COMMITTEE)

- Class Parents will be chosen based on communication and organizational skills, time commitment, confidentiality, resourcefulness, support of the teacher, etc. The classroom teacher has a large role in picking this parent.
- Required to confirm attendance of participants helping in the class with the Parent Participation Coordinator
- The Class Parent's duties include: making contact with parents in September; mandatory attendance during all monthly School Auxiliary meetings and communicating information from these meetings to parents on a monthly basis; making any arrangements including phone calls to parents in the class, etc. as needed by the teacher and/or school. NOTE: Class Parents should not miss more than 2 Aux. meetings in the school year and are responsible to find a replacement to attend the meeting on their behalf, when they can't attend.
- In addition, the class parent will coordinate fieldtrip drivers/supervisors and schedule any classroom helpers upon the request of the classroom teacher
- Class parents as a group are now **required** to head a major fundraising event with other members of the Parent Auxiliary Committee (i.e. Trivia Night, Pub Night, Community Bowling, etc.)

*Note: Everyone is welcome to attend all Parent Auxiliary Meetings. A secretary will be voted in on the first meeting of the year.*

## FUNDRAISING / SOCIAL EVENTS

### 1) Welcome Back Barbeque / Community Event (September)

#### A. Category Manager

- Organizer of the event from beginning to end and required to confirm attendance of participants with the Parent Participation Coordinator

#### B. Parent Helper

- Participants are required to sign-in and sign-out with the Category Manager
- Assists the Category Manager to make sure that the event is successful (i.e. purchase supplies, set up and clean up, etc.)

### 2) Walkathon (October)

#### A. Category Manager

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Organizer of the event from beginning to end
- Supervise and direct the Parent helpers

#### B. Parent Helper

- Participants are required to sign-in and sign-out with the Category Manager
- Assists the Category Manager to make sure that the event is successful (i.e. Prepare incentive Goody Bags, Set Up and Tear Down, Rover Bicycle Supervisors, On Course Supervisors, First Aid, Refreshment Table, Bathroom Supervision)
- Helpers are needed before, during and after the event, times may vary.

### 3) Gala Auction (Gala Year – 2017/18 IS A GALA YEAR)

#### A. Gala Committee Members

- Organizers of the event from beginning to end
- Required to confirm attendance of participants with the Parent Participation Coordinator

#### B. Parent Helper

- Participants are required to sign-in and sign-out with the Category Manager
- Assists the Committee members to make sure that the event is successful

*Note: This is our major fundraiser for both the school and the parish. Many parent volunteers are required to help before, during and after the event. Currently the format is a semi-formal evening with dinner and Live and Silent Auctions.*

### 4) Parish Carnival (May)

#### A. Parish Carnival Committee Members

- Need Coordinators for the following areas: Concession, Advertising, Set up / clean up, Games, Activities, Raffle, Silent Auction, Talent Show, Volunteer Coordinator, Secretary, Treasurer
- Organizers of the event and required to confirm attendance of participants with the Parent Participation Coordinator

#### B. Parent Helper

- Participants are required to sign-in and sign-out with the Category Managers
- Assists the Committee members to make sure that the event is successful (i.e. purchase supplies, set up and clean up, working different stations as required, etc.)

## 5) Book Fair (Fall and Spring)

### A. Category Manager

- Required to confirm attendance of participants with the school office
- Organizer of the event
- Set up and take down
- Expected to participate in the Book Fair duties similar to the Parent Helper listed below

### B. Parent Helper

- Participants are required to sign-in and sign-out at the with the Category Manager
- Work the Book Fair helping students/parents select books and take payment

## 5) School Community Fundraisers (Pies & Cookies, Purdy's, etc. – on going throughout the year

### Parent Helper

- Participants are required to sign-in and sign-out with the school office
- Assists the Parent Auxiliary Committee with orders and distribution on delivery day
- Send out forms on timely manner
- Take all the orders/summarize and place order
- Reconcile payment

## 6) Breakfast with Santa

### Category Manager

- Required to confirm attendance of participants with the school office
- Organizer of the event
- Expected to participate in the duties similar to the Parent Helper listed below

### Parent Helper

- Participants are required to sign-in and sign-out with the school office
- Help with decorating of the Parish Hall
- Ensure that all needs are met by the category manager

## 7) Movie Night

### Category Manager

- Book the Parish Centre and co ordinate with the Auxiliary chair when the event should take place
- Pick the movie and ensure we have a license
- Co ordinate the event from beginning to end (come up with food/snack ideas)
- Oversee that the order form gets sent out in a timely manner

### Parent Helpers

- Assist the category manager in all areas required to make this a success
- Sign in/out with the category manager
- Be able to work the night of the event

### **8) Spring Fundraiser (hosted by Auxiliary)**

- The class parents make up the Auxiliary team and together they come up with an event. This event can be off premises like a pub night or bowling night. Whatever, the group decides for that school year. This event however, cannot be done without other parent helpers. Usually at this event there is a 50/50, silent auction, set up and clean up.

#### **Parent Helpers**

- Help with set up/clean up
- Work the night of the event selling 50/50 tickets or looking after a specific job
- Help prior to the event with solicitation
- Assist the group in any area required

### **9) Clothing Drive**

#### **Category Manager**

- This is a one person job. It's done two times a year. The duties are to call Big Brothers and arrange a pick up date at our school that works for both the school and Big Brothers. Usually it's done around uniform switch over, so in October and then in May. Advertise in the school newsletter when families can bring in their items and a description of what is allowed.