



QUEEN OF ALL SAINTS SCHOOL

PARENT PARTICIPATION PROGRAM

HANDBOOK

2024-2025



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 AMONGST 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 CATEGORY/ACTIVITY DESCRIPTION at the end of this booklet, for a brief explanation of the activities and events available and choose the areas you would like to participate in.

QAS PARENT PARTICIPATION PROGRAM

PARTICIPATION

The Parent 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 Parent 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 all programs run smoothly throughout the school year. Please take the time to read and familiarize yourself with the program and these changes. We thank you in advance for your cooperation and understanding.

NOTE: You will be informed of your assigned volunteer Category and/or Activity for the upcoming school year in a commitment letter, this letter will be sent home with your youngest child and must be signed and returned to the school before the last day of the current school year. *It will be each family's responsibility to inform the Parent Participation Coordinator if you need to make any changes or are unable to commit to the assigned Category/Activity.*

RESPONSIBILITIES

- Each family is required to volunteer a minimum of 50 hours per school year by fulfilling duties on their assigned Category/Activity. Hours will be tracked throughout the year and available on the school website (<http://QAS.onvolunteers.com>).
- Categories/Activities are assigned based on family's selection at the time of registration and availability, given priority to those Categories/Activities crucial to the school's daily operation i.e. workbee; Traffic and Supervision and major fundraising events. Category Managers will contact Parent Volunteers at the beginning of the school year in September, or earlier when applicable, with more details on specific roles, duties and schedules or shifts.

- Volunteer hours are recorded when parent volunteers attend their assigned shift. When needed, a parent volunteer may switch times (shifts) with other parent volunteer in the same Activity or send in a family member/adult to complete their shift. Parents may NOT ask anyone under the age of 16 to complete their volunteer duties for them. The changes or replacements for parent volunteers must be communicated to the Category Manager at least 48 hours in advance. If your replacement fails to show up and your shift is left unattended, a penalty fee of \$30 per hour will apply, and deposit cheques will be cashed at the end of the month, if applicable, parents will be reimbursed for any excess amount. *i.e a 3-hour Shift is missed, penalty= 3X\$30=\$90, Cheque cashed \$150, Parent will be reimbursed \$60.*
- 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/event where applicable, or that the Category Manager has signed to verify completion of duties within the proper time frame.
 - Confirm all volunteer hours are recorded correctly and report any discrepancies to the Category Manager who will then contact the Parent Participation Coordinator. Hours recorded in On Volunteers <https://portal.onvolunteers.com/login.aspx?s=qas> will be used as the basis for cheque cashing.

DEPOSIT

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 \$150.00 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. If your banking information has changed, please resubmit the cheques.

- Cheques will be cashed based on missing hours as follows:

1 to 5 hours = \$150	16 to 20 hours = \$600	31 to 35 hours = \$1,050
6 to 10 hours = \$300	21 to 25 hours = \$750	36 to 40 hours = \$1,200
11 to 15 hours = \$450	25 to 30 hours = \$900	41 to 50 hours = \$1,500

- Non-fulfillment of assigned duties, schedules or shifts per school year, will be addressed in the following manner:

1st missed shift: Parent volunteer will be contacted and informed by letter and a penalty fee will be applied at the end of the month.

2nd missed shift: Parent volunteer will be contacted and informed by phone and letter, and a penalty fee will be applied at the end of the month.

3rd missed shift: family will be reverted to non-participating status; all remaining deposit cheques will be cashed. If applicable parents will be reimbursed for any hours they have completed on a pro-rated basis.

NON-PARTICIPATION FEE

Families that are unable to commit to the required hours may elect to pay the Non-Participation Fee. The families can submit 1 cheque of \$1,500 dated September 1st, or 2 - \$750 cheques, dated September 1st and February 1st. This option is to be indicated on the Parent Participation Form and the cheques are to be submitted with the Registration package.

Families who participate in the program complete the work in lieu of a Non-Participation Fee, therefore the Non-Participation Fee does not qualify for a tax receipt, as it is not true volunteer work.

SPECIAL EXEMPTION FROM PARTICIPATION

Parents who work for the CISVA (Catholic Independent Schools Vancouver Archdiocese) or other approved Catholic Schools 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 - P1 of the registration package.

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 Parent Participation Form- P1 of the registration package. Exemptions are also granted to PEC members.

CATEGORIES/ACTIVITIES DESCRIPTIONS

MAIN FUNDRAISING PROGRAMS

1. Walkathon (September to November)

❖ **Category Manager**

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Organizer of the event from beginning to end, coordinates parent volunteers and submit hours.
- Automatically qualifies for 50 hours parent participation allocation.

❖ **Parent Volunteer**

- 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.

2. Gala Auction (bi-annual event)

❖ **Category Manager**

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Organize the event from beginning to end.
- Supervise parent volunteers and submit their hours.
- Automatically qualifies for 50 hours parent participation allocation for Gala year and following non-gala year.

❖ **Parent Volunteer**

- 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.
- Parents are required to help before, during and after the event.
- Format is semi-formal evening with dinner and live and silent auctions

3. Breakfast with Santa (September to December)

❖ **Category Manager**

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Execute the event in coordination with School Office and Parish
- Expected to participate in the duties similar to the Parent Volunteer listed below.
- Assigns tasks to parent volunteers and submit their hours.
- Automatically qualifies for 50 hours parent participation allocation.

❖ **Parent Volunteer**

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

4. Movie Night (September to November or January to March)

❖ **Category Manager**

- Book the Parish Centre and coordinate event date with the PEC Parent Auxiliary
- Pick the movie and ensure we have a license.
- Coordinate the event from beginning to end (come up with food/snack ideas)
- Oversee that the order form gets sent out in a timely manner.
- Assigns tasks to parent volunteers and submit their hours.
- Automatically qualifies for 50 hours parent participation allocation.

❖ **Parent Volunteers**

- 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.

5. Carnival (January to June)

❖ **Category Manager**

- Forms and works directly with various carnival committee 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
- Automatically qualifies for 50 hours parent participation allocation.

❖ **Parent Volunteer**

- 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.)

6. Book Fair (Fall and Spring)

❖ **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 Volunteer listed below.

❖ **Parent Volunteer**

- 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.

7. Hot Foods MAIN (Wednesdays, September to June)

❖ **Category Managers**

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Creates the term menu, collects money, orders the food needed, works with Munch a Lunch program.
- Creates the work schedule and coordinates the participants provide schedules to Parent Participation Coordinator
- Participates in the hot lunch preparation supervising parent volunteers.
- Automatically qualifies for 50 hours parent participation allocation.

❖ **Parent Volunteer**

- 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.
- 2 or 3 teams are created to alternate weeks throughout the school year.
- Shifts are from 9:00am until 1:00pm on Wednesdays to prepare and distribute the food.

**8. Hot Foods - Hot dog and Grilled Cheese (September to June)
(twice a month)**

❖ **Category Managers**

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Select dates for the school year in coordination with School Office
- Collects money, orders the food needed, works with Munch a Lunch program.
- Creates the work schedule and coordinates the participants provide schedules to Parent Participation Coordinator.
- Participates in the hot lunch preparation supervising parent volunteers.
- Automatically qualifies for 50 hours parent participation allocation.

❖ **Parent Volunteer**

- Participants are required to sign-in and sign-out with the Category Manager
- 2 Mondays per month students enjoy another hot lunch, alternating Hot Dog or Grilled Cheese, not offered in the MAIN Hot Foods program.
- 2 teams are created to alternate weeks throughout the school year.
- Shifts are from 9:00am until 1:00pm to prepare and distribute the lunch.

SHIFT PROGRAMS

9. School Safety - Traffic & Supervision (September to June)

coordinated by the school office, while school is in session, Monday through Friday per shifts posted below.

➤ **Traffic (before school shift 8:15am – 9:00am / after school shift 2:35pm – 3:20pm)**

❖ **Parent Volunteer**

- Traffic duty occurs rain or shine.
- Each volunteer is required to commit to one (1) shift per week for the entire school year.
- 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 school children
- To ensure traffic safety in areas where children are present before and after school.
- Parents will have an orientation session to familiarize themselves with school traffic protocols.

➤ **Supervision (lunch recess shift 11:45 – 12:30pm)**

❖ **Parent Volunteer**

- Supervision is required rain or shine. If it is raining at lunch, supervision will be required in the classrooms and hallways.
- Each supervisor is required to commit to one (1) shift per week for the entire school year.
- Participants are required to sign-in and sign-out at the school office.
- To provide adequate supervision for students while in lunch recess from 11:45am to 12:30 pm
- Parents should not supervise a class attended by their own child.
- Parents will have an orientation session to familiarize themselves with school supervision policies.

10. Library (September to June)

(coordinated through the school office)

❖ **Parent Volunteer**

- 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 to shelve books and a level of confidence to interact with students.

11. Maintenance (July to June)

- **Workbee (September to June)**
(once per month, Saturday 9:00am to 1:00pm)

❖ **Category Manager**

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

❖ **Parent Volunteer**

- 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 parent volunteer must stay for the entirety of the scheduled shift.

- **Special Projects is coordinated by PEC Maintenance coordinator (July-June)**

❖ **Parent Volunteer**

- Parent volunteer will assist with special projects relating to buildings and sites maintenance on school grounds, tasks will require special skillsets and will be assigned directly by the Maintenance coordinator.

12. Office Help (September to June)

❖ **Parent Volunteer**

- Participants are required to sign-in and sign-out with the school office.
- Training will be provided.
- Administrative skills are required.
- Shifts are assigned by the school office.

OTHER PARTICIPATION PROGRAMS

13. PARISH EDUCATION COMMITTEE (2 years 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.
- Automatically qualifies for 50 hours parent participation allocation.

14. CLASS REPRESENTATIVE PAC previously Classroom PARENT (PART OF PARENT AUXILIARY COMMITTEE)

❖ Parent Volunteer

- Attends monthly PAC committee meetings and communicates relevant information from these meetings to parents in their class.
- As members of the Parent Auxiliary Committee, the group will spearhead a major fundraising event on a non-gala year (i.e. Trivia Night, Pub Night, Community Bowling, etc.)
- Coordinate small PAC Fundraisers i.e. Pies & Cookies, Purdy's, etc. – throughout the year.
- Assists the Parent Auxiliary Committee with orders and distribution on delivery day.
- Sed out forms on timely manner.
- Take all the orders/summarize and place order.
- Reconcile payments.

Note: Everyone is welcome to attend all Parent Auxiliary Meetings and hours are granted. A secretary will be voted in at the first meeting of the year.

15. PARENT SUPPORT GROUP – PSG (September to June)

❖ Parent Volunteer

- Volunteer hours must be tracked by the PSG Chair and reported to Parent Participation Coordinator
- The PSG for Queen of All Saints with 3 executive members (Chair, Treasurer and Secretary) and 5 to 6 committee members.
- The mandate of the group is to administer, report and apply for gaming funds from the BC Provincial Government.

16. COACHING (seasons vary)

❖ Parent Volunteer

- Volunteers will be contacted by the school, who will track participation for each activity.
- Participants should be knowledgeable about the indicated sport, the rules, coaching techniques and the *Philosophy of Athletics for the CISVA*.

- 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.
- Practice times may vary.

17. EMERGENCY PREPAREDNESS (November)

(coordinated through the school office)

❖ Parent Volunteer

- 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.

18. SCHOOL UNIFORMS AND CONSIGNMENT (August to September, April and June)

(including Clothing drive event)

❖ Category Manager

- Require confirming attendance of participants with the Parent Participation Coordinator
- Plans Clothing Drive event, date coordinated with the school office and manage the volunteers.
- Call Big Brothers and arrange for pick up date at the school.
- Operates the Consignment program in conjunction with the school office and plan dates for consignment sales twice a year, manage volunteers.
- Coordinates the PE uniforms sales, fitting 2-3 times a year (usually May for next year, September and then January)
- Ordering and distributing to the families.
- Keeping minimal stock at home
- Filling any orders throughout the school year
- Automatically qualifies for 50 hours parent participation allocation.

❖ Parent Volunteer

- Participants are required to sign-in and sign-out with the Category Manager
- Attends the assigned event i.e. clothing drive, or consignment, or PE Uniforms.
- Assist Category Manager per assigned activity.

19. WELCOME BACK BARBEQUE (August to September)

❖ Category Manager

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Organizer of the event from beginning to end
- Work with the Parish to ensure volunteers.

❖ **Parent Volunteer**

- Participants are required to sign-in and sign-out with the Category Manager
- Assist the Category Manager with the assigned duties to make sure that the event is successful.
- Help with set up, take down, purchase supplies or clean up on the date of the event.

20. QAS WEBMASTER (August to June)

❖ **Parent Volunteer**

- QAS website maintenance, including updates and troubleshooting.
- Assist with user maintenance of the on volunteers platform for the parent participation program

21. ON VOLUNTEERS PLATFORM COORDINATOR (August to June)

❖ **Parent Volunteer**

- Assist Parent Participation Coordinator with data entry for the Parent Participation Program

22. YEARBOOK

❖ **Category Manager**

- Required to confirm attendance of participants with the Parent Participation Coordinator
- Coordinates with the school office and vendors for the best option to deliver the yearbook.
- Organize volunteer tasks.

❖ **Parent Volunteer**

- Participants are required to sign-in and sign-out with the Category Manager
- Volunteers for this category are responsible to collect pictures, organize, design and build yearbook pages.