



# St. Francis Xavier School

## Parent Participation Program Guidelines 2022 - 2023

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*Dear Parents,*

*Please see the updates on the school’s Communicable Disease Policy posted to <https://sfxschool.ca>. As we are still in the COVID-19 pandemic, we are safely volunteering at the school following the Public Health protocols. Our school’s Parent Participation Program (PPP) continues to be a vital part of SFX. It is designed to provide families with an opportunity to be actively involved in their children’s education. It creates and promotes a sense of community among parents and staff, as well as providing a service to the school.*

*We appreciate and thank all parents for your continuous contribution as PPP would not be such a great success without your participation and cooperation.*

*Sincerely,*

*Monica Chow*  
*PTA Chairperson*

This document will be updated as required. (Last updated January 12, 2022)

# 1. PARENT PARTICIPATION PROGRAM (PPP) OVERVIEW

St. Francis Xavier Elementary School has a mandatory Parent Participation Program (PPP). All families are required:

1. To fulfill three (3) days of Parking Patrol and Yard Supervision
2. To contribute a minimum of 20 hours towards In-School Activities, and
3. To complete three (3) fundraising hours

Please note that participation is counted per family and not per student.

The Parent Participation Program is administered by the Parent Teacher Association (PTA) team. The program is divided into two sections, Parking Patrol and Yard Supervision Duty and In-School Activities & Fundraising.

## Parking Patrol and Yard Supervision Duty

Parking Patrol and Yard Supervision is a mandatory and necessary service for all families to ensure the safety of the students due to the location of the school and the high volume of traffic on Great Northern Way. Each family is required to fulfill 3 days of Parking Patrol and Yard Supervision duties in the school year. Parents are needed to assist the teachers in daily yard supervision because of the extensive area that the teachers have to cover.

Grade 7 families will select their Parking Patrol and Yard Supervision duty dates in June of the previous school year to cover September to early October. All other families will select their dates in September based on the seniority of the oldest child in school. For any missed duties or more than 10 minutes late, there will be an invoice charge of \$50 per shift penalty fee to be debited. If a full day of Parking Patrol and Yard Supervision Duty is missed the invoice charge is \$250 per day.

Please see the [Parking Patrol Guidelines and Procedure](#) for more details.

## In-School Activities and Fundraising

In the interest of fairness, each family is required to complete a minimum of 20 hours assisting in the school, and 3 hours by participating in either the Walkathon or the Bazaar and Singathon. PPP hours are counted from July 1 to June 30 of the school year. PPP hours completed from the previous school year cannot be applied to the current school year, nor can hours from the current school year be carried forward into the next school year. Parents can choose from a wide variety of different volunteer opportunities, including some that occur outside of the school day. These activities are listed below in the Volunteer Opportunities section. All activities are scheduled on a first come first serve basis in OnVolunteers portal. Hours must be completed by June 30 of the school year. Parents can check their progress throughout the year in the OnVolunteers portal.

If your family chooses not to participate in the In-School Activities and Fundraising an opt-out fee can be submitted for September 1 of the current school year. All collected funds will be used for subsidizing school activities.

The Grade 7 farewell celebration event organized by the grade 6 classes does not count towards PPP hours.

## **2. VOLUNTEER OPPORTUNITIES**

The following are some of the different ways for In-School Activity participation.

### **PTA/PPP Class Representative**

One Class Representative is required for each class from Kindergarten to Grade 7 (16 people in total) and will make up the PTA team. Each August, the PTA Chairperson is responsible to appoint the class representatives based on the class list. Parents who are interested in being considered for a class representative can indicate their choice each year on the green PPP Enrolment form in the admission/re-enrolment package.

Class Representative's duties are outlined below:

- Attend monthly meetings from August to June (minimum 10 hours)
- Participate in at least one PPP committee or PTA position
- Participate and assist with all fundraising events
- Ensure good communication with the parents and teachers of their class
- Maintain class list, email distribution group and/or text message group
- Contact class parents as required (for example, emergency school closure, etc.)

Additional PPP Representatives are appointed each year with special duties such as to lead the PTA and associated subcommittees. Note: Due to higher time commitment, PTA members are exempt from Parking Patrol and Yard Supervision duties.

### **Parking Supervisor**

Parking Supervisors volunteer mornings from 8:15 am - 8:55 am to help with morning Parking Patrol. A team of 5-6 members commits at least 3 days each week with 2-3 Parking Supervisors available every morning. Parking Supervisors help train new parents with their Parking Patrol duty, help set up the traffic cones in the morning, and assist with drop-off and other tasks as necessary. This is a year-long commitment. Parking Supervisors are selected in August by the PTA Chairperson. Parking Supervisors are exempt from Parking Patrol and Yard Supervision duties for the year.

## Fundraising

All families must work three (3) hours for one of these major fundraising events:

**Walkathon:** Usually held in October. Parents are needed in the following areas: walking with the students and distributing food/snacks on the event day. Walkathon sign up is available only for families who have not participated in the Walkathon activity in the previous two years.

**Bazaar and Singathon:** Held on the last Saturday of May. Parents are needed to help with stage decoration and set up; operate dry goods sales, silent auction tables, games and prize tables; purchase and prepare food; and assist with clean up on the event day.

There could be other qualifying fundraising events that meet this 3 hours requirement and this will be evaluated and announced by the PTA each school year.

## Morning Drop-off

Volunteers helping for Morning Drop-offs from 8:15 am - 9 am help ensure the organization and safety of the students at the Daycare gates on East 5th Avenue. A bonus of 15 min is credited to round up to 1 PPP hour for this task. Depending on the number of volunteers available each morning, the volunteers assist with opening car doors curbside and assisting children to exit vehicles, or helping with the crosswalk by holding out stop signs when pedestrians are crossing the street, or help organize the student line up by the gates.

## Teacher Assistance/Field Trips

Teachers may require assistance with different tasks in the classroom such as decorating bulletin boards, photocopying, organizing art materials, etc. Parents can sign up directly with the teachers. Parents who are selected by the teachers to assist with field trips will be granted 3 hours for half-day trips and a maximum of 6 hours for whole day trips. An additional 1 PPP hour will be granted for the parent driver if driving is required. Criminal Record Check (CRC) required.

## Library Assistance

Volunteers assist the librarian with various duties in the library including shelving, cataloguing and checking books in/out. Parents are required to complete the Library Orientation training before their first shift. Library Orientation training dates are scheduled in September.

Library assistance shifts can be signed up on the same day as Parking Patrol duty, only time spent in Library will be credited for PPP hours.

## **Sports Program**

Grade 4 – 7 Intermediate class parents with children on athletic teams are responsible for providing assistance to the teams. Activities include: driving to and from games (CRC required), assisting the coach (CRC required), helping to organize tournaments as requested by the PE teacher, and laundry for sports teams' uniforms. Only designated drivers will be granted PPP hour(s) for driving and helping with team members.

## **Sunday Breakfast**

Sunday Breakfast is organized by the parish to serve brunch after each Sunday mass from 9 am to 3 pm. Parent volunteers are needed to assist with food service and kitchen cleaning.

## **Hot Lunch/Concession**

The PTA organizes a hot lunch/concession once (or twice) a month during the school year. Parent volunteers are needed to help distribute lunches and to help at the after school concession stand. A volunteer driver may be needed to pick up the lunch order.

## **Additional Support for Parking Patrol and Yard Supervision**

More resources may be required at times to augment the regular 3 days per family parking patrol and yard supervision. This will be evaluated and announced by the PTA. Parents will obtain PPP hours for performing this task.

## **After School Chinese Parkade Traffic**

To ensure the safety of parents and students, volunteers are needed for After School Chinese to help direct vehicle and pedestrian traffic from 4:30 pm - 5:15 pm. A bonus of 15 min is credited to round up to 1 PPP hour for this task. These hours apply to PPP hours and cannot be applied towards Parking Patrol/Yard Supervision duty.

## **After School Chinese Teacher Assistance**

Teachers in the After School Chinese program require assistance with different tasks in the classroom such as decorating bulletin boards, photocopying, organizing art materials, observing student work, etc. Parents may be required to be able to write traditional Chinese characters.

## Summer Maintenance

Various work at the school requires parent volunteers to help during the summer months, including moving furniture, and cleaning, as directed by the Parish Education Committee (PEC). Bonus PPP hours are provided based on the scope of work required.

### 3. PARENT TEACHER ASSOCIATION (PTA)

The PTA is an important group of parents, teacher representatives to facilitate the Parent Participation Program and fundraising in the school. PTA members consist of PTA chairperson (appointed by PEC), 1 parent representative from each class (Kindergarten to Grade 7), additional parent representatives appointed with specific duties within the PTA, School Principal and teacher representative.

The following are the positions each PTA member can participate in:

#### PTA Chair

Appointed by the Parish Education Committee (PEC), the PTA chair is responsible for coordinating between PTA activities and PEC, providing leadership, ensuring that PTA monthly meetings run smoothly, preparing and overseeing PTA's budget and approving spending from PTA account, and submitting monthly reports to the PEC. The PTA chair will select the class representatives that will make up the PTA team before the school year.

#### PTA Vice Chair

Elected from the PTA team, the Vice Chair supports the Chair in providing leadership for the PTA team, helps chair meetings in line with the agenda when the Chair is unable to attend, and assists with organizing and operation of the PTA.

#### Secretary

Elected from the PTA team, the Secretary is responsible for ensuring effective communication links between PTA and the school. The Secretary writes and distributes the minutes from each meeting. Updates the PTA bulletin boards.

#### Treasurer

Elected from the PTA team, the Treasurer maintains records of the funds that the PTA raises by liaising with the school's bookkeeper and other members of the PTA.

## **Parking Patrol and Yard Supervision Coordinator**

Manage the sign-ups and communications about Parking Patrol duties in OnVolunteer, liaise with the Parking Patrol Supervisors and the school to keep parents informed of any changes or updates to traffic. Manages the [pta.parking@sfxschool.ca](mailto:pta.parking@sfxschool.ca) email account.

## **Hot Lunch/Concession Committee**

The Hot Lunch/Concession committee consists of at least two members to organize and prepare for the monthly (or bi-monthly) PTA hot lunch, manage parent volunteers, update the online ordering system, <http://sfxschool.hotlunches.net>, and inform parents of hot lunch updates.

## **Sunday Breakfast Coordinator**

Manage the sign-ups and communications about Sunday Breakfast in OnVolunteer, and liaise with the Parish's Sunday Breakfast coordinator.

## **Library Assistance Coordinator**

Manage the sign-ups and communications about Library Assistance in OnVolunteer, and liaise with the school's Librarian. The Library Assistance Coordinator updates the parent list to record their completion of Library Orientation training. The coordinator is also responsible to oversee the parent volunteers for the Book Fair held in September.

## **After School Chinese Coordinator**

Manage the sign-ups and communications about After School Chinese volunteers positions with Parkade Traffic and Teacher Assistance, and liaise with the After School Chinese Principal.

## **Sports Coordinator**

Manage the sign-ups and communications about Sports duties (coaching, drivers, laundry) in OnVolunteer as the Coordinator, liaise with the PE/Sports program and the PTA. The Sports Coordinator also manages the Badminton Concession in April.

## **Used Uniform Coordinator**

The Used Uniform Coordinator is responsible for receiving and maintaining donated uniforms, organizing volunteers for used uniform sales.



## Tech Liaisons

Responsible for maintaining and administrations of <http://sfx.onvolunteers.com> and <http://sfxschool.hotlunches.net> by assisting PTA team members to create tasks, assisting teachers with updating volunteer hours into OnVolunteers, assist parents with help using the websites. Manages the [pta.sfx@sfxschool.ca](mailto:pta.sfx@sfxschool.ca) email account.

## Walkathon

Manages the volunteers who have signed up for Walkathon. Organizes the route map. First Friday in October.

## Morning Drop-off

Manages the sign-ups and communications about Morning Drop-off duties in OnVolunteers. There are 3-4 parents needed each morning to help make the East 2nd Ave drop off zone efficient. Ensure that any open spots are filled. Year-round.

## Parent Education

Organize and arrange speakers for parent education night (every 2-3 months). Topics from previous school year included: “Identifying Signs of Stress in Elementary Aged Children & How to Respond as a Parent”; “Social Media Awareness, Digital Footprints, and Cyberbullying”; “Navigating Through Your Child’s World”; “Living Our Catholic Faith at Home”. There should be at least 1 talk focusing on our Catholic beliefs. 3-4 sessions each year.

## Hospitality

Organize and help purchase snacks, drinks and gifts to create a welcoming environment for events such as SFX Commissioning Mass; School Open House; PTA meetings (if in person); Teacher Appreciation week. Year-round.

## PTA eNewsletter

Help produce the monthly PTA eNewsletter and streamline communication to all parents. See previous emails [here](#). Year round.

## Gift Card Fundraiser

Set up the order form and inputs all orders into the Gift Card ordering system with our vendor. Sort gift cards and arrange for distribution. Late November/Early December.

## 4. ONVOLUNTEERS PORTAL

All Parking Patrol/Yard Supervision duties and In-School Activities can be signed up through the website, <http://sfx.onvolunteers.com>. Parents can see all available jobs, check their participation hours and message the coordinator by logging into their portal. Accounts for new Kindergarten families will be set up for September.

### How to select jobs

1. List of available tasks is listed on the Home screen under the “People Needed” box. You can also view tasks by Activity by clicking on the Activity tab.
2. Select a task you want to do, and make sure to review the details: task hours, number of people needed, start time, end time, and specific requirements.
3. Click on the blue REGISTER button.

### How to check participation hours

The summary of volunteer hours is listed below the **Tasks** column. It shows target hours, hours registered for and hours completed.

The **MY ACTIVITIES** box also provides the pending activities at a glance.

Please check the **MESSAGE INBOX** regularly for classroom and activities related communications.

The **AD HOC** column shows new or added activities that may be available for registration.

### Cancellations and No-Show

Cancellation policies are set depending on the tasks. For example, Parking Patrol/Yard Supervision Duties require 1-week notice. If parents cannot make to their registered task, other tasks may require 24-72 hours cancellation notice, or no cancellations available. Please submit a message to the task coordinator in OnVolunteers if changes need to be made.

If parents cancel less than 24 hours in advance, or do not show up for the registered task, a \$25 penalty will be charged. For Parking Patrol/Yard Supervision duties, \$50 penalty will be charged with each missed shift, \$250 penalty will be charged if the full day is missed. It will be difficult to re-assign the tasks when short notice less than 24 hours is provided.

## 5. INSURANCE COVERAGE

Parents assisting the school on field trips and other school activities are covered by a Comprehensive Liability Policy issued in the name of the Roman Catholic Archbishop of Vancouver and Catholic Independent schools of the Archdiocese of Vancouver.

All parents wishing to drive for and/or accompany classes on field trips must first obtain a Criminal Record Check and a Driver Form. Forms are available in the main office.

## 6. FEES

All families are required to sign the Pre-Authorized Payment Details for Outstanding PPP Fines in the green Parent Participation Program Enrolment form during the enrollment/re-registration package to allow the school to debit the charges at the end of the school year if you fail to commit your volunteer requirements. PTA is responsible to notify families by the 2nd week in June if they have incurred PPP penalties due to incomplete hours. Payment in full of any outstanding PPP penalty is a necessary condition for re-enrolment in the upcoming school year.

For families who choose to opt-out from In-School Activities, the Pre-Authorized Payment Details for PPP Opt-Out is required to be signed with withdrawal taking place on September 1.

Parking Patrol	\$750 maximum fine
Parent Participation Program	\$575 maximum fine
Non-Participating (only applies to In-School Activities)	\$575 debited on September 1 of the beginning of the school year

Penalties for missed shifts/no shows:

Parking Patrol	\$50 per shifts missed or more than 10 minutes late \$250 for date missed
In-School Activities	\$25 per hour/shifts missed, whichever is lower

## **7. OTHER**

### **School Closures/Snow Days**

PTA reserves the right to reschedule parents' duties if the duties are interrupted due to school closures.

### **Parent Support Group (PSG)**

The Parent Support Group is a liaison between the school and the BC Gaming Commission with 3 elected parent representatives and a teacher representative. Each year the group applies for funding from the government, manages and oversees the distributions of the fund to enhance student learning in the classroom.