



## St. Catherine's Elementary School

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[www.stcatherines.ca](http://www.stcatherines.ca)

February, 2026

Dear New Families,

Every registered family in St. Catherine's school is automatically enrolled in the Parent Participation program (PP). Each family can choose to participate in a task group or pay out the hours as part of their commitment to the school. It is critical to the operation of our school that families understand the impact that PP has on the educational achievements of our students, as well as the role it plays in keeping our tuition rates and operating costs down. Your involvement and commitment to this program is very much appreciated, valued and necessary.

The fundamental basis of our task-based PP program is that parents can align themselves in a task group that best fits their skills, talents, time, and interests. The PP program requires that each family contribute forty hours of time per school year. Thirty-six hours are to be completed within a task group with eighteen hours being done from September to January and another eighteen hours from February to June. A further four hours are to be completed at one of our two major fundraisers, the fall dinner dance or the spring walk-a-thon.

Each family is required to approve three pre-authorized debits, each valued at \$400.00, with their registration package (two for PP hours and one for the fundraiser commitment). The pre-authorized debits will be dated January 29, 2027, and two for June 25, 2027. These debits will only occur if PP obligations are not met, or if you indicate that you would prefer to pay cash instead of completing the PP hours.

The following form lists the program options; either task groups or pay in lieu. For task groups, indicate your preferences in order of priority. We strive to give everyone their top choices, but please understand that this is not always possible. Families will be assigned to the task groups by mid-June of each school year and notified by email. If you have any questions or concerns regarding the PP program, please contact Debbie or Joy, the PP Administrators at [pp@stcatherines.ca](mailto:pp@stcatherines.ca)

It is important that all families view their participation as an opportunity to strengthen our school community and provide the best Catholic education possible for our students.

Sincerely,  
Debbie Lobo & Joy Dullas  
Administrators, Parent Participation Program

## **St. Catherine's Parent Participation Assignment Form: New Family**

Child's Surname: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Grade(s) your child/children will be entering in 2026-2027: \_\_\_\_\_

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### **1: Task Group Choice (36-hour commitment):**

Please indicate on the lines below the three task groups, in order of preference, which would make the most effective use of your time and skills. See the following pages for available task groups and their description.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

On the lines below, indicate any special skills or interests that may assist us with your placement.

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The following Task Groups currently **do not** have positions open. However, please circle any task groups below that interest you in the chance that a position becomes available. Task group descriptions may be found on our website:

Coaching, Christmas Concert Support, Emergency Preparation, Hot Lunch, Information Technology, Library, Parent Participation Administrator, Parish Education Committee, Task Group Coordinator, Yearbook.

I'd prefer NOT to do work hours. Please withdraw from my pre-authorized debit account:

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### **2: Fall or Spring Fundraising (4-hour commitment):**

Every family is expected to contribute 4 hours of work in one of our two major fundraisers (see following pages for descriptions), in addition to their 36 hours of regular parent participation task group duties.

A sign-up sheet for the fundraiser commitment will be provided in the fall for families to choose the task they wish to complete.

I'd prefer NOT to help with a fundraising event.

Please withdraw from my pre-authorized debit account:

## Parent Participation Task Group Descriptions

Following are overviews of the task groups that have openings for the upcoming school year.

### Auction Item Solicitor

- Solicit and collect donations for the silent and live auctions under the PFA chair's direction.
- Work is completed at home and through visiting businesses.
- Work begins in June of the previous school year and ends prior to the fall fundraiser, which takes place in mid Nov. All 40 hours of parent participation are completed in this time frame.

### Book Fair

- Implement and oversee the annual scholastic book fair.
- Must be available during the day for the week of the book fair.
- Must complete CRC (Criminal Record Check) by September 1<sup>st</sup> prior to working at the book fair.

### Classroom Assistance

- Primary (Grades K-2) reading, math and art programs, class display boards, and other classroom help as directed by the teacher.
- Position requires that you be present in the classroom on a *weekly schedule and at a set time for the entire school year*.
- Please be aware that it may not be possible to be placed in your child's grade.
- Must complete CRC (Criminal Record Check) by September 1<sup>st</sup> prior to working in the classroom.

### Cleaning

- Attend a monthly cleaning work bee inside and outside the school for tasks such as washing desks, cubbies, lockers, playground benches, cleaning front entrance etc.
- Work Bees are usually held on the last Saturday of each month (9 am-12 pm).

### Community Builders

- These tasks are primarily assigned through an online sign-up sheet, on a first come first serve basis.
- Assist with Community events and odd jobs as they arise throughout the school year.
- Daytime availability is often required.
- Some pre-identified events/tasks are Back to School BBQ, Tournament concessions, Parent/Teacher conference child-minders, Christmas Hamper preparation and delivery, Simbang Gabi coffee & treats at the parish hall, AGM coffee, Feast Day treats, Baking, Recycling, Odd jobs as identified by the school.
- Must complete CRC (Criminal Record Check) by September 1<sup>st</sup>.

### Decorating Committee

- Under the direction of the PFA Decorating Coordinator, make and prepare decorations for the Fall Fundraiser.
- Most of the 40 hours will be completed from September to November. **Must have daytime availability the week before the Fall Fundraiser** to assist with decorating the school gym.
- Limited positions available so be sure to describe your artistic talents.
- May also help decorate other school events such as, Christmas Concert, Mother's Day Tea, and Graduation.

### **Grounds Keeping & Landscape**

- Attend a monthly work bee at the school (usually the last Saturday of each month, 9 am-1 pm)
- Mowing lawns (operates school owned tractor mower)
- Using a line trimmer around the school grounds
- Weed gardens, sweep walkways, and rake the playgrounds. (Approximately 1 hour per week)

### **Maintenance**

- Attend a monthly work bee at the school (usually the last Saturday of each month 9 am-1 pm)
- Trade knowledge is an asset and must be capable of manual labour.
- Includes jobs such as cleaning gutters, painting, carpentry work, and general odd jobs as they come up.

### **Parent Fundraising Association**

- All members must be actively involved in the planning, organizing, preparation and execution of the two main fundraisers.
- This group is responsible to raise funds for St. Catherine's Elementary School while fostering community building within the student and parent populations.
- Attend meetings, generally once a month (more often in the pre-event period) during a weekday.
- Must be available during the day, in the week before the fundraisers, and take an active role during the event.
- Fundraising efforts will focus on two main annual fundraisers; the Fall Fundraiser is an auction/dinner/dance, and the Spring Fundraiser is a walk-a-thon.

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

- A board of 3 parents who apply for government grants, that can be used to enhance extracurricular activities, fieldtrips, learning and the school environment.
- Members are voted in at the Annual General Meeting at the end of February.
- Please indicate if you are interested in putting your name forward to be considered.

### **Parking Supervisors**

- Acts as the crossing guard in the parking lot each morning as students are dropped off.
- Must be available from 8:00 am - 9:00 am one morning of the week for the **entire school year**.

# **Fall and Spring Fundraiser Descriptions**

## **Fall Fundraiser – Auction/Dinner/Dance**

**Mid November 2026**

An adult-only evening that includes live & silent auctions, games, entertainment, dinner and dancing

### **Parent Help Needed:**

- Event set up – the week prior to the fundraiser.
- Food Preparation.
- Food and Beverage Servers (during the event).
- Games and Entertainment (during the event).
- Auction Check-Out (during the event).
- Events clean up.

## **Spring Fundraiser – Walkathon**

**Mid-April 2027**

The Walkathon takes place during the school day. It is a school community 5/10km walk followed by a Pizza lunch. Please be aware that almost all the help required will be needed during the event.

### **Parent Help Needed:**

- Pre-event preparation and set up.
- Checkpoints, crossing guards, driving patrol - during the event.
- Pizza lunch; set up, preparation and serving.
- Event clean up.