



St. Catherine's Elementary School

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www.stcatherines.ca

Feb 10, 2023

Dear New Families,

Every registered family in St. Catherine's school is automatically enrolled in the Parent Participation program (PP). Each family has the option 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 submit three post-dated cheques valued at \$400.00 with their registration package (two for PP hours and one for the fundraiser commitment). Cheques will be dated January 31, 2024, and two for June 22, 2024. These cheques will only be cashed if PP obligations are not met or if you indicate that you prefer your PP cheques to be cashed in lieu of active participation.

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 letter. If you have any questions or concerns regarding the PP program please contact Rebecca Baker, the PP Administrator at 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,

Mrs. Rebecca Baker
Administrator, 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 2023-2024: _____

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.

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 can be found on our website:

Parish Education Committee, Book Fair, Coaching, Cleaning, Maintenance, Groundskeeping, Auction Solicitor, Christmas Concert Support, Emergency Preparation, Yearbook, Parent Support Group, Grade 7 Slide Show, Parent Participation Administrator, Task Group Coordinator.

I'd prefer **NOT** to do work hours. Please **cash** my Parent Participation cheques:

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 **cash** my Fundraising cheque:

Parent Participation Task Group Descriptions

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

A. Parking Supervisors

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

B. Hot Lunch

- Assisting with Hot Lunch preparation, distribution and clean up.
- Typically, bimonthly on Wednesdays 11:00am - 1:00 pm.
- Other Hot Lunch Dates will include Shrove Tuesday, Christmas Lunch (a Thursday), and Fun Day. Members must be available on these days to help distribute the hot lunch.
- Will need to provide a criminal record check

C. Library

- Assists the school librarian with library duties such as, sorting books, restock shelves, covering/repairing books etc.
- Position requires that you be present in the library on a **weekly schedule and at a set time for the entire school year.**
- Will need to provide a criminal record check.

D. Parent Fundraising Association

- All members are required to 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 weeks prior to the fundraisers and must 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.

E. 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.
- Will need to provide a criminal record check.

F. 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.
- Day time 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.
- Will need to provide a criminal record check.

G. 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.

H. Christmas Concert Support

- Create set design, costume design, and prop making for the annual Christmas Concert
- Artist who is skilled in sewing, drawing, painting, crafts and set design
- All 36 task group hours will be completed from Oct to Mid Dec each year
- Owning a sewing machine, serger and Cricut/Silhouette machine an asset to this position

I. Information Technology

- Must have extensive knowledge in technology and computer science, with experience in maintaining and installing IT systems.
- Responsible for supporting network databases and systems, updating system hardware and software, troubleshooting for system errors.
- Limited positions available so please describe your experience.

J. Lunch Time Supervisors

- Supervises the playground during lunch recess (11:45am-12:45pm).
- Position requires that you are available for a minimum of ***one lunch supervision per week for the entire school year.***
- Will need to provide a criminal record check.

Fall and Spring Fundraiser Descriptions

Fall Fundraiser – Auction/Dinner/Dance

Mid November 2023

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).
- Event clean up.

Spring Fundraiser – Walkathon

Mid-April 2024

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 required help 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; setup, preparation and serving.
- Event clean up.