

STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program (PPP) Commitment Form (Page 1 of 5)

PLEASE PRINT CLEARLY

Family Name (the surname you will enter your PPP hours under):	
Mother's Name:	Father's Name:
Email (where would you like us to contact you re: PPP):	
Contact Phone # (best # to be reached re: PPP):	
Mother's Occupation/Skills:	
Father's Occupation/Skills:	
Name(s)/Grade(s) of your child(ren) September 2016:	

All areas are a commitment from Jul. 1, 2017 to Jun. 30, 2018, unless otherwise noted on the individual job descriptions. 50 hours is used as a guideline. Re-registration will not be accepted for the following year unless fees and PPP commitments have been met.

PLEASE CIRCLE YOUR CHOICE A, B, C, OR D BELOW.

A.	Our family chooses to commit to a PPP job (described on p. 2, 3, & 4). Please provide 3 choices of interest. *While every effort is made to match families to their area of choice, please be aware that this is not always possible.
	1.
	2.
	3.
B.	Our family chooses to Pay in Lieu a total of \$600. Attached is a cheque for \$600, dated Sept. 1, 2017
C.	Our family chooses a Hybrid option of combining a 25 hour job (described on p. 2, 3, & 4) and \$300 Pay in Lieu. We have indicated our job choices above in the #1-3 boxes and have attached a cheque for \$300, dated Sept. 1, 2017.
D.	Our family chooses to provide Goods and/or Services in Lieu for a total of \$600. We will apply using the Goods and/or Services in Lieu Application Form that can be found on the school website. *In the event that your application is not approved, please provide 3 role choices above.

We consent to having Star of the Sea Catholic School collect personal information that may include student identification information, birth certificate, baptismal certificate, immunization record, legal guardianship, court orders if applicable, student behavioral, academic, and health information, most recent report card, emergency contact names and numbers, doctor's name and number, dentist's name and number, health insurance number and parent's occupation, religion, parish and envelope number, work numbers and e-mail address, home address, and any similar information needed for registration. *This information is required in order to register your child at this school and assist the school in making an informed decision as to your child's appropriate placement in the school. Student information is also available to the Fraser Health Authority. The school may prepare a family phone list for each class, for the purpose of contacting you for emergency and non-emergency school or parish related issues. For more information, the privacy manager for Star of the Sea Catholic School is the principal and may be reached at 604.531.6316.*

We understand that the Parent Participation Program is a mandatory commitment. We understand that in the event we do not fulfill our commitment as outlined by the terms and conditions of the Program, that we will be responsible for payment in lieu.

Mother's Signature _____ Date _____

Fathers's Signature _____ Date _____

FOR OFFICE USE ONLY	Mar. 1, 2018 Cheque Rec'd _____	June 1, 2018 Cheque Rec'd _____	Sept. 1, 2017 Pay In Lieu Rec'd _____
----------------------------	------------------------------------	------------------------------------	--

2017 - 2018 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
School Support	Supervision	This critical role is required on a weekly basis for the entire school year and involves supervising the parking lot during drop off and pick up hours. Coordinator will supply a rules and regulations handbook. Supervising twice a week for AM and PM positions should satisfy P.P.P. obligations. Criminal record check is required for this position. Day of Week Preferred: _____ Morning 8:25 to 9:05 _____ (1 Hour Earned) After school 2:55 to 3:35 (Wed. 2:25 to 3:05) _____ (1 Hr. Earned)	School year.		50+
	Hot Lunch	Preparing & Serving -Set up tables, trays, sort drinks, cookies, and serve the food to the kids and clean up. Hours are approx. 10:30am-1:30pm each Hot Lunch Day. Must also help with Walkathon, Fun Day and Senior's Lunch. Criminal record check is required for this position.	Oct	June	50
	Hot Lunch	Serving only - serve food to the kids and clean-up. Hours are approx. 11:45am-1:15pm each Hot Lunch day. Must also help with Walkathon, Fun Day and Senior's lunch. Criminal record check is required for this position.	Oct	June	25
	Head Checks	Head Checks – Head Check Day is the 2 nd Thursday of each month from 9:00–11:30 a.m. and the expectation is that parents will be at all 10 monthly head checks in order to complete their PPP obligation. Each child's head is checked for nits and lice. Should a case of head lice be found, a re-check of that classroom and grade is required to be done two weeks later. This is a 25 hour role. Criminal record check is required for this position.	School year.		25
	PPP Area Coordinator	Area Coordinators - Once families are placed in their respective PPP areas, the Area Coordinator is responsible for scheduling and being the main point of contact. Communicate with families and manage hour commitments.	Year round		50
	PPP Coordinator	PPP Coordinator - Manages all aspects of the Parent Participation Program to optimally serve the school and parish community. Prepare communication plan and communicate to ensure proactive success with all key stakeholders within the school and parish. Liaison with PEC, Principal and school admin team. Recruit, train and ensure PPP team fully understands roles and responsibilities.	Year round		50
	PPP Family Placement Coordinator	Family Placement Coordinator - Responsible for placement of families in PPP areas.	Year round		50
	IT	Information Technology - Work as part of team that leads and supports the technology infrastructure side of the school. Skills needed vary as we require basic trouble shooters to address daily/weekly minor technical issues and willing hands to help execute small projects. Team has monthly work meetings and is available for ad-hoc troubleshooting. Previous technical experience preferred but training can be provided for interested individuals. Currently roles include: 1) Break/Fix support (computers & printers), 2) Website & email administration, 3) Security & Anti-Virus, 4) Network wiring, 5) Network router administration, 6) Licensing (procurement & documentation), 7) Imaging (computers & laptops), 8) Devices (iPad support), 9) AD Management (also GPO & printers), 10) Server Administration (also storage & backup) & 11) Project Management.	July 1	June 30	50
	SOS Boutique	SOS Boutique - This job involves the collecting and recycling of school uniform clothing and washing and mending them before they are recycled. It also involves advertising clothing in the newsletter and collecting money that either goes to the school fund or to parents donating the clothing. A Boutique Day must be held twice in the school year. Hours for this job are flexible. Must be available by phone for parents needing to know sizes and availability of items.	School year.		50

2017 - 2018 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
School Support	Child Minding	Organizing and Providing Child-minding in the Library during parent events at the school. Please note this job includes managing/providing supervision and activities for large numbers of students aged 3yrs to 10yrs. Criminal record check is required for this position. _____ *6:00-9:00pm Meet the Teacher (September) _____ *3:00-8:00pm At Parent-teacher conferences (usually November) _____ *6:00-9:00pm Human Growth and Development Evening for Intermediate Students (Spring) _____ * 6:00-9:00pm AGM (February)	Varies.		25
Teacher / Learning Support	Classroom Helpers	Teacher Helper (available for returning families only) - Assisting the designated teacher with a variety of work. 1½ to 2 hours per week is scheduled for a convenient day and time for the teacher and the parent. (Helping with Students Directly) Assisting the Learning Resource teacher by working directly with students. Teaching experience and/or skills highly preferred. Criminal record check is required for this position. Day of week _____ am _____ pm (Please check)	School year.		50
	Learning Resources Support	Assisting the Learning Resource Department with photocopying, lesson preparation and other admin tasks as required. Criminal record check is required for this position. (available for returning families only)	School year.		50
	Library	In this area times and days are regularly scheduled on a weekly basis for the entire school year. The time involved is 1.5 hours per week. Depending on assigned times, responsibilities involve: processing returned books, signing out books, shelving books, repairing books, student supervision, assisting the librarian with class duties, ie. reading to classes or helping with computers etc., and processing new books (for which computer knowledge is essential). Criminal record check is required for this position. Must also assist with the 2 book fairs that take place in the evening of the Parent/Teacher Conference & Student Led Conference Preference: Day of week _____	School year.		50
	Office Support - Laminating	Laminating – Flexible daytime hours throughout the school year. Two parents are required to work independently but communicating as a team. One parent processes the job requests on the laminating machine, and the other parent does the cutting and sorting of the completed laminating jobs. Must be available to do laminating work the week prior to the date the school opens.	Aug	June 30	50
	Office Support - General Duties	Office Support – This is a daytime job from 9:00–11:30 a.m. one day per week every second week for the entire school year. These parents are required to do recess supervision on their assigned day from 10:25–10:50 a.m. The remainder of their time is spent working in the photocopying room on teachers' classroom requests which involves copying, stapling, cutting, gluing, colouring, etc. and sorting and returning lost and found items. Day of the week preference _____.	School year.		50

2017 - 2018 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
Maintenance	Office Support - Recycling	Recycling – This is a daytime job with flexible hours once per week for 1.5 hours. Responsible for collecting recyclables (primarily juice boxes and paper) from throughout the school and delivering them to their designated off-site locations. Must be available for a big clean up at the end of June and the end of August.	Aug 15	June 30	50
	Maintenance	Providing support with the school maintenance tasks (ie.: school ground cleaning & garbage clean up, school yard safety, cleaning exterior, gardening/weeding, misc. projects and de-icing and snow cleaning). Flexible hours and schedule based on need. Area(s) of interest: _____	Year round		50
	Evening Janitorial Assistance	An evening job assisting the school janitor with daily light cleaning of the common areas such as the gym, lobby and kitchen mainly with classroom tidying mixed in. Monthly classroom cleaning is also part of this role. We prep for school re-openings after breaks and disinfect high-touch areas during the cold and flu season. The days of the week and times are somewhat flexible. Evening of week Preference (please provide): _____	School year.		25 or 50
Athletics	Head Coach	Head Coach (Limited Positions Available) - Head Coaches for defined sports (Basketball, Volleyball, Soccer) to lead practices and attend all games. This option earns 25 hours and must be combined with another 25 hour job or \$300 Pay in Lieu option. Only one coaching assignment qualifies for PPP. Criminal record check is required for this position.	Seasonal.		25
	Referee	Referee (Limited Positions Available) - Referee for defined sports (Basketball, Volleyball, Soccer) to attend and referee all games. This option earns 25 hours and must be combined with another 25 hour job or \$300 Pay in Lieu option. Only one coaching assignment qualifies for PPP. Criminal record check is required for this position.	Seasonal.		25
School / Parish	PEC	P.E.C. - this is an elected position	Year round		50
	Goods and/or Services In Lieu	We understand and appreciate that not all of the positions may work for each families' individual circumstances and therefore, offer a goods and/or services in lieu of hours option. Application will be reviewed annually by the PEC.	Please find application form on line on school website.		
	Special Events Team	During the school year, the special events team will be responsible for the planning and execution of two parish/school events. These may include, but are not limited to, the Senior's Christmas Lunch, Pancake Breakfast with Santa, Teacher's Appreciation Lunch and/or a Spring Family Fun Event. (Volunteers from the wider community will assist on event days). The team will hold monthly evening meetings to plan these events. Energy, enthusiasm and a wish to make great events happen are required.	School year.		50

2017 - 2018 STAR OF THE SEA CATHOLIC SCHOOL

Parent Participation Program Commitment Form - Job Areas and Descriptions

Area	Job Title	PPP Job Areas and Descriptions	Start	End	Hours Earned
Parish	Altar Server Coordinator	ALTAR SERVER COORDINATOR - Altar server scheduling done once a month for weekend Masses. Training takes place once a year usually in September and runs for 6 – 7 weeks. Outings are: one or two a year i.e. (water slides) (bowling) (movie night). Phone calls for scheduling come in constantly – can be done by email if preferred. Occasionally requests come in for special Masses (i.e. confirmation, 1st communion, Masses with Archbishop) – need to provide servers. This Ministry is a year round position, and is extremely rewarding and fulfilling. Criminal record check is required for this position.	Year round		50
	Gala Acquisitions	Gala Acquisitions Team - Procure items for silent and live auctions for the annual Stella Maris Gala. Contact local business, arrange pick-up and send thank you's. Ideal for those with business contacts.	Varies.		50
	Gala Crew	Families opting to complete their PPP hours through working for the Gala Event for Gala can either choose to earn 25 or 50 hours at the dates and times listed below ONLY. As Gala is our key fundraiser of the year and there is no flexibility with the job schedule (i.e. you MUST fulfill your commitment of 25 or 50 hours during Gala Week – see below times), Gala Crew will be awarded a premium of 1.5 hours for each hour worked. If the 25 hour option is chosen, this choice must be combined with another 25 hour job OR \$300 worth of approved Goods and/or Services OR \$300 Pay in Lieu option. Wed. Oct 18th - during school hours (2-3 hrs.) - heavy lifting/moving Thurs. Oct 19th – after school into evening (5-6 hrs.) – ironing, cleaning, moving, hanging decor Fri. Oct 20st – all day-about 9am-7pm (10 hrs.) – set up, various duties ****Sat. Oct 21nd – Gala night team, 4:30pm-1:00am - (8-10 hrs.) – all gala night duties**** Sun. Oct 22rd – Clean-up day, 9:00am-4:00pm (4-6 hrs) – clean-up/take down duties ****NOTE: Available for returning families only. Preference will be given to those able to work on Gala Night****	Gala Week - Oct 17 - 22, 2017		25 or 50
	Gala Committee	Gala Committee (available for returning families only) - Appointed positions (ie.: Chairs, Volunteer Coordinator, Classroom Projects Coordinator, Décor Chair, Acquisitions Coordinator and Software Tracker).	Varies.		50
	Gala Classroom Projects	Use your creative talent to manage a GALA CLASSROOM PROJECT from concept to completion. This is a unique role and will be awarded to those pre-approved by the Gala Committee. (available for returning families only). Criminal record check is required for this position.	Varies.		50
	PREP	P.R.E.P. is held at Star of the Sea School on Thursday from 6:00 pm to 7:30 pm with one (1) hour awarded for preparation time. 2.5 hours per night is earned over a 30 week period. Criminal record check is required for this position.	Thursday evenings.		50
	Children's Liturgy	Children's Liturgy - Teaching Children's Liturgy of the Word (Sunday School) to primary students at Sunday morning Masses 9:00 or 11:00 am (no experience necessary). Criminal record check is required for this position.	Sunday AM Masses.		50
	Coffee Ministry	Coffee Ministry - Prepare and serve coffee, tea, juice and cookies after the 9am or 11am mass and Friday school masses at the Good Shepherd Church.	July 1	June 30	50
School Support	Hybrid	Choose any 25 hour job _____ (Please indicate which one) + \$300 Pay in Lieu option.	A combination option where you choose a 25 hour job + \$300 Pay in Lieu option.		
Non-participating	Pay In Lieu	We understand and appreciate that not all of the positions may work for each families' individual circumstances and therefore, offer a pay in lieu of hours option.	Please enclose an additional \$600 pay in lieu fee dated Sept. 1, 2017		