



**ÉCOLE NOTRE DAME DE FATIMA
OUR LADY OF FATIMA SCHOOL**

Frequently Asked Questions about the Parent Participation Program

For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them. Romans 12:4-6

Why have PPH?

Our Lady of Fatima School relies on the participation of parents to help keep down the operational costs of running the school. Service is a vital aspect of the spirit and community of Our Lady of Fatima School. Parents model the Christian value of service through their participation in school programs and activities, as well as provide a valuable resource that allows the school to maintain a low tuition. Each participation family is required to serve a minimum of 40 hours per school year.

What are parent participation hours?

Participation hours represent the actual time parents spend performing their duties that help the school.

What is a Non Participating Fee?

Families have the option to pay an annual levy of \$800 in lieu of the required 40 parent participation hours.

If a parent opts out of parent participation, does this include Parking Lot Supervision and Grade Events?

Yes

How many hours are required?

Parents are required to work a minimum of 40 hours for the school year. 20 hours must be completed between June 1st and December 31st. The full 40 hours must be completed by the May 31st. Hours done on or after June 1st count towards the following school year.

Do Parents Log in their own hours?

Yes. There will be a new web-based program available June 1st. Parents will log in their hours for approval by the Category Coordinator.

Can both parents from the same family work at the same time to obtain hours for each person?

Yes

Can I hire outside help or have my nanny fulfil my parent participation requirements?

No. The Parent Participation program is for parents only.

Can other relatives fulfil any of my parent participation requirements?

Generally it must be the Parents who must perform the hours. (On a case-by-case basis, for extenuating reasons, the pastor can approve allowing another relative to fulfil the hours. Written approval from the pastor must be submitted by the applicant to the PEC).

How do I sign up for Parking Lot Supervision and Playground Supervision?

When you login to our new software, there will be an option to schedule all your shifts for the year. It will be first come, first served. We encourage you to do this at your earliest convenience if your time and schedule is restricted.

If I don't show up for my scheduled Parking Lot Supervision shift, will I be penalized?

Yes. We ask that you find a replacement for your shift first. If you do not show up for your shift and do not arrange for another Fatima parent to take your place, you will be charged a levy of \$20 per hour.

Who chooses the Classroom Parent for each grade?

Those wishing to become the 'Classroom Parent' can register on a first come, first served basis. The classroom teacher will approve the parent on this basis.

Do Co-ordinators and Class Parents keep track of their 40 hours?

Not necessarily. As a Class Parent you will receive your full 40 hours. While most coordinator positions will yield a full 40 hours, some may not due to a lesser time commitment. This information will be available at the time the coordinator positions are made available for sign-up. If a coordinator position does not yield a full 40 hours, the parent taking that role will be required to make up any additional required hours in other tasks.

When parents help for their Grade Event can they use these hours toward their 40 hour parent participation requirement?

Yes. You must complete a minimum of 2 hours per class and you are encouraged to complete more in assisting your classroom parent.

What if I miss a shift?

Any parent who fails to work a scheduled participation shift will be fined a levy of \$20 per hour for each hour missed. Parents must understand that if they cannot work a particular shift, it is their responsibility to find a replacement.

If I have all my required hours of participation before the end of the school year, do I still need to continue working the shifts for which I am already scheduled?

Yes, you are still expected to show up and work all of your scheduled shifts. If you do not show up for your shift there will be a levy for a missed participation shift at the rate of \$20 per hour for each hour missed unless you are able to find a replacement for those hours.

What if I do not have the required 20 hours by December 31st?

If you have fewer than 20 hours by December 31st, your first \$400 dated December 31st will be cashed in the new year. If at the end of the school year you have completed the required 40 hours you will be refunded the full \$400.

How do I get reimbursed for my event expenses?

If a task requires that materials or services be purchased, one person should be designated to make all the purchases and collect receipts. This person will be reimbursed by the school. The designated person should pick up the reimbursement form from the office to list all expenses incurred and submit the form with receipts.

What if I do not have the required 40 hours by May 31st?

If you have fewer than 40 hours by May 31st, then depending on how many hours you have completed, one of the following calculations will apply;

- a) If the total hours completed for the entire year ending May 31st are less than 20 hours, then you will be considered a non-participating family and your second \$400 cheque will be cashed for a total payment of the \$800 non participating fee for the year.
- b) If you had 20 hours completed at December 31st but did not obtain 40 hours by May 31st then your second \$400 cheque will be cashed and you will receive a pro-rated reimbursement based on a rate of \$20 per hour not completed.
- c) If you did not have 20 hours completed by December 31st and you have between 20 and 40 hours by May 31st you will receive a pro-rated reimbursement, based on a rate of \$20 per hour for hours you did not complete.

I have some great ideas for events and/or fundraising. Who do I tell?

Forward these ideas in writing to the PEC or by email to PEC@fatimaschool.ca

Still have questions?

Please e-mail us at pec@fatimaschool.ca and you will receive a timely response.