

**Ecole Notre Dame De Fatima
Our Lady of Fatima School**

**Frequently Asked Questions about
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***

What are parent participation hours (PPH)?

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

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 is a Non Participating Fee?

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

How many hours are required?

Parents are required to work a minimum of **40** hours for the school year. 20 hours must be completed by 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. Each 40 hours is comprised of 5 Parking Lot Supervision shifts , 2 hours at each of your child(ren)`s Grade Events and the remainder of hours at your option.

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

Yes

Do Parents Log in their own hours?

Yes. There is the new PPH software available. Parents will log in their hours and the coordinator will approve their hours.

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, it is against school policy to hire outside help.

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).

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

When you login to our PPH software, there will be an option to schedule all your shifts for the year. It will be first come, first serve. 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 you will be charged a levy of \$20 per shift. Whoever performs the shift will receive PPH credit.

Who chooses the Classroom Parent position for each grade?

In the Parent Participation Form given at registration you will be able to sign for it. Your class teacher will approve together with the PPH coordinator.

Do Coordinators and Classroom Parents keep track of their 40 hours?

No. As Coordinator or Classroom Parent you will receive your full 40 hours and be exempt of the mandatory hours of parking Lot Supervision and Grade Events . Classroom Parents will not be obligated to participate in other grade Events different that the ones they are responsible for.

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 encourage you to complete more in assisting your classroom parent.

If I have twins do I have to do 4 hours for the Grade Event ?

No . The two mandatory hours are for both children in the same grade.

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 and whoever performs the shift will receive PPH credit.

If I have all my required hours of participation before the end of the school year, do I still need to continue working my shifts in my regular scheduled category?

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.

What happens if I have completed by May 31st my 40 hours but I have not completed the 5 Parking Lot Supervision shifts or participated in my Grade Event(s)?

If you complete 40 hours, but do not fulfil the mandatory requirements for Parking Lot Supervision and Grade Event, you will be assessed a levy. (e.g. 5 shifts of Parking Lot Supervision not completed = \$100 (\$20 per PPH per shift)

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

If you have less 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 year you have completed the required 40 hours you will be refunded the full \$400.

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:

- 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 parents that have great ideas for events and fundraising. Who do I tell?

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