

FREQUENTLY ASKED QUESTIONS:

1.) Why such a program?

The Parent Participation Program helps to foster a strong sense of community spirit as parents work together to create a better school. Through this program we are able to:

Raise funds for the school - many participation hours are dedicated to fundraising. Reduce costs - hours devoted to maintenance and janitorial represent significant dollar savings to the school.

2) Are ALL volunteer opportunities at TLA eligible for Participation hours?

As there is a \$20 per hour credit given to all parents choosing to take part in the PP Program, parents become participants and are not considered 'volunteers'. Although only specific activities mentioned can be credited towards the Parent Participation Program. Some activities are limited to 5 hours combined/year.. Some activities are not eligible at all and are **true volunteer opportunities** for parent assistance.

Fundraising opportunities /Events that benefit TLA as a whole are eligible for ppp hours. Examples of this may be the Walkathon, Family BBQ Fund raising for projects/items for the school. (Graduation fundraising is an exception to this rule, (hours will be limited to allow for Grad parents to participate primarily)

Excluded: fundraising activities for **individual** groups and/or teams are not eligible for Parent Participation hours unless an exception has been made by the Parent Participation Coordinator, the principal and the teacher collectively.

Example of a limited category for non fund raising activities per year

Field trips- driving to and from an activity (Maximum 2 hours/event) Must have minimum 2 children besides your own in vehicle. See number 12.

Out of Town Supervision (3 hours maximum/per event)

Hosting RC Challenge)limited to set up and take down tasks)

Speech Arts Set up and organization (Maximum 3 hours)

Christmas Concert participation (3 hours for ppp.)

3.) How do I get started

Parents must take individual responsibility for signing up for a Parent Participation Category of their choice, and for ensuring that they accumulate the 20-hour minimum requirement

Parents should carefully monitor the school news letters and emails for specific information about available PP work or contact the Program Coordinator who can pass on information about which categories may need participants.

4). How many hours are required?

Parents are required to work a minimum of 20 hours from August 1st to June 30th. While some very limited summer work may be available, most parents will perform their duties during the period from September to June. The primary purpose of scheduling will be to complete an activity that benefits the school. Accordingly, shifts might not be structured so that parents may work 20 hours exactly. As a result, it is the expectation that most parents will work more than the minimum hours required.

5) What are my responsibilities?

Parents must take personal responsibility for ensuring that they become active in the program, and that they schedule sufficient time to meet their commitment for the year. **Parents are also required to be familiar with the program policies and how they are applied.**

Parents commit to one main category each year, and fully cooperate in the scheduling of the related activities. In agreeing to work specific shifts, parents commit to the following:

To arrive at the Participation activity in a timely fashion and to work for the entire shift.

To accurately record their hours on the sign-in sheet and to keep their own detailed record of hours worked

6. What if my categories doesn't have enough hours to fulfill my responsibility

Participation shifts and schedules can vary from year to year, so it is possible that a parent's main category does not provide 20 hours. In this case, parents may "top-up" their hours in another category. Parents should always talk to their PPP co-ordinator to see where they can be helpful

7. What if I do not complete my hours

Any family that has not completed the minimum 20 Participation hours by the end of the school year will be assessed at a rate of \$20.00 per hour for all outstanding hours. Parents must understand that there is no opportunity to make up missing participation hours after June 30th

8 What if I work independently, and do not use a Sign-In Sheet?

Everyone working in the PP program must use a Sign IN/Out sheet. These will be set up by category and on a monthly basis

Many leadership positions within the Program require parents to work independently, and their work is not directly supervised. However, they are still obliged to fully document their hours and submit them

for approval once a month to the PPP Coordinator. Hours that are not entered on a Sign In/Out sheet and approved will not be credited for the program if its not recorded. Hours will be recorded and submitted by the end of each month. If they are not submitted they are not counted. NO Exceptions to this.

9) What if I have a personal situation and can't fulfill my Participation commitment?

Extenuating circumstances, such as serious health or family situation, may qualify a family for a partial or full exemption. These situations are evaluated on a case by case basis. Parents must contact the Parent Participation Coordinator if they are experiencing personal difficulties and find they can neither fulfill their commitment to the program nor pay the non-participation fee. The PP Coordinator and Principal will assess the situation based on information and documentation provided. Once reviewed the principal will communicate the decision to the parent applicant.

*Please note that in order to be fair to all parents, we do not grant exemptions because parents are busy with work, or have participation commitments in other schools.

10) What if I miss a shift?

Any parent that fails to work a scheduled Participation shift will be assessed at the rate of \$80.00 per each missed shift or \$20 per hour for any missed shift, whichever is greater. Example: A parent that misses a shift that had been scheduled for 1 hour will be assessed \$80.00; a parent that misses a shift that had been scheduled for 5 hours will be assessed \$100. These missed shifts are reported by the to the Program Coordinator who will invoice the family at the end of the school year.

Parents must understand that if they cannot work a particular shift, it is their personal responsibility to arrange for an authorized replacement within the category.

11) Can I change Categories?

Parents need formal permission to change categories. Once a commitment to a category has been confirmed, transferring to another category for Participation requires the authorization of the Participation Coordinator. The reason for this process is to eliminate participants moving from category to category and leaving some categories short of participants to adequately fulfill the operation of those categories. (some activities are restricted to 10 hours of Participation max?)

The priority of Parent Participation is to direct parents towards activities that benefit the whole school. Some categories will have a limit of hours

However, when we consider some of the activities under School Assistance - such as field trip supervision, driving, and assisting with school events - we have found that these cannot truly be considered a priority for the program - mainly because they involve extra-curricular activities that service few students rather than the majority of the school population. On the other hand, we do appreciate that teachers and coaches do need assistance in these areas, and that there are not always

sufficient volunteers available. Therefore, we do allow these activities for parent participation, but each family may claim a combined limit of 5 participation hours for these activities each year.

12) Can Participation Hours be credited for Out-of-Town Trips?

Yes, as long as these trips are within the BC region. However, please note that these hours both for driving and supervision will fall within the Limited Category hours policy) Out-of-province trips pose a genuine problem for the program; since they use such a large number of parent hours, in a short period of time (a parent could fulfill the 20-hour minimum requirement in one weekend). Although we certainly appreciate the commitment of parents who are willing to assist the school in this way, we feel that such hours do not fit into the priorities of the program.

13) How can I check my hours?

1. Contacting their Category Manager(s). However, Parents have the responsibility to keep personal documentation of all hours worked should it become necessary to verify against the records of the Category Manager.
2. In the event that there is a discrepancy between a parent's record and the Activity Coordinator, they will take steps to deal with the issue but if they cannot, then the matter will be referred to the Program Coordinator.

14) What if I don't wish to participate in this program?

Families may choose the non-participation option, in which case they will be required to remit an \$400.00 Non-Participation Fee at the time of registration .

If you decide to leave the program or school midyear, cheques will be cashed immediately following this decision as this is not refundable, but you may receive a donation receipt in lieu of.