

# ACTIVITY DESCRIPTIONS 2018-2019

## SCHOOL PROGRAMS

### PARENT ENRICHMENT TALKS (SEPTEMBER – JUNE) -2.5 HOURS PER TALK

#### What is the Parent Enrichment Workshops?

It is a series of four workshops for the enrichment of our parent community, equipping them to be the primary educators of their children in partnership with the school, the parish and their missions.

#### Who should attend?

It is mandatory for parents who opt into the Parent Participation Program to attend two of the four workshops. This is a requirement to fulfill the participation hours. However, all parents are welcome to join.

#### Who can attend?

All members of the St. Anthony of Padua School and parish communities, their friends and guests, and the community at large.

#### Where?

All workshops will be held at the church basement.

#### How?

Lecture will be followed by a Q & A period and discussion.

#### Why?

The parent workshops provide an opportunity for the enrichment of the school and parish families and a means of coming together to develop parent-to-parent friendships while learning from leaders in our archdiocese. As the mission of the school extends beyond the classroom, partnering with parents and equipping them in the task of raising children well to young adulthood is a priority of the school.

### PARENT ENRICHMENT TALKS AND SOCIAL (SEPTEMBER – JUNE)

#### Parent Helpers – 8 hours – Need 6 participants

- Participants are required to sign in and sign out with the Supervisor
- Assist the Supervisor to make sure that the event is successful
  - i.e. purchase supplies and set up and clean up
- Volunteers will be credited the extra five hours for attending the talks as well

### PLAYGROUND SUPERVISION (SEPTEMBER – JUNE)

#### Supervisor – 40 hours

- Required to confirm attendance of Parent Helpers.
- Monitors the supervision schedule and coordinates with Parent Participation Coordinator (PEC Member)

#### Parent Helpers – 30 hours – Need 40 participants (September to January or February to June)

- Participants are required to sign in and sign out at the school office
- To provide adequate supervision for students during the supervision times (including while the children are eating their lunch).
- Supervision is required rain or shine. In the event that it is raining at lunch, supervision will be required in the classrooms and hallways from 11:55 until 12:55 p.m.
- Participation is once a week, hours is allocated as followed:

8:15am – 8:45am = 30 min of participation  
10:15am to 10:45am = 45 min of participation  
11:55am-12:55pm = 60 min of participation  
2:45pm – 3:15pm = 30 min of participation

Please note: As these time slots are difficult to fill, we will be crediting an additional 15 min of participation for morning and afterschool supervision

- Parents will have an orientation session to familiarize themselves with school supervision policies.

## **CLASSROOM PARENTS (SEPTEMBER – JUNE)**

### **Supervisors – 40 hours – Need 8 participants**

- Selection based on communication and organizational skills, time commitment, confidentiality, resourcefulness, support of the teacher, etc.
- This position is limited to the same parent a maximum of 2 consecutive years
- With the help of teachers, one parent is chosen to be the Class Parent Supervisor (Must be a parent from that class)
- Duties include: contacting parents in September, relaying information including phone calls & emails to parents in the class (upon teacher's request), **and must help with the Book Fair**

### **Parent Helpers – 10 hours – Need 8 participants (1 per grade)**

- Parent Helpers time slots: 9:45-11:45am, 12:45-2:45pm, or Evenings (take home work)
- Contact made only through Supervisor
- Parent helpers are not restricted to the grade their child(ren) are in, but may be asked to participate in other grades
- Participation hours will be tracked through the Supervisor

## **HOT LUNCH PROGRAM (SEPTEMBER – JUNE)**

### **Supervisor – 40 hours**

- Confirms the term menu with the office and the supplier
- Ensures menus are available to parents via school website and hard copies
- Creates the work schedule and coordinates the participants, as well as occasionally participates in the distribution of hot lunch and supervising the parent helpers

### **Parent Helpers – 30 hours – Need 10 participants (11:30am – 12:30pm Daily)**

- One day a week
- Participants are required to sign in and sign out with the Supervisor
- Check lunch boxes in foam boxes with packing list before delivery to classroom
- Deliver hot lunches to classes around 11:35am
- Provide support to school secretary (office work) while waiting to pick up foam boxes at 12:35 pm.

## **LIBRARY (SEPTEMBER – JUNE)**

### **Supervisor – 40 hours**

- Required to confirm attendance of Parent Helpers with the school office.
- Organizer of the Book Fair
- Creates the work schedule and coordinates the Parent Helpers
- Expected to participate in the library duties similar to the Parent Helper listed below

### **Parent Helpers – 30 hours – Need 10 participants**

- One day a week
- Participants are required to sign in and sign out at the school office
- Parent Helpers time slots: 9:00am-11:00pm or 12:45pm-2:45pm once a week
- Duties include supervising the class while students are in the library, checking out books, and shelving and repairing books. Parents also need to have certain skills and a level of confidence to read and interact with students.
- Must volunteer at the Book Fair

## **BOOK FAIR (October 22 to 26, 2018)**

### **Parent Helpers – 10 hours – Need 6 participants**

- Participants are required to sign in and sign out with the Library Supervisor
- Parent Helpers time slots: Daytime, and Evening during Parent/Teacher Conferences
- Work the Book Fair helping students/parents select books and take payment

## **RECYCLING (SEPTEMBER – JUNE) Coordinated through the school office.**

### **Need 2 participants – 40 hours**

- Participants are required to sign in and sign out at the school office
- Participants organize the recycling centre weekly (on rotation based on the schedule given by the Secretary) to ensure there is no garbage and the materials are in their proper bins.
- Return paper, cans and bottles to recycling depot for cash for the school.
- Wipe down containers and replace bags

## **OFFICE HELP (SEPTEMBER – JUNE) Coordinated through the school office.**

### **Supervisor – 40 hours**

- Required to confirm attendance of parent helpers, create and coordinate a work schedule with parent helpers, and participate in office helper duties

### **Parent Helpers – 30 hours – Need 10 participants**

- One day a week.
- Is contacted by the Supervisor, who will track your participation
- Main role is to provide administrative support to the office staff, should have some clerical experience
- Able to handle all communication in an efficient, respectful & confidential manner
- Parent Helpers time slots: 8:45am – 10:45am or 12:45pm-2:45pm

## **EMERGENCY PREPAREDNESS (SEPTEMBER & JUNE)**

### **Supervisor – 30 hours**

- Required to confirm attendance of participants
- Work with the principal to ensure emergency supplies are updated at the beginning of the school year
- Ensure that classroom emergency bags are updated with supplies, etc...

### **Parent Helpers – 10 hours – Need 2 participants**

- Participants are required to sign in and sign out with the Supervisor
- Work with the supervisor to ensure all emergency supplies are updated

## **MEET THE TEACHER NIGHT RECEPTION (SEPTEMBER 6, 2018)**

### **Supervisor – 10 hours**

- Required to confirm attendance of participants
- Organizer of the event together with PEC

### **Parent Helpers – 5 hours – Need 5 participants**

- Participants are required to sign in and sign out at the with the Supervisor
- Assist the Supervisor to make sure that the event is successful
  - i.e. purchase supplies, set up and clean up, and deliver

## **NEW STUDENT PANCAKE BREAKFAST (SEPTEMBER 18, 2018)**

### **Supervisor – 10 hours**

- Required to confirm attendance of participants
- Organizer of the event (with Principal)
- Liaison with CWL & Knights of Columbus

### **Parent Helpers – 5 hours – Need 5 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slots: 7:30am – 11:30am
- Assist the Supervisor to make sure that the event is successful
  - i.e. Help wrap candy, purchase supplies, set up and clean up, etc.

## **TERRY FOX RUN (SEPTEMBER 27, 2018)**

**Supervisor: Staff Member**

**Parent helpers:**

Morning Shift 4 hours-need 5 participants

Afternoon Shift 3 hours-need 9 participants

- Participants are required to sign and out with the supervisor
- Parent Helpers time slot: 8:35-11:50am, 12:35-2:25pm
- Assist the Supervisor to make sure the event is successful
  - i.e.: supervise the safety of students while they run, help them cross the street, report any incidents, injuries or concerns to the classroom teacher

## **AGAPE STREET MINISTRY CANDY DRIVE (NOVEMBER 5, 2018)**

### **Supervisor – 10 hours**

- Required to confirm attendance of participants with the school office
- Organizer of the event (with Principal)
- Responsible for delivering candy bags to AGAPE

### **Parent Helpers – 5 hours – Need 5 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slots: 8:45am – 1:00pm
- Assist the Supervisor to make sure that the event is successful
  - i.e. Help wrap candy, purchase supplies, set up and clean up, etc.

## **FOOD DRIVE WITH THE DOOR IS OPEN (DECEMBER 4, 2018)**

### **Supervisor – 10 hours**

- Required to confirm attendance of participants with the school office
- Organizer of the event (with Principal)

### **Parent Helpers – 5 hours – Need 5 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slot: 8:45am – 1:00pm
- Assist the Supervisor to make sure that the event is successful
  - i.e. Help pack food in boxes, set up and clean up, and deliver

## **BLESSINGS IN A BOX (JANUARY 22, 2019)**

### **Supervisor – 10 hours**

- Required to confirm attendance of participants with the school office
- Organizer of the event (with Principal)
- Responsible for delivering to Catholic Charities for Men's Hostel

### **Parent Helpers – 5 hours – Need 5 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slots: 8:45am – 1:00pm
- Assist the Supervisor to make sure that the event is successful
  - i.e. purchase supplies, set up and clean up, and deliver

## **JUNE SPORTS DAY (MAY 31, 2019)**

### **Supervisor – 15 hours**

- Required to confirm attendance of participants with the school office
- Works with Grade 7 teacher to help organize of the event

### **Parent Helpers – 5 hours – Need 10 participants**

- Participants are required to sign-in and sign-out with the Supervisor
- Parent Helpers time slot: 7:30am – 12:30pm
- Assist the Supervisor to make sure that the event is successful
  - i.e. purchase supplies, set up and clean up, hot dogs, etc.

## **FEAST DAY (June 13, 2019)**

### **Supervisor: Novena Committee**

### **Parent Helpers: 5 Hours – Need 6 participants for the Food Tent**

- Participants are required to sign and out with the Supervisor
  1. Volunteers to bring own big spoons, tongs, etc. to scoop the food.

2. Apron, gloves & hair net will be provided.
3. Volunteers are expected to be in their respective tents at 8:00PM to receive the food delivery for each tent.
4. After the Novena, fiesta food is served to the devotees.
5. Clear & throw empty food trays & leave the area clean.
6. Remember to take home own spoons, tongs, etc.

## **PARISH EDUCATION COMMITTEE (PEC) (SEPTEMBER – JUNE)**

### **Member – 40 hours**

- There are 7 members on the St. Anthony of Padua PEC: Chair, Vice-Chair, Treasurer, Secretary, Parent Participation Coordinator, Fundraising Coordinator, Maintenance Coordinator
- 2 people are elected in one year and one is appointed; 3 people are elected in the following year and one is appointed
- Attend monthly meetings, and be available for emergency meetings
- Ability to exercise strict confidentiality and professionalism

## **MAINTENANCE (SEPTEMBER – JUNE)**

### **Supervisor – 40 hours**

- Responsible for scheduling and coordinating parent maintenance workers
- Required to confirm attendance of participants with the school office
- Liaison with PEC Maintenance Coordinator
- Handyman skills an asset
- Expected to participate in the maintenance duties

### **Parent Helpers – 30 hours – Need 12 participants (September to January & February to June)**

- Is contacted by the Supervisor or School Secretary, who will track your participation hours
- Participants are required to sign in and sign out with the Supervisor, or at the school office  
The work that must be done will vary and will be both inside and outside the School
- Parents assisting in this area help with the general maintenance and upkeep of the school, including: cleaning various areas of the school, minor painting, carpentry, yard work, grounds cleanup, leaf pick-up and removal, (including clearing drains), snow removal of sidewalks and steps only, etc. In addition, parents needed to clean the church basement.
- Monthly attention to the playground required for the safety of the children. This will include sweeping the front and rear entrances, collecting debris and maintaining the playground

# **FUNDRAISING**

## **BACK TO SCHOOL BBQ/COMMISSIONING SUNDAY (SEPTEMBER 16, 2018)**

### **Supervisor – 40 hours**

- Required to confirm attendance of Parent Helpers
- Organizer of the event from beginning to end
- Work with one specific parent helper and together organize event with PEC fundraising coordinator

### **Parent Helpers – 10 hours – Need 20 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slot: 8:00am – 4:00pm
- Assist the Supervisor to make sure that the event is successful
  - i.e. Set up and take down, supervisors, first aid, refreshment table, bathroom supervision

## **ST. ANTHONY OF PADUA DINNER/DANCE (NOVEMBER 24, 2018)**

### **Supervisors – 40 hours – Need 2 participants**

- Required to confirm attendance of Parent Helpers with the school office and/or the Fundraising Coordinator (PEC Member)
- Organizers of the event
- Coordination with church
- Assign one parent helper to organize the ticket order in liaison with PEC Fundraising Coordinator

### **Parent Helpers – 10 hours – Need 20 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slot: 1:45pm – 11:45pm
- Assist the Supervisor to make sure that the event is successful
  - i.e. purchase supplies, set up and clean up, attend meetings, etc

### **Parent Helpers – 10 hours – Need 4 participants**

- Selling tickets before and after five Sunday Masses

## **PURDY'S CHOCOLATES (DECEMBER)**

### **Supervisor – PEC Fundraiser**

- Organizes the event from beginning to end, liaise with PEC fundraising coordinator
- Responsible to make sure that the event is successful

### **Parent Helpers – 5 hours – Needs 6 Participants**

- Assist the Supervisor in distributing chocolate according to order forms

## **WALKATHON (APRIL 12, 2019)**

### **Supervisor – 40 hours**

- Required to confirm attendance of Parent Helpers with the school office, organizer of the event from beginning to end, liaisons with the Principal, and participates in the Walkathon Assembly

### **Parent Helpers – 5 hours – Need 40 participants**

- Participants are required to sign in and sign out with the Supervisor
- Parent Helpers time slot: 7:30am – 12:30pm
- Assist the Supervisor to make sure that the event is successful (i.e. Set up and take down, rover supervisors, first aid, refreshment table, bathroom supervision)

## **YEARBOOK (SEPTEMBER – JUNE)**

### **Supervisor – 30 hours**

- Required to confirm attendance of Parent Helpers with the school office and/or the Fundraising Coordinator
- Organizer of the Yearbook
- Assign one parent helper to organize the yearbook orders, donation/sponsorship in liaison with PEC Fundraising Coordinator

### **Parent Helpers – 15 hours – Need 5 participants**

- Participants are required to sign in and sign out with the Supervisor
- *Assist the Supervisor to make sure that the Yearbook is successful (i.e. purchase supplies, donations, etc.)*

## **PARENT SUPPORT GROUP (PSG)**

**(SEPTEMBER – JUNE)**

### **Member – 40 hours**

- The Parent Support Group is comprised of a group of volunteer parents which may vary in size from a minimum of 3 (Chair, Secretary, and Treasurer) to a maximum of 5 members.
- The main function of the group is to distribute the annual grants received from the BC Gaming Commission, with the sole purpose of supporting extra-curricular opportunities which benefit the students directly. From time to time, at the discretion of the executive committee, additional fundraising efforts may be undertaken to further enhance any extra-curricular opportunities.
- Membership involves regular attendance at meetings and committee work.