

ST. HELEN'S CATHOLIC SCHOOL



2021 / 2022

**REGISTRATION
PACKAGE**

THANK YOU FOR YOUR GENEROUS SUPPORT

We believe the fish to be an appropriate symbol of our effort to build a new school for the children of St. Helen's Parish. To achieve our fundraising goal, we need to cast a wide net. It is necessary to raise funds to continue to provide high-quality education for all students.

This is your opportunity to help. This is also your opportunity to leave a legacy that is your name on our "Donor Recognition Wall," which we refer to as *The Stream of Gratitude*. This special wall, a symbol of thanks and recognition to those of you who will make donations to support these growing educational needs, will be located in the foyer of the West Wing.

You will see there are six levels of support in our Stream of Gratitude, each represented by a fish of varying size and hue. Your fish will symbolize your level of support. Please join our Stream of Gratitude. Please help us to finish this task that God has given us.



Saint Helen's Church

3871 Pandora Street, Burnaby, BC, V5C 2A6

Dear Parents,

I would like to thank you for registering your child in St. Helen's School for the 2021/22 school year. I welcome you all to our school and parish family and in a special way those who are new to our school this year. We feel honoured that you have entrusted to our school the education of your child and we promise to do our utmost to provide an excellent Catholic and academic formation.

At the very heart of our Catholic elementary school is the person of Jesus Christ. We strive to help our children know and love Jesus, to learn the teachings of the Catholic Faith, and to equip them with the values and virtues that will guide them throughout their lives. The encounter with Christ is the reason for our school. The Church has always taught that parents are the primary educators of their children. Our teachers do their best to teach and exemplify the Faith but if their efforts and the sacrifices you have made to send your child here are to bear fruit then your own teaching and example are also necessary.

We are all on an ongoing journey of faith. This time is also an opportunity for you to grow together with your child in your faith. I would invite you then, if you are not already doing so, to attend and participate in Sunday Mass here at St. Helen's or in your own respective churches (also available by live streaming). I would truly love to see you celebrate the Eucharist together with the rest of our community. It is also proper for Catholics to support their parish with a financial contribution according to one's means (and which can be done by the regular use of Sunday envelopes or online). Finally, because Catholic schools in this province are only partially funded (about 50 percent) by our tax dollars in order for our schools to thrive they require additional support from parents in the form of various opportunities to volunteer service to the school. Your generosity and goodwill ensure that our school will continue to flourish.

St. Helen's has a rich history and a promising future because of parents like you. Know that I am always available to listen to your concerns and to support you in whatever way I can. I thank you for your past involvement and sacrifices and look forward to a year filled with good things for your family and our community. May God bless you abundantly!

Sincerely in Christ,
Fr. Alessandro Lovato
St. Helen's Parish, Pastor
Burnaby



ST. HELEN'S SCHOOL

3894 TRIUMPH STREET, BURNABY, B.C. V5C 1Y7

Phone: (604) 299-2234 Fax: (604) 299-3565

Email: sthelens@telus.net Website: www.sthelensschool.ca

Dear Parents,

St. Helen's Catholic Elementary School is a learning Catholic Community working together to ensure the success of our students.

We hope you will take advantage of every opportunity to be part of our school bringing to it all of your energies, talents, and interests.

With its philosophy of educating the "whole person," the spiritual development of the children is integrated into all areas of the curriculum.

St. Helen's School provides opportunities for personal excellence in distinctive educational extracurricular activities. **In 2023 St. Helen's** will celebrate our **100TH year** of operation. Today our school is recognized as one of the best in Burnaby and enjoys a reputation for excellence in Academics, Athletics, and Fine Arts; a credit to tradition and hard work.

We encourage all our students to become lifelong learners and take responsibility for their learning. Parents increase learning opportunities for all students, and they provide an even richer education by adding their unique skills, talents, understanding, and time. Children take pride in their parents' involvement in education. Parents promote a community of understanding of school and student's needs. Parents like you are important people!

Sincerely in Christ,

Waldemar Sambor | Principal

St. Helen's School

3894 Triumph St., Burnaby BC, V5C 1Y7

T: 604.299.2234 E: wsambor@cisva.bc.ca



www.sthelensschool.ca



TUITION AND FEES

Tuition/Registration/Activity fee obligations must be met as outlined in the St. Helen's School Registration Package. Without Special Consideration, Exemption from the Pastor, failure to meet the Tuition/Registration/Activity fee obligations will result in refusal of re-registration for the following school year.

2021 / 2022 SCHEDULE OF TUITION FEES

TUITION RATES:

The table below summarizes the school's monthly tuition fee schedule for the 2021/2022 school year:

Activity Fee, Registration Fee, and the month of September are paid in advance, will be processed through your pre-authorized debit on **February 16th, 2021 and is NON REFUNDABLE.**

The remaining tuition is paid monthly through pre-authorized debit from September 1st, 2021-May 1st, 2022.

| | Category 1 (Catholic) | Category 2 (Catholic) | Category 3 (Non-Catholic) |
|----------------|--------------------------|--------------------------|------------------------------|
| One Child | \$359.00 | \$504.00 | \$661.00 |
| Two Children | \$702.00 | \$977.00 | \$1,254.00 |
| Three Children | \$918.00 | \$1,337.00 | \$1,706.00 |

DEFINITIONS:

CATEGORY ONE (Registered participating and contributing Parishioners of St. Helen's*)

- Registered Parishioners of St. Helen's Parish.
- Regularly attends mass at St. Helen's Parish.
- Use Sunday envelopes (weekly contribution is required).
- Authorized by St. Helen's Pastor.

- Families who do not comply with the above will be moved to Category Two**

CATEGORY TWO (Non-participating or practicing St Helen's Parishioners or from another Catholic Parish)

- Does not regularly attend Mass/registered parishioner of St. Helens Parish.
- Other Parish Pastor's Authorization.

CATEGORY THREE (Non-Catholic): Not a member of any Catholic parish

***Please Note: Registration will NOT be accepted if any outstanding monies are owing to the school (NSF PAD or cheques, Hot Lunch, Bus, Participation Fine, Library Book Fines, etc.)**

ADMISSION POLICY

As per the policy of the Superintendent's office for all Catholic Schools in the Vancouver Archdiocese; the following is the priority list for admission to St. Helen's School.

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly. "Active in a parish" shall mean those who support the parish by using envelopes regularly and participate in the work activities required of them.

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school whose families are practicing Catholics and active in our parish.
3. Children whose families are practicing Catholics active in our parish.
4. Siblings of children already in the school whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Once accepted into the school, non-Catholics need only meet the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

* It is the Pastor and PEC's prerogative and responsibility to decide upon admission of a family where there is financial difficulty and/or inability to participate in the Participation Program. The Pastor may decide to grant them "Special Consideration."

SPECIAL CONSIDERATION

It is the policy of St. Helen's School that no child will be refused a Catholic education because of financial difficulty. If your family is experiencing financial hardship, you should contact your PEC to discuss financial assistance in helping you to meet your tuition payments. It is also accepted that there may be a serious problem prohibiting a family from participating in the Participation Program. The Pastor and PEC, on an individual case basis, will determine the assistance to needy families.

ST. HELEN'S SCHOOL UNIFORM

St. Helen's believes that a school uniform is an identifying symbol of a particular school with its individual characteristics. It identifies a child as a student of St. Helen's School and should be worn with pride. A student's personal appearance impacts their attitude as well as their behavior and thus the learning process. The purpose of having and enforcing a uniform is to create uniformity whereby diminishing social and cosmetic differences that attract undue attention to individual students. In school, the student is encouraged to draw on their inner strengths to express their creativity and personal self.

UNIFORM

- Girls: St. Helen's Tunic (Grade K to 3)
St. Helen's Kilt (Grade 4 to 7)
Navy blue knee socks or tights.
Navy blue cotton twill pants
Navy blue skort, navy blue (above ankle) socks,
(Optional Summer uniform)
- Boys: Navy blue cotton twill pants.
Navy blue walking shorts, navy blue (above ankle) socks,
(Optional Summer uniform)
- Girls & Boys: Light yellow polo shirt
Navy blue St. Helen's sweater.
Black or navy dress type shoes or runners, preferably soft soled
(No stripes, logo's, etc.)
- P.E. Uniform: St. Helen's gym uniform consists of St. Helen's shorts and
T-shirts (white socks at the discretion of the teacher) and running
shoes.

It is expected that all uniform items will be those supplied by Neat Uniforms. Exceptions will be made only on an individual basis for reasons such as fabric allergies, size availability, etc.

RULES

All students from Kindergarten through Grade Seven are expected to be in full uniform at all times. If for unforeseeable circumstances, the child/children are unable to be in uniform, they must bring a note to their teachers giving the reason. Parents are strongly advised to put their child's name, on **ALL** uniform items, in some permanent fashion.

On the first occasion a child is not in uniform without a note, or if the child's appearance is determined as unacceptable, a note will be sent home to the parents outlining the problem. If the problem is ongoing, and no special consideration has been given to the specific situation, the parents will be called and the child/children will be suspended. The suspension will remain in place until the situation is rectified. Any time missed will have to be made up at the school's convenience.

Sweaters are worn daily at the discretion of the child, BUT the child **must** bring it to school every day so that it is available to be put on for school gatherings, masses, field trips, etc.

Based on the school's philosophy of uniform, there are expectations regarding personal grooming and accessories at school and during school-related functions. Predicting ever-changing fashion statements is impossible; therefore, the following are only some examples of these expectations:

Girls: No extreme haircuts, styles, coloring and/or bleaching of hair, no extreme accessories, no makeup, maximum one earring/earlobe – studs or sleepers only, no other body piercing or tattoos, no nail polish, skirts to be a modest length, shoe heel height not to exceed 1 – ½” or 3 centimeters.

Boys: No extreme haircuts, styles, coloring and/or bleaching of hair, no extreme accessories, no earrings, body piercing, or tattoos.

It is the prerogative of the Education Committee to measure these expectations and the responsibility of the Principal to see they are enforced. All decisions made by the committee are final and subject to the terms of the Parent/Guardian Letter of Commitment signed at the time of admission.

LOST AND FOUND POLICY

Box is in the underground garage. Unclaimed items will be sent to the missions society regularly.

PLEASE NOTE:

All uniform items are available at:

**Neat Uniforms
1050 Boundary Road
Burnaby, B.C.
V5K 4T3**

<https://www.neatuniforms.ca/>

REGISTRATION 2021/2022 CHECKLIST

***PLEASE NOTE: REGISTRATION WILL NOT BE ACCEPTED IF ANY OUTSTANDING PAYMENTS ARE OWING TO THE SCHOOL. (NSF CHEQUES, PARTICIPATION FINES, LIBRARY BOOK FINES, ETC.)**

CHECK the Pre-Printed Student Verification Data Form

- Verify all information and sign the form. (Please take the time to check the full form)
- Add any younger siblings* & update occupation* on the form.
- Please fill in the blank Student Verification Form for new Kindergartens students.

PLEASE COMPLETE AND SIGN THE PAD FORM(pre-authorized debit).

Registration, Activity Fee, and One Month Tuition/Bus (ALL NON-REFUNDABLE)

- Processed by pre-authorized debit (PAD) on February 16th, 2021
- Tuition is for September which is to be paid in advance.

Hot Lunch / Balance of Tuition and Bus:

- Hot lunch one-time charge of \$155.00 for a full year withdrawn September 1, 2021.
- The remaining 9 month's tuition/bus is withdrawn monthly from September 1st-May 1st.
- Check off 'same as last year' or add a void cheque for new accts and sign the PAD form*.
- Early withdrawal notice must be received one month in advance or that month is non-refundable.

Participation (LPR) Form

- Choose your hours and sign form*.
- 40 hours: Only if hours NOT completed deposit processed (PAD) on June 01st, 2022.
- LPR 15, 5 or 1 hour: Payment PAD on June 01st, 2021. Only if hours are NOT completed deposit PAD on June 01st, 2022

Capital Fund

- Donate online by credit card <https://sthelen.ca/campaigns/601>
- choose 'one time gift' and set up a quick account with credit card info.
- You will receive a tax receipt for your donation.

****The forms below will no longer need to be filled out every year. Parents acknowledge that forms signed in the past are valid for the entire duration their child attends St. Helen's School. Legal Residency Form will only be required for NEW students or if there is a CHANGE in residency/address.**

Privacy Consent Form: (New Families Only)*

Legal Residency of Parent – Form A: along with required documents (New Families Only)***

Parent Guardian Statement of Commitment: (New Families Only)*

***THERE WILL BE A \$50.00 FEE CHARGE FOR LATE REGISTRATION after Feb5th.**

Due to demand for enrollment, no late registrations will be accepted after Friday, February 12, 2021.

St. Helen's School's 21/22
Pre-Authorized Debit (PAD) Agreement

1. Family Information (Please Print Clearly)

Student Name: _____

Payor Information:

Payor Name: _____

Telephone: _____

2. Bank Account Information (if new *Please attach a VOID CHEQUE* or financial institution form)

If no change on file from the previous year note same as last year. Please indicate:

Same as last year

New Account

| | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Financial Institution Number: | | | | | | | | | | | | | | | | | | | | |
| Branch Transit Number: | | | | | | | | | | | | | | | | | | | | |
| Account Number: | | | | | | | | | | | | | | | | | | | | |
| Indicate Chequing Account: | | | | | | | | | | | | | | | | | | | | |
| Indicate Savings Account: | | | | | | | | | | | | | | | | | | | | |

Financial Institution Name: _____

Financial Institution Address: _____

3. Pre-Authorized Debit (PAD) Details

You the Payor, authorize **St. Helen's School** to debit the bank account identified above for any incidental school fees collected with given notice in advance by email. Ex: LPR,Bus,HL,Bamfield etc

*Reg \$150,Act \$260/per child fee and 1st tuit/bus Feb 16, 2021

*Hot Lunch \$155/per ___child SEP 01/21

Tuition \$ _____ + Bus \$ _____ = TOTAL \$ _____

On the 1st of every month or the next business day for the months SEPTEMBER 1, 2021 to MAY 1, 2022 inclusive.

These services are for (check one) Personal Use Business Use

You, the Payor, may revoke your authorization at any time in writing subject to providing notice of a min. of 10 days.

To obtain a sample cancellation form, or for more information on your right to cancel a PAD Agreement, contact your financial institution or visit www.cdnpay.ca

Signature of Payor: _____

Name:(Please Print) _____

Date Signed: _____

ST. HELEN'S SCHOOL PRIVACY CONSENT FORM (NEW FAMILIES ONLY) *

FAMILY NAME (Please print) _____ by signing below I consent for the full duration my child(ren) attend St. Helen's School.

1. I consent to have St. Helen's School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents work numbers and e-mail address, behavioral, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information need for registration. This information is required to register your child at this school and assist the school in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy manager for St. Helen's School is Mr. Waldemar Sambor and may be reached at 604-299-2234.

Signature _____ Date: _____

2. I consent to have photographs and work samples of my child(ren) used by St. Helen's School in the yearbook, on the website, in newsletters and other social media for promotional purposes.

Signature _____ Date: _____

3. I acknowledge that my vehicle insurance information and driving record are required by the school to protect against third-party liability claims in case of an accident, should I use my vehicle to drive for the school. I understand that this information will only be released in the event of an accident.

Signature _____ Date: _____

4. St. Helen's School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision, and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store all electronic and hard copy parent and student personal information.

5. I consent to have my child use different educational Apps, including Google Apps for Education (GAPE).

Signature _____ Date: _____

Signature  _____

Phone: 604-299-2234

Privacy Manager
Waldemar Sambor, Principal

ST. HELEN'S SCHOOL PHILOSOPHY

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual but also physical, emotional, moral, and spiritual dimensions of human growth. Intellect, emotions, creative ability, and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves but find their deepest meaning in God's plan for creation." From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. BY CATHOLIC BISHOPS OF B.C.

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

STATEMENT OF COMMITMENT

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor, or the Chairperson of the Education Committee who will gladly discuss them with you. By returning the signed statement, which you will receive, each year with your registration package, you accept the responsibility of this commitment.

1. Parents and Guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
6. Each student is expected to know and follow school policies on behavior.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend at least one orientation session, which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities as per the attached fee schedule.
10. Parents/Guardians agree to pay an amount equivalent to the provincial government grant if their child is ineligible for funding because of extended absence.

If any of these conditions are not met the school reserves the right to:

A. Refuse admission, or B. Remove the student from the school.

**I have read and understand the above expectations and commitments, and I hereby accept them as stated.
By signing below I consent for the full duration my child(ren) attends St. Helen's School.**

Family Name (Please Print)

Parent/Guardian Signature

Date

ST. HELEN'S PARENT PARTICIPATION PROGRAM INFORMATION

Parent Participation requirements is mandatory for all our families. You may choose per school year between a 40 Hour Participation Role OR a Limited Participation Role (LPR) 15, 5, or 1 Hour.

OPTION 1: 40 HOUR PARTICIPATION ROLE

If you choose a 40 Hour Participation Role, please do the following:

- 1) Please read all job descriptions and requirements **PRIOR** to choosing your role so you understand the commitment required. All job descriptions of each category are located on the last pages of the form.
- 2) Please choose a few job categories that interest you and you are able to do. Choose up to 5 categories.
- 3) Sign the agreement.
- 4) Pre-authorized debit (PAD) of **\$1,000.00 June 1st, 2022*** (*which will be processed ONLY if you do not complete all 40 hours.*)
- 5) The participation coordinator will email a confirmation of your job position for the year, once you have been placed.

IMPORTANT: *MUST HAVE A CRIMINAL RECORD CHECK ON FILE WITH THE SCHOOL.

- This role lasts for the entirety of the school year, you must make your hours by mid June.
- Each job category has a limited amount of jobs available. Choosing roles will be done at the discretion of the PEC. If there are no jobs available, you will be moved to the LPR category.
- A family member may complete your role if you are unable to complete as a parent(s).
- All hours will be added to OnVolunteers for you by PEC Participation. You will just see the completed hours at the end of the year in your OnVolunteers Profile.

OPTION 2: LIMITED PARTICIPATION ROLE (LPR)

If you choose to do LPR, please do the following:

- 1) Choose from a **15, 5 or 1-hour** commitment.
- 2) Sign the agreement.
- 3) Pre-authorized debit (PAD), both payment & deposit:
 - a) LPR payment is owed for the commitment you have chosen.
For example: if you choose 15 hours, you will be debited for **\$350.00 on June 1st, 2021** and **\$650.00 on June 1st, 2022*** (processed ONLY if you do not complete all hours).
 - b) You will then be able to go online through our school website (lower left-hand corner) <http://www.sthelensschool.ca> to pick jobs available anytime throughout the school year. Jobs will be posted throughout the year.

IMPORTANT:

- You will be responsible as a family to sign up for available jobs online through OnVolunteers and making up your hours for the year.
- Online Jobs are posted for what is needed for school and fundraising events that are required for the upcoming school year.
- If for some reason you feel you will not make your hours or will be short by one or two hours, please contact the office directly to see if there is anything you can help with.
- A family member may complete your role if you are unable to complete as a parent(s).

**PARENT PARTICIPATION HOURS SHOULD BE ENJOYABLE AND REWARDING.
THEY WILL ALSO BUILD A STRONGER COMMUNITY AMONG OUR SCHOOL FAMILIES.**

PARENT PARTICIPATION PROGRAM FORM FOR 2021/2022

FAMILY NAME: _____ OLDEST CHILD NAME: _____ GRADE (21/22 School Year): _____

MOTHER'S FIRST NAME: _____ TEL: _____ CELL: _____

FATHER'S FIRST NAME: _____ TEL: _____ CELL: _____

FAMILY CONTACT EMAIL: _____

ARE YOU AN ACTIVE CISVA TEACHER? YES NO IF YES, WHICH SCHOOL _____

ARE YOU A PARENT OF A FOREIGN EXCHANGE STUDENT? YES NO

Please indicate which Participation Level you choose (check one option and sign)

| 40 HOUR JOB OPTIONS (Choose up to five options – 1 being most desirable and 5 being least) PAD \$1000 | ✓ | OR | HOURS | LPR JOB OPTIONS (Choose one option – Payment by PAD) | ✓ |
|--|--------------------------|----|-----------|---|--------------------------|
| a) Children's Liturgy (Weekend Masses) | <input type="checkbox"/> | | 15 | \$350 (or \$35/month for 10 months) & Deposit of \$650 | <input type="checkbox"/> |
| b) Computers (School Office Support) | <input type="checkbox"/> | | 5 | \$500 (or \$50/month for 10 months) & Deposit of \$500 | <input type="checkbox"/> |
| c) Family Night Committee (October Event) | <input type="checkbox"/> | | 1 | \$800 (or \$80/month for 10 months) & Deposit of \$200 | <input type="checkbox"/> |
| d) Gala/Pub Night Committee (February event) | <input type="checkbox"/> | | | | |
| e) Golf Tournament Committee (May Event) | <input type="checkbox"/> | | | LPR Parents choose various available jobs online through our OnVolunteers website. | |
| f) Hot Lunch Team (Wednesdays) Hot Lunch Team _____ Prep Team _____ Shopper _____ Track and Field Team _____ | <input type="checkbox"/> | | | Additional information: Please indicate any other areas of interest you may have and special skills: | |
| g) Hot Lunch Coordinator (Rest of the week) | <input type="checkbox"/> | | | | |
| h) Library (Weekdays) | <input type="checkbox"/> | | | | |
| i) Maintenance (Weekdays or Weekends) | <input type="checkbox"/> | | | | |
| j) Parish (Weekdays or Weekends) | <input type="checkbox"/> | | | | |
| k) PEC BBQ Team (May Event) | <input type="checkbox"/> | | | | |
| l) Traffic (Weekdays) | <input type="checkbox"/> | | | | |
| m) Grad Committee (Grade 7 Parents only) | <input type="checkbox"/> | | | | |

Please indicate which Participation Level you choose (check one option and sign)

| 40 Hour Participation | OR | 15, 5, or 1 Hour LPR Program |
|---|----|---|
| I choose to actively participate in the participation program by completing 40 hrs of participation throughout the 2021/2022 school year. I AUTHORIZE (PAD) pre authorized debit deposit PAYMENT of \$1,000.00 to be PROCESSED on June 1st, 2022* ONLY if I do not complete all 40 hrs. I understand there will be no refund processed for partial completion of the assigned 40 hrs of Parent Participation. | | I choose to actively participate in the LPR program regarding volunteer hours for the 2021/2022 school year. I agree to participate by paying the fee to <u>one</u> of the above options that I have chosen and I AUTHORIZE (PAD) pre authorized debit PAYMENT pertaining to this amount on June 1st, 2021* . My corresponding deposit PAYMENT on June 1st, 2022* will <u>ONLY</u> be PROCESSED if I do not complete all hours. |
| Signature | | Signature |

ST. HELEN'S 40 HOUR JOB DESCRIPTIONS FOR SCHOOL YEAR

a) Children's Liturgy Position

- Weekend Masses
- 1-2 Shifts per month on either Saturday or Sunday Masses
- Prepare lessons and teach children about the weekly Gospel message

b) Computers

- School Graphic Design (work from home) or;
- Computer maintenance at the school office (Weekdays) or;
- OnVolunteers website maintenance, computer programming experience an asset. At home only job.

c) Family Night Committee (Family Night takes place in October)

- Report to the Committee Chairperson.
- Overall planning and attending all meetings (Mandatory 1x a week on a weeknight evening from September to November)
- Must be available on the day/evening of the event.
- Reaching out for Sponsorships and whatever duties are required to make this event successful.

d) Pub/Gala Night Committee (Parent Night takes place in February)

- Overall Planning and roll out of a 300-person gala event.
- Report to the Committee Chairperson.
- Overall planning and attending all meetings (Mandatory 1x a week on a weeknight evening from October to February). Subject to change depending on needs.
- Must be available on the day/evening of the event.
- Reaching out for Sponsorships and whatever duties are required to make this event successful.
- Graphic designers, accountants, event planners needed, along with various other skills. Any previous fundraising event experience would be an asset.

e) Golf Committee (Annual St. Helen's Golf Tournament takes place in May)

- Overall planning and roll out of major golf tournament.
- Overall planning and attending all meetings (Mandatory 1x a week on a weeknight evenings three months prior to event date)
- Must be available on day/evening of event.
- Various roles such as registration, raffle tickets, hospitality etc. the day of the event.
- Reaching out for Sponsorships and whatever duties are required to make this event successful.
- Graphic designers, accountants, event planners needed, along with various other skills.
- Report to the Committee Chairperson.

f) Hot Lunch Team (Wednesdays from September to June)

1) Prep Team Position

- 9:00am (or right after drop off) to 10:30am, twice a month – on a set schedule.
- The prep team is a prep/sanitizing team only. No food prep required. Must follow a cleaning checklist and adhere to Food Safety protocol.

2) Hot Lunch Team Position

- 10:30am to 2:30pm, once a month – on a set schedule.
- As a hot lunch team member you will be placed on one of four teams. You will be required to prep food, cook and clean the kitchen once hot lunch is over. You have to adhere to Food Safety protocol and report to your Team Lead.
- Team Leads are decided by Head Hot Lunch Coordinators and are based on experience and skill set.

3) *Hot Lunch Team – Gluten Free Cook*

- 11am to 1pm, once a week
- Provide gluten free lunches with the upmost responsible due care.
- Job position is decided by Head Hot Lunch Coordinators and are based on experience and skill set.

4) *Shopper Position*

- Twice a month – on a set schedule.
- Shopping is done on the day before hot lunch. Shopper is provided a list of what is required.

5) *Track and Field Team*

- Providing lunches for sporting events and field trips and any other event the school sees fit. Calendar will be provided on days required.

g) Hot Lunch Coordinator (Monday, Tuesdays, Thursdays and Fridays)

- Set up and coordinate a new hot lunch program for the school.
- Work from home job
- Locate new vendors, set up contracts and delivery to school.

h) Library

- Weekday Job: Any given day between Monday to Friday (Only when school is in session).
- One, two-hour shift, every two weeks. Shifts take place between 9am to 3pm. Any given day between Monday and Friday will be designated.
- Training is required and provided by the School Librarian.
- If you are unable to attend your designated day, parents are not allowed to find replacements.

i) Maintenance

- General Maintenance of the school which includes landscaping, gardening, leaf raking and snow shoveling.
- Leaf raking and snow shoveling completed by a weekend schedule.
- Any other maintenance required during the year for the school as well as the church.
- Church jobs can also be cleaning the church inside and around grounds.
- Report to the Head of Maintenance.

j) Parish

- Help with Prep for Communion and/or Confirmation.
- This can be a weekday and/or weekend job, depending on what the coordinator requires.

k) PEC BBQ Team (Family Event taking place in May)

- Overall planning and attending all meetings (Mandatory 1x a week on a weeknight evenings three months prior to event date)
- Must be available on day/evening of event.
- Various roles such as registration, raffle tickets, hospitality etc. the day of the event.
- Reaching out for Sponsorships and whatever duties are required to make this event successful.
- Graphic designers, accountants, event planners needed, along with various other skills.
- Report to the Committee Chairperson.

i) Traffic:

- Weekday Job: Monday to Friday (when school is in session).
- Three Shifts per week
- Morning shifts before school from 8:40am to 9:05am
- Afternoon shifts after school from 2:55pm to 3:20pm

m) Grad Committee (Grade 7 Parents only)

- Overall Coordination of Grad Fundraising Opportunities which include apple sales, hot lunch fundraising days and running concession at school events.
- Attend all committee meetings.