

# **ST. HELEN'S CATHOLIC SCHOOL**



**2023 / 2024**

**REGISTRATION  
PACKAGE  
NEW STUDENTS**



## ST. HELEN'S SCHOOL

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

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

Email: [sthelens@telus.net](mailto:sthelens@telus.net) Website: [www.sthelensschool.ca](http://www.sthelensschool.ca)

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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 **100<sup>TH</sup> year** of operation. Today our school is recognized as one of the best independent schools 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 parent's involvement in education. Parents promote a community of understanding of school and students' 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](mailto:wsambor@cisva.bc.ca)



[www.sthelensschool.ca](http://www.sthelensschool.ca)

# 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.

Download our donation brochure: [http://www.sthelensschool.ca/pdfs/stream\\_of\\_gratitude.pdf](http://www.sthelensschool.ca/pdfs/stream_of_gratitude.pdf)



## ***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 2023/24 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. 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). 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

# 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, or failure to meet the Tuition/Registration/Activity fee obligations will result in the refusal of re-registration for the following school year.**

## 2023 / 2024 SCHEDULE OF TUITION FEES:

The table below summarizes the school's monthly tuition fee schedule for the 2023/2024 school year:

**Activity Fee, Registration Fee, mandatory Capital Fee, and one month of Tuition** are **NON-REFUNDABLE** paid in advance and will be processed through your **pre-authorized debit/PAD on the date indicated in your acceptance email.**

The remaining 9 months of tuition are paid monthly through pre-authorized debit from September 1<sup>st</sup>, 2023-May 1<sup>st</sup>, 2024.

	Category 1	Category 2	Category 3 (Non-Catholic)
One Child	\$393.00	\$538.00	\$695.00
Two Children	\$770.00	\$1,045.00	\$1,322.00
Three Children	\$1,020.00	\$1,439.00	\$1,808.00

### 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 (no amount specified).
- 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

**REGISTRATION FEE: (NON-REFUNDABLE)** PAD on the date indicated in your acceptance email.  
Per family \$150.00

**ACTIVITY & TECHNOLOGY FEE: (NON-REFUNDABLE)** PAD on the date indicated in your acceptance email.  
(includes field trips, sports events, basic school supplies & memory book for each child. Extra books are \$15)  
Per Child \$300.00

**CAPITAL FEE:** \$250.00

**\*This is a mandatory fee per family (NON-REFUNDABLE).** This fund will help to cover capital expenses. It will be processed through PAD on the date indicated in your acceptance email.

**MONTHLY BUS FEES:** (*optional / PAD one month in advance*)

Per Family (both ways) \$70.00

Per Family (one way) \$60.00

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

**INSUFFICIENT FUNDS:**

If the bank returns an NSF cheque to the school, an additional charge of \$45.00 will be levied on the family.

**TAX RECEIPTS:**

Tax Receipts are issued in February for tuition amounts for the previous calendar year. This receipt can be used for Charitable Donations on your Income Tax Return.

**Families with parents residing in separate residences should ensure that all outstanding debts, cheques, and required signatures are in order before registration. Please note that the school will not act as an intermediary in family matters. Students residing with one parent but having tuition paid by and/or participation worked by a parent residing at another location must indicate so on the registration forms. Any court orders or special conditions must be brought to the office. Your assistance is appreciated.**

# **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 participating 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."

## **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. Students are permitted to wear their Gym strip all day on P.E days.

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.

### **Neat Uniforms**

**1050 Boundary Road**

**Burnaby, B.C.**

**V5K 4T3**

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

## **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 them 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**

Unclaimed items will be sent to the missions regularly.

#### **PLEASE NOTE:**

All uniform items are available at:      **Neat Uniforms**  
1050 Boundary Road  
Burnaby, B.C.  
V5K 4T3  
<https://www.neatuniforms.ca/>

## **REGISTRATION 2023/2024 CHECKLIST**

- Upload pages 11-14 of this registration package and Student Verification Form through the MyEducation Link supplied
  - OR please fill in the attached blank form and e-mail it back to the office at [secretary@shschool.ca](mailto:secretary@shschool.ca)
  - Remember to add MSP\*, Emergency Contacts\*, and any younger siblings\*.
  - Update the office any time your information changes.

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

- Registration, Activity Fee, Mandatory Capital Fee, and One Month Tuition/Bus (ALL NON-REFUNDABLE)
  - Processed by PAD on the date indicated in your acceptance email.
  - One month of Tuition is paid in advance and the balance is collected Sep-May.
- Balance of Tuition and Bus:
  - The remaining 9 month's tuition/bus is withdrawn monthly from September 1<sup>st</sup> - May 1<sup>st</sup>.
  - Add a void cheque and sign the PAD form\*
  - *Early \*withdrawal notice must be received one month in advance or that month is non-refundable.*
- Participation (LPR)
  - PARENTS WILL GET [A LINK EMAILED TO THEM IN MAY TO REGISTER ONLINE.](#)
  - Information is provided below to clarify our participation program.

**\*\*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 or change of address)\***
- Parent Guardian Statement of Commitment: **(New Families Only)\***
- Pre-Authorized Debit Form (PAD): **(New Families Only or new account)\***

**\*THERE WILL BE A \$50.00 FEE CHARGED FOR LATE REGISTRATION.**

**Due to the demand for enrollment, no late registrations will be accepted after Wednesday, February 8, 2023.**

**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) attends 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, parent's 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 who may be reached at 604-299-2234.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_ 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.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_ 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.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_ 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 (GAFE).

Mother: \_\_\_\_\_ Father: \_\_\_\_\_ Date: \_\_\_\_\_

Signature  \_\_\_\_\_

Phone: 604-299-2234

Privacy Manager  
Waldemar Sambor, Principal

**PARENT/GUARDIAN STATEMENT OF COMMITMENT (NEW FAMILIES ONLY) \***

**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 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)

\_\_\_\_\_  
Mother Signature

\_\_\_\_\_  
Father Signature

\_\_\_\_\_  
Date

**STATUS OF PARENT/GUARDIAN (ADMISSION TO CANADA AND RESIDENCY) – FORM A**

**(NEW FAMILIES ONLY or change of address) \***

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order approval, appointing you as legal guardian.

**(Lawfully Admitted into Canada)**

1. I am (*please ✓ one*):

- A Canadian citizen **\*\*(please attach a copy of parent's birth certificate or citizenship paper/card)**.
- A Permanent Resident (please attach a copy of parent's landed immigrant status paper or Permanent Resident card).
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of the document):
  - Admission as a refugee or refugee claimant.
  - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
  - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
  - A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer, or official representative in Canada of a foreign government with a consular post in British Columbia.
  - Other - document description: (must be cleared with Citizenship and Immigration Canada):  
\_\_\_\_\_

**(Residency in British Columbia) \*\*PLEASE ADVISE THE SCHOOL OFFICE-CHANGE IN ADDRESS\*\***

2. I am a resident of British Columbia (*please ✓ one*):

- Yes Residency address: \_\_\_\_\_

**\*\**(Attach a recent copy of a utility bill, mortgage document, rental agreement or tax assessment, etc.)***

- No I am not a resident of British Columbia.

**Confirming signatures:** By signing below I consent to the information above to be correct and up to date for the full duration my child(ren) attends St. Helen's School.

3. Parent/Legal Guardian's name: \_\_\_\_\_

Parent/Legal Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For Office Use Only:*

Proof of Residency: \_\_\_\_\_  
*Initials*

Date: \_\_\_\_\_

**St. Helen's School's 23/24 Pre-Authorized Debit**  
**(PAD)Agreement** **(NEW FAMILIES ONLY or change of account)\***

**1. Family Information (Please Print Clearly)**

Student Name: \_\_\_\_\_

**Payor Information:**

Payor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. Bank Account Information**

*(Please attach a VOID CHEQUE or have your financial institution complete this form)*

New Account

Financial Institution Number:																				
Branch Transit Number:																				
Account Number:																				
Indicate Chequing Account:	<input type="checkbox"/>																			
Indicate Savings Account:	<input type="checkbox"/>																			

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,Bamfield etc

Tuition \$ \_\_\_\_\_ + Bus \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

On the 1st of every month or the next business day for the months, now and SEPTEMBER to MAY 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](http://www.cdnpay.ca).

**Signature of Payor:** \_\_\_\_\_

**Name:(Please Print)** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

You have certain recourse rights if any debit does not comply with this agreement. More info [www.cdnpay.ca](http://www.cdnpay.ca)

# ST. HELEN'S PARENT PARTICIPATION PROGRAM

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Parent Participation requirements are mandatory for all our families. The program will only have **2 options**:

1. Parent Participation for up to 40 hours of scheduled work (**ONLY IF YOU HAVE AN ASSIGNED & CONFIRMED POSITION**)      **OR**
2. Payment of a Non-Participation Fee of \$500 (**TAKEN OUT BY PAD ON OCTOBER 16<sup>TH</sup> 2023**)

**\*\* Families will receive a LINK in MAY to make their decision.  
Below is just for your information.**

## **OPTION 1: 40 HOURS OF SCHEDULED PARTICIPATION**

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

- 1) Please read all job descriptions and requirements **before** 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) When deciding, please choose a few job categories that interest you and that you can do. Choose more than one category.
- 3) Online agreement.
- 4) 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 and you must make your hours by 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 it 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: PAYMENT OF A NON-PARTICIPATION FEE of \$500**

- 1) Taken out by PAD on October 16<sup>th</sup>, 2023.
- 2) Online agreement.

*Note:*

- You will be responsible as a family to sign up for available jobs online in May when the link is sent to all families.
- Additional volunteers may be needed for school and fundraising events, emails will be sent from the office.
- 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 it as a parent(s).

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

## **ST. HELEN'S 40-HOUR JOB DESCRIPTIONS FOR THE 2023/24 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; Computer programming.

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

- Report to the Committee Chairperson. Reaching out for Sponsorships.
- 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.

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

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

### **f) 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 the grounds.
- Report to the Head of Maintenance.

### **g) Parish**

- Chapel Cleaning, help with Prep for Communion and/or Confirmation.
- These can be a weekday and/or weekend jobs, depending on what the coordinator requires. Coffee Hour Coordinator (monthly)

### **h) PEC BBQ Team (Family Event taking place in May)**

- Overall planning and attending all meetings (Mandatory 1x a week on weeknight evenings, three months prior to the event date) Must be available on the day/evening of the 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, and event planners are 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 8:40 am to 9:05 am
- Afternoon shifts after school from 2:55 pm to 3:20 pm

### **j) Grad Committee Chair\* (Grade 7 Parents only)**

- Overall Coordination of Grad Fundraising Opportunities: apple sales, hot lunch fundraising days, and running concessions at school events. Oversee the committee and attend all meetings.