

# **IMMANUEL CHRISTIAN SCHOOL**

## **PARTICIPATION POINTS PROGRAM**

### **Rationale:**

The primary reasons for the participation points program:

- Reduce costs through increased participation
- Encourage parents to participate in the school's planning, fund raising, maintenance and improvement activities
- Promote development and execution of new fund raising activities

Secondary advantages:

- Dispel perception of inequity (i.e. a lot of work done by a few parents)
- Increased awareness/appreciation of amount of effort needed for various activities
- Parents having opportunity to know each other better
- Greater sense of community through participation
- Parents able to plan involvement over the year

### **Issue of Two School Families (i.e. children in both Immanuel and Durham Christian High):**

Families who have children in both Immanuel and Durham Christian High School be awarded points at a reduced rate for the following reasons:

- Families have only so much time and energy to contribute toward school
- School involvement should not cause priorities (i.e. family and church) to be threatened
- There is a need for all families to be involved with the schools their children attend
- Similar situations in the past indicate involved families have attained more than enough points to cover the demands of two point systems

Two school families will be asked to submit a cheque for \$450.00 and work to earn 450 points (18 Hours) during the year. There will be no "double pointing" if an event involves both schools. Points may be split between schools or directed to one or the other.

### **How the Participation Point Program Works:**

- Parents agree to donate a sum of money (see chart below) in addition to tuition. This donation credit is worked off during the year on a dollar per point basis.
- Parents are kept informed of the status of the points they have earned. The coordinator appoints a person at each event to keep track of parental involvement. The points earned are forwarded to a "bookkeeper" who totals and tracks points.
- 25 points per volunteer hour will be awarded.
- 75 points are also awarded to families with a representative at the annual Fall and Spring membership meetings. These meetings are critical and we wish to encourage attendance by all families and members.
- Active Committee and Board members automatically reach the annual total. If the Committee or Board member does not perform their duties or attend meetings and events the points will only be awarded based on the number of hours served.
- A Volunteer Form is included with the Parent Package mailed in the summer. This form lists all opportunities for participation - both committees and events.
- At a pre-set date in August, points for each family are tallied. If the required points have been accumulated, the cheque is returned to the family. If the minimum has not been reached, the cheque is cashed by the school which keeps the balance and returns a portion of the money based on the number of points the family has earned.
- There will be no pooling of points or carry-over to the next year.
- Parents will be encouraged to keep track of their own points and periodically check with the points bookkeeper. Please use the "Family Points record Form" below to assist with tracking your points.

**Participation Point System cheques and the Family Participation Activity Form (see below) must be submitted with the tuition form and cheques the first week of September 2009. This cheque is to be post-dated to August 15, 2010.**

JK/SK Family	- 500 points	- \$500.00 cheque	(20 Hours)
Full Time Family	- 900 points	- \$900.00 cheque	(36 Hours)
Single-Parent Families	- 500 points	- \$500.00 cheque	(20 Hours)
Families with children attending both Immanuel and Durham Christian High			
	- 450 points	- \$450.00 cheque	(18 Hours)

The system will only work if everyone participates in the manner agreed upon by the membership. The board appreciates any input and feedback from parents. We believe the system is helping us achieve our goal of 100% parental involvement. Please see the list below for ideas on volunteering at Immanuel.

### **VOLUNTEERING AT IMMANUEL**

Below is a list of opportunities where a parent/family can assist our school through volunteering. This list does not encompass all the areas where help is needed. We welcome other suggestions where volunteer support will benefit our school and where your gifts are utilized.

1. **Board Member:** The board of Immanuel Christian School is elected from a list of nominees presented at the Spring Membership meeting. The Board directs the activities of the school, provides our committees with direction and ensures our committees are functioning as required.
2. **Committee Member/Chair:** ICS utilizes the following committees for the proper development of our school.
  - a. Transportation Committee: Developing bus routes, negotiations with transportation providers, planning for the future, ensuring most cost effective transportation system in place, champions bus route changes throughout the year.
  - b. Program Committee: Reviews and develops current and future curriculum for all grade levels.
  - c. Fund Raising Committee: Develops a fund raising calendar that predicts the amount of money to be raised and ensures proper placement throughout the year. Assists with activity planning, ensures activities are properly staffed and executed.
  - d. Community Concerns Committee: Assists in the resolution of issues following the "If We Don't Agree" policy (see web site).
  - e. Building and Grounds: Works with the administrator to identify and prioritize repair and maintenance activities. Perform or arrange for activities to be completed in a cost effective and timely fashion.
  - f. Membership Committee: Seeks for and interviews prospective members of the Immanuel Christian School Society making membership recommendations to the Board.
  - g. Promotions Committee: Supports the board, administration or other committees to promote our great school and our various events.
3. **Classroom Helper:** Assisting teacher and students in the classroom. Preparing materials for class projects.
  - a. Special Ed. Assistant – working one on one with students that need extra help understanding and completing assignments.
4. **Class Trips:**
  - a. Driving and supervising students on class trips.
  - b. Organizer: planning field trips for a specific teacher.
5. **Coaching:** Volunteering as a coach for a particular sport within the school.
6. **Playground Duty:** Supervising children during lunch recess.
7. **Office Help:** Assisting office staff with various duties i.e. filing, photocopying, answering the phone.
8. **Library:** Helping in the library with various jobs i.e. shelving books, computer cataloging books.

9. **Field Day:**

- a. Assisting primary staff and students with games and snacks.
  - b. Assisting staff and students on the designated field day with event supervision, timing and encouragement.
  - c. Organize or help with the Hot Lunch provided.
10. **SAM (Special Activity Month)** – A special event held on four consecutive Friday afternoons in Jan./Feb. i.e. Swimming, skating, skiing, curling, etc.
- a. Organize and book the events prior to SAM.
  - b. Driving students to a specific activity/venue.
11. **Grandparents Day** – A special day to honour our grandparents
- a. Co-ordinate/organize the refreshments and lunch served at this event
  - b. Provide food to be served.
12. **Hot Lunch Program:** A fundraiser held approx. 2 times a month for the grade 5 and 6 class trip to Fair Glen camp.
- a. Hot Lunch coordinator
  - b. Help on the day of Hot Lunch in preparation and service of the food to the students.
13. **Event Phoning:** Making phone calls from the comfort of your own home reminding the school community of various functions happening at the school.
14. **Golf Tournament:** This annual event, taking place in late May or early June, is organized and run by a committee of volunteers from the school. Funds raised are added to the fundraising line of the schools budget.
15. **Bazaar/Auction:** This takes place at the school the last Saturday of November. It is a joint effort between Immanuel and the Durham West chapter of Durham Christian High School (Ajax/Oshawa/Whitby area). The day begins with a Bazaar and ends with a large Auction in the gym. Many areas of service are available such as setting up, taking down, room preparation, manning game, room or food stations, and working in the kitchen with food preparation.
16. **Baking:** Can you bake? Many times throughout the year baking and fresh food items are needed for various functions.
17. **Sewing costumes/Drama related Help:** Costumes and/or props for a Christmas, Easter, Grandparents Day or Spring Play are always needed.
18. **Cheese Sales:** This is a monthly fundraiser with proceeds going towards helping fund class trips for all the grades. This involves ordering, sorting and distributing Canadian and Dutch cheese to our school families and supporting community.
19. **Fundraising: Chocolate Bars/ Magazine Subscriptions / Cookie Dough** – These fundraisers all occur consecutively in the fall and are coordinated by parent volunteers. Proceeds from these fundraisers benefit students to help cover the cost of class trips, the Fair Glen Outdoor Education Centre trip or the annual Concert & Jazz Band tour.
20. **Maintenance:** Litter clean up, painting, plumbing, minor repairs, carpentry, electrical, gardening, lawn maintenance etc.
21. **Christmas Program:** Can you decorate, help supervise, play the piano or lead a choir? We could use you for our Christmas program.
22. **Membership or Parent Meetings:** Some practical ways of helping for these few special events throughout the year in the evening are:
- a. By setting up tables and chairs
  - b. Making refreshments (coffee, tea, juice/punch)
  - c. Serving and cleaning up.
23. **Grandparent Reading Program:** Do you know someone who would love to come and read with our Primary children for a couple of mornings a week? Ask about this wonderful program!
24. **Music/Band Assistance:** Are you musical? Music, both theoretical and practical, is an important part of life at Immanuel. Do you have some talents you can share?
25. **Computer Maintenance:** Help keep our computers running.

# IMMANUEL CHRISTIAN SCHOOL

## Family Participation Activity Form

Volunteers play an important role in the life of Immanuel Christian School. Many student activities would not occur without volunteer support and the cost of educating our children would increase. Involvement in the school through committees and activities clearly demonstrates our commitment to our partnership in Christian education.

The fall season is soon beginning here at Immanuel Christian School. Many classes will be taking field trips and doing various activities throughout the school year. We would like to encourage our parents to participate in these different school activities as much as possible. Please check off the activities that you would be able to assist with.

Complete and return this form to the school office along with your Participation Points cheque, Tuition Payment Form and tuition cheques the first week of September. A committee member or the school office will be in contact with you to discuss your involvement.

**Family Name(s):** \_\_\_\_\_

	<u>Person #1</u>	<u>Person #2</u>
Classroom helper	_____	_____
Grade(s) preferred _____	Day(s) available: _____	
Special Ed. Assistant	_____	_____
Class trips	_____	_____
Coaching	_____	_____
Sport(s) preferred: _____	Day(s) available: _____	
Playground Duty	_____	_____
Office help	_____	_____
Library	_____	_____
Hot Lunches	_____	_____
Fundraising	_____	_____
Chocolate bars _____; Magazines _____; Cookie dough _____;		
Christmas Program	_____	_____
Environmental Club	_____	_____
Grandparents Day	_____	_____
Rainbows Program	_____	_____
Special Activities Month (SAM)	_____	_____
Track & Field Day	_____	_____
Phoning for various events	_____	_____
ICS Golf Tournament	_____	_____
Fall Bazaar/Auction	_____	_____
Events – setup, serving, cleanup, BBQ	_____	_____
Special Baking for events	_____	_____
Sewing costumes/ drama related help	_____	_____
Cheese Sales (monthly)	_____	_____
Adopt-a-Road Litter Cleanup	_____	_____
Maintenance: Painting _____; Plumbing _____; Minor repairs _____; Carpentry _____;		
Electrical _____; Gardening _____; Mowing Grass _____;		
Other (please specify) _____		

