

Policy Title:	Involved Parent Program Policy		
Policy Number	670		
Category:	<input type="checkbox"/> Institutional – Board	<input type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input checked="" type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> COO	
Date approved:	December 3, 2020	Effective date:	December 3, 2020
Date last reviewed:		Date of Mandatory Review (expiry date)	November 2025

Introduction: Parental involvement is an essential component in the operation of Drayton Community Christian School. The Involved Parent Program is designed to do one of two things... reduce the costs of operation at the school or increase its revenues through fundraising. Since everyone is contributing... everyone benefits equally: We have reduced the base tuition to reflect the anticipated fundraising goals. But, what we ask in return is that families contribute 40 volunteer hours to the school (30 for single parent situations).

Because some people have busy lifestyles or are committed to other organizations and have no time (or in some cases talent) they can do their part by making a voluntary donation to the Tuition Assistance Fund (recommended minimum amount this year is \$900).

We do expect our families to participate in school events like a golf tournament and auction as much as possible because these are great ways to introduce their family and friends to the school, its mission, and community. Whether participating for volunteer hours or just attending and having a blast with friends, these are great opportunities to help support and promote the school in a manner that isn't cumbersome or overwhelming.

Goal: To ensure parental volunteer participation in and for Drayton Christian School.

Rationale:

- To increase sense of community
- To reduce costs
- To improve student welfare
- To provide opportunities for parents to use their God-given gifts and talents

Process:

1. At the beginning of each school year or at the time of enrollment, parents will receive an introductory letter for the Involved Parent Program and an Involved Parent Program Tracking Form.
2. Suggested donations can be calculated at the rate of \$22.50 per hour for hours not filled.
3. Parents are to keep track of their volunteer hours on a document called an Involved Parent Program Tracking Form. It is recommended you keep an ongoing record on your computer in case a paper copy gets misplaced.
4. Volunteer time can be accumulated and debited as indicated in Schedule A.
5. Parents will be asked to submit a copy of their form to the school office in December, March and June. This will allow the office to track hours and offer opportunities to those who are behind in accumulating hours
6. In June of each academic year, the completed *Volunteer Hours Tracking Form* is to be submitted to the school office. The due date for the *Involved Parent Program Tracking Form* will be determined annually and published in the newsreel.
7. The Administrative Assistant will review the *Involved Parent Program Tracking Forms* and will send out a request for suggested donation based upon their involvement.
8. Carry over of hours to the next school year is not permitted.
9. Should a family earn more than the required number of debited hours, these "extra hours" may be donated to another family in the school. This should be noted on the Involved Parent Program *Hours Tracking Form* of both the recipient and the donor.
10. Grandparent involvement can be utilized towards a family's volunteer hours and this needs to be indicated on the form (i.e. name of grandparent who performed the activity).
11. Should extenuating circumstances prevent participation in the Involved Parent Program, a request for a full or partial exemption shall be presented, in writing, to the Board.
12. After 10 years of participation, the volunteer may be given a one year exemption from the program, without cost. This "year of jubilee" to be requested, in writing, from the Board.

INVOLVED PARENT PROGRAM: ATTACHMENTS

SCHEDULE A

VOLUNTEER ACTIVITY	HOURS TO BE DEBITED
Committee/board membership	1 hour of meeting or associated work = 2 debited hours
In school/for school teacher/student assistance	1 hour = 1 debited hour
Attendance @ CCS membership meetings	3 hours per meeting/family
All other in school/for school hours	1 hour = 1 debited hour

SCHEDULE B

Parental Involvement Expectation

FAMILY CATEGORY	HOURS	Requested Donation
Full time family	40 x \$22.50	\$900.00
JK/SK family, Single parent	30 x \$22.50	\$675.00
Families with students in Christian High and OCS	30 x \$22.50	\$675.00

*Families who enroll partway through the academic year are expected to contribute volunteer hours. Amount of post-dated cheque and required debited hours to be calculated as follows:

Expected number of hours (from Schedule A, above)

10

X # of months remaining in school year x \$22.50

Families who enroll with less than 2 months remaining in the academic year are exempt from the Volunteer Hours Program for that school year.