BC CHRISTIAN ACADEMY

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THE BCCA PARENT PARTICIPATION PROGRAM (PPP)
POLICY & HANDBOOK

2024 – 2025

1019 Fernwood Avenue
Port Coquitlam, BC V3B 5A8
604.941.8426 | bcchristianacademy.ca

I. OVERVIEW

The Parent Participation Program (PPP) at BC Christian Academy (BCCA) has been instrumental in fostering a strong sense of community since its implementation in 2010. The PPP strengthens the partnership between home and school, encourages parental involvement, and provides significant cost-saving benefits to the Academy. These savings allow BCCA to reinvest in educational programs and improve resources for our students and staff.

Please note: Participation is counted per family, not per student.

II. GOALS & PURPOSE OF THE PPP

1. **Intangible Benefit – Building Community:**
   The program promotes a spirit of unity and teamwork, encouraging families to actively engage in school activities and build lasting connections.

2. **Tangible Benefit – Economic Support:** The PPP helps reduce operational costs and provides financial support through:

- **Fundraising Contributions**: Families who opt out of the program contribute a $400 lump sum.

- **Missed Hour Contributions**: Each unfulfilled PPP hour is valued at $20, which is added to the school's fund when families do not meet their participation requirements.

- **Cost Reduction**: Volunteer hours save the school significant costs in areas such as:

  - Building and grounds maintenance
  - Library support
  - Traffic control and noon-hour supervision

3. Without these volunteer contributions, additional staff would need to be hired, leading to higher school expenses.

III. GOALS & PURPOSE OF THE PPP

1. **Participating Families:**
- Commitment: **20 hours of participation** annually.
- Requirements:
  - Complete **10 hours** by January 31.
  - Complete the remaining **10 hours** by June 30.

Unfinished hours are charged at **$20 per unfulfilled hour** via EFT at the end of each semester.

2. **Non-Participating Families:**
   - Opt-out Fee: **$400**, invoiced at the beginning of September.
   - Payment: Processed via EFT.

3. **Special Exemptions:**
- Families facing extenuating circumstances (e.g., health issues) may request exemption by emailing ppp@bccaschool.ca before the school year starts.

IV. PARENT EXPECTATIONS

All families are required to sign the "Parent Participation Program – Application Form" as part of the enrollment/re-registration process.

Participating Families:

- Families must complete their required volunteer hours with a positive attitude, recognizing their contributions support the entire school community.

- Volunteers should arrive on time, complete their tasks responsibly, and ensure duties are fulfilled.

- Any unfulfilled hours will be billed at **$20 per hour**, with payment processed through EFT at the end of the school year.

Non-Participating Families:

- Families opting out of the program will be invoiced a flat fee of **$400** at the start of the school year, processed via EFT.

The PPP is overseen by the **PPP Committee**, part of the Community Engagement Department. The Committee ensures compliance, tracks required hours, and assigns tasks according to school policy.

V. SIGNING UP FOR PPP OPPORTUNITIES

There are numerous opportunities for families to fulfill their PPP hours throughout the school year. We encourage parents to contribute their unique skills, such as trades, baking, or fundraising, in ways that benefit the school community.

- Most coordinator and volunteer roles are assigned at the beginning of the school year.

- No parent is guaranteed the same role they held in the previous year.

VI. TYPES OF VOLUNTEER OPPORTUNITIES

Opportunities include:

- **Year-Round Events**: Participate in various school events.

- **Permanent Positions**: Roles such as traffic duty and lunch supervision (Contact **office@bccaschool.ca**).

- **Classroom Support**: Assist teachers with classroom needs.

- **After-School Events**: Engage in events that occur outside regular school hours.

- **Grade-Specific Events**: Examples include:

  - **Grade 8:** Grade 8 Ceremony
  - **Grade 11**: Commencement Ceremony

VII. GUIDELINES FOR PARTICIPATION: STEPS FOR VOLUNTEER REQUIREMENTSVOLUNTEER REQUIREMENTS

A. PARTICIPATING FAMILIES

Step 1: Complete the Parent Participation Program Form
- During the registration process for your child, ensure you complete and sign the Parent Participation Program (PPP) form. This is a mandatory step to participate in volunteer activities.

Step 2: View Profile and Sign Up for Tasks
- Visit the OnVolunteers platform to view your volunteer profile and to browse available volunteer opportunities. Sign up for tasks and track your participation hours.

Step 3: Provide a Criminal Record Check (CRC)
- As part of BCCA's commitment to maintaining a safe environment for students, you must submit a Criminal Record Check. This process is free and can be completed online here.

Step 4: Submit a Driver's Abstract (if applicable)
- If you will be driving for volunteer tasks, such as field trips or sporting events, please submit a Driver's Abstract to the office team. This ensures that all drivers meet the required safety standards.

By following these steps, you will be fully equipped to engage in the Parent Participation Program at BC Christian Academy.

B.   BCCA POLICY FOR CRIMINAL RECORD CHECK (CRC) SUBMISSION

Purpose

To streamline the process for submitting criminal record checks (CRC) and ensure the security and accuracy of identity verification, BC Christian Academy (BCCA) is implementing this policy regarding the submission of CRC applications.

Policy Details:

- **Mandatory Use of BC Services Card Login**: To simplify the verification process and maintain the security of personal information, BCCA will only accept CRC applications submitted through the online criminal record check form that uses the BC Services Card Login. This method eliminates the need for manual identity verification by our staff and ensures a secure and straightforward process.

- **Instructions for Submitting a CRC Application:**
    1. Go to this link: https://justice.gov.bc.ca/criminalrecordcheck
    2. Enter the access code: **A5EUZWR9VE**
    3. To apply, BC Services Card App is needed, select Login with a BC Services Card (Select this option even though you do not have one, the website will prompt you to download an app)

- **If You Do Not Use BC Services Card Login:**

    You will need to repeat your CRC application using the BC Services Card Login to comply with our policy. This will ensure that your identity verification process is handled efficiently.

Additional Information or Assistance

- The online CRC system now sends emails allowing applicants to track the progress of their submission.
- CRC Application Process Video
- For further assistance, please contact us at ppp@bccaschool.ca

Qualifying and Non-Qualifying Tasks

Understanding what constitutes qualifying participation hours is crucial for fulfilling your obligations under the PPP. Here's a breakdown of tasks that qualify and those that do not.

Qualifying Tasks

Volunteer hours must meet the following criteria to count toward your required participation hours:

1. **Tasks Posted on OnVolunteers**
   - Hours worked at the school or from home for the benefit of the school, as listed on the OnVolunteers platform, are eligible.

2. **Non-Posted Tasks with Approval**
   - Any volunteer work that is not listed on OnVolunteers but is pre-approved by the PPP team or BCCA staff also qualifies.

3. **Field Trips and Sporting Events**
   - Driving to and from sporting events or field trips qualifies for participation hours, but the time must be tracked from the BCCA starting point.

4. **PCT Activities**
   - Being involved in Parent Community Team (PCT) activities, such as supporting school events or initiatives.

5. **Attending the Annual General Meeting (AGM)**
   - Hours for attending the AGM count as part of the PPP.

6. **Donating Food for Events**
   - Donating food for specific school events (except bake sale items) qualifies as participation hours.

Non-Qualifying Tasks

The following tasks do not qualify for participation hours under the PPP:

1. **Independent Event Organization**
   Organizing events or activities independently, without prior approval from the school or PPP team.

2. **Attending School Events**
   - Merely attending school activities like Meet the Teacher Night, Parent Teacher Conferences, or other school-hosted seminars does not qualify for participation hours.

3. **Bake Sale Donations**
   - Donating baked goods for a bake sale does not count towards your volunteer hours.

4. **Classroom Celebrations**
   - Time spent organizing classroom celebrations, such as birthday parties, does not qualify as volunteer work.

Additional Guidelines

1. **Incomplete Hours**
   Any family who does not meet their required volunteer hours will be billed at $20 per uncompleted hour. Fees for missed hours will be charged at the end of each semester (February and June).

2. **Finding a Replacement for Missed Shifts**
   If a participant is unable to meet a commitment, they must arrange for a qualified adult replacement. Please note that minors cannot substitute for their parents, and hiring outside replacements is not permitted.

3. **Banking of Hours**
   Volunteer hours cannot be transferred between terms or carried over to the following school year. Any hours worked during July or August will count toward the upcoming school year.

4. **Late Registrants**
   Families registering after the school year has started will have their required participation hours prorated on an individual basis.

5. **No Show Policy**
   If you fail to attend a task for which you registered on the website, it will be marked as a "no-show," and the corresponding hours will be added to your account as unfulfilled. These unfulfilled hours will be charged at the $20/hour rate at the end of each semester.

   By adhering to these guidelines, families can ensure that they meet the requirements of the Parent Participation Program, fostering community engagement and support for BC Christian Academy.

VII. BCCA.ONVOLUNTEERS.COM

We are pleased to introduce the **OnVolunteer** platform for the 2024 school year.

Families must create an account on **OnVolunteer** to sign up for PPP tasks, log their hours, and track participation. Accounts have been pre-created using one of the two parent emails provided to the school

Log In
· Visit BCCA.OnVolunteers.com

An account has been created for each family using one of the two emails provided to the school. If you receive an error, please try the other email.

1. Go to http://BCCA.onvolunteers.com
2. Enter your parent email address in the username window.
3. Enter your temporary password: BCCA@2024
4. Click on the login button.

GETTING STARTED

When you first log in, you will see a 'Start Guide' screen. This box contains four short videos that will help familiarize you with your volunteer portal.

The Videos

- **Parent Portal Introduction and Personalising Your Password**: An overview of your volunteer portal.
- **Activities and Signing Up For Tasks**: A quick tutorial on how to view and sign up for volunteer tasks.
- **Messages and Announcements**: Learn how to view/send messages and view announcements.
- **Ad Hoc**: Learn how to submit unscheduled volunteer tasks and service hours.

UPDATE YOUR PROFILE

Personalizing Your Password : For security reasons, it is strongly recommended that you personalize your password the first time you log into your account.

1. After you log into your volunteer account, click on your name on the upper right; this is your User Profile.

2. In the 'My Profile' section, click on [Reset Password].

3. In the subsequent dialogue box, enter your current and desired password, and re-enter your new password to confirm. Then, click 'Save'.

Adding Second User: Two parents/guardians can share one family account. In the 'My Profile' section, you can add the details for the second user's with their:

1. Username (We recommend using email address as a username.)

2. Password

3. First and Last Names

4. Phone and Email

*Please log in as the parent who will be completing the volunteer job before signing up for the task.

Adding your Skills: If you have any of the skills listed in the choice list for Skills, please select the skill(s) and add them to your profile. Examples of skills include First Aid, and Food Safe. Click "Save My Profile" at the bottom of the screen to save your changes.

DO NOT update your child's information. If it is incorrect, please contact us at ppp@bccaschool.ca and provide your full name, child's full name and grade, and a description of the issue.

Explore all the options online on OnVolunteer.

Viewing Activities and Volunteer Tasks: Hover your cursor above the main Activities tab and click the 'Activities' subheader when it appears. This will bring you to the Activities page, showing the school events and activities containing volunteer tasks.

Viewing and Registering for Volunteer Tasks: To view volunteer tasks within an activity, click on the name of the activity; the volunteer tasks will appear below. Click on a task to view its details and to register for that task. To learn more, please watch the videos in the Start Guide and the 'How-To' area (upper right corner of your screen).

Checking In and Out for Tasks: When you show up to do a task, you must check in and check out using a device displayed at the front office, or if offsite, your supervisor will provide it.

IMPORTANT!

If you do not check in and check out, the hours will not be counted as done and it will be considered as a no-show.

Submitting AD HOC Request for Extra Hours or Unplanned Tasks

In case you did more hours than were posted, submit an Ad Hoc request for adjustments to hours. You need to adjust the hours in the OnVolunteer platform and your supervisor will validate the extra hours for you.

VIII. CONCLUSION

The Parent Participation Program plays a vital role in building a strong Christian community at BC Christian Academy. By following the guidelines in this handbook, families can actively contribute to the school's mission and help provide a supportive environment where students thrive. We deeply appreciate each family's dedication and encourage you to engage in this collaborative effort.

For questions or suggestions, please contact us at **ppp@bccaschool.ca**.

APPENDIX

BC CHRISTIAN ACADEMY
INTRODUCING OUR NEW PPP SOFTWARE: THE BCCA ONVOLUNTEERS!!!

BCCA is now using an online volunteer system designed to help the volunteer process more efficient and user-friendly for both parents and our volunteer team. This platform offers powerful tools for recruiting volunteers, tracking and reporting hours or donations, managing family information, and organizing school events and volunteer opportunities. Each family will have access to a secure, personalized 'Parent Portal' to manage their participation.

How to Log In
An account has been created for each family using one of the 2 emails provided to the school. If you receive an error, please try the other email.

1. Go to **http://BCCA.onvolunteers.com**
2. Enter your parent email address in the username window.
3. Enter your temporary password BCCA@2024
4. Click on the login button.

Getting Started
When you first log in, you will see a 'Start Guide' screen. This box contains 4 short videos that will help familiarize you with your volunteer portal.

The Videos:
- Parent Portal Introduction and Personalizing Your Password
- Activities and Signing Up For Tasks
- Messages and Announcements
- Ad hoc – learn how to submit unscheduled volunteer tasks and service hours.

Welcome to your volunteer portal
How would you like to get started?
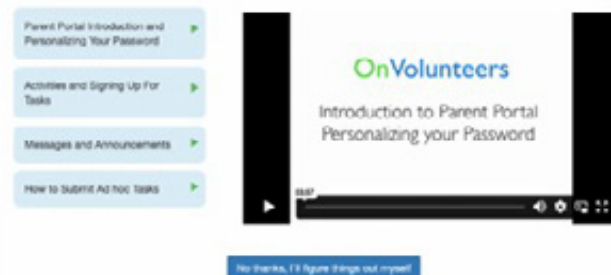
The Basics
1. Personalizing Your Password
It is strongly recommended that you personalize your password the first time you log into your account for security reasons.
Here's how:

1. After you log into your volunteer account, click on your name on the upper right; this is your User Profile.
2. In the 'My Profile' section, click on [Reset Password]. In the subsequent dialogue box, enter your current and desired password, and re-enter your new password to confirm. Then, click 'Save'.

2. Adding Second User
Two parents/guardians can share one family account. In the 'My Profile' section, you can add the details for the second user's with their:
1. Username (We recommend using email address as a username.)
2. Password
3. First and Last Names
4. Phone and Email

*Please log in as the parent who will be completing the volunteer job before signing up for the task.

3. Viewing Activities and Volunteer Tasks

Hover your cursor above the main <u>Activities</u> tab and click the 'Activities' subheader when it appears.

Clicking on the 'Activities' subheading will bring you to the Activities page, showing the school events and activities containing volunteer tasks.

4. Viewing and Registering for Volunteer Tasks

To view volunteer tasks within an activity, click on the name of the activity; the volunteer tasks will appear below.

Click on a task to view its details as well as to register for that task.

To learn more, please watch the videos in the Start Guide and the 'How-To' area (upper right corner of your screen).

We're Here to Help!
Thank you for your patience, understanding, and cooperation in making this new system a success. One of the great features of OnVolunteers is the Instant Verification process through the digital check-in/check-out. Each family will have a unique 4-character PIN in the volunteer portal. On the day of your task, simply check in, complete your duties, and check out using the device at school.

Finding Your PIN: Log in to your OnVolunteers profile, and you will find your PIN displayed on the home page to the right.
If you have any questions, we're here to help. Feel free to email us at ppp@bccaschool.ca.

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HOW TO FIND YOUR PIN NUMBER

IMPORTANT
Volunteer must Check-In and Check-Out

Failure to check in and out correctly will result in your volunteer hours not being credited towards your Parent Participation Program (PPP).

1 Scan the QR Code: Use your smartphone to scan the QR code provided to access the OnVolunteers PPP Portal.

2 Log In: Enter your email and password to log in to your account.

BC Christian Academy Parent Participation Volunteers Login

👤 username or email

🔒 password

Login

3 Locate Your PIN: On the home page, you'll find your 4-digit PIN on the right-hand side. Use this PIN to checking in and out.

HOW TO SUBMIT AD HOC TASK

An ad hoc task request is valid when a volunteer completes an unplanned or unposted task under the supervision of a teacher or school staff. Since these tasks aren't listed in advance on OnVolunteers, volunteers should submit them through the ad hoc request process to receive proper credit.

1 Access the OnVolunteers platform and enter your login credentials bcca.onvolunteers.com

**2** Click on "Activities" in the main menu, then select "Ad Hoc."

3 On the top right corner, click the "New Ad Hoc Request" button.



4 Fill out the request

1 Choose the type of ad hoc task you are submitting from the dropdown menu.

2 Select the relevant activity under which this task falls.

3 Provide a clear description for the supervisor, explaining the details and purpose of your request.

4 Specify the date when the task was or will be completed.

5 Indicate the total number of hours spent or estimated for this task.

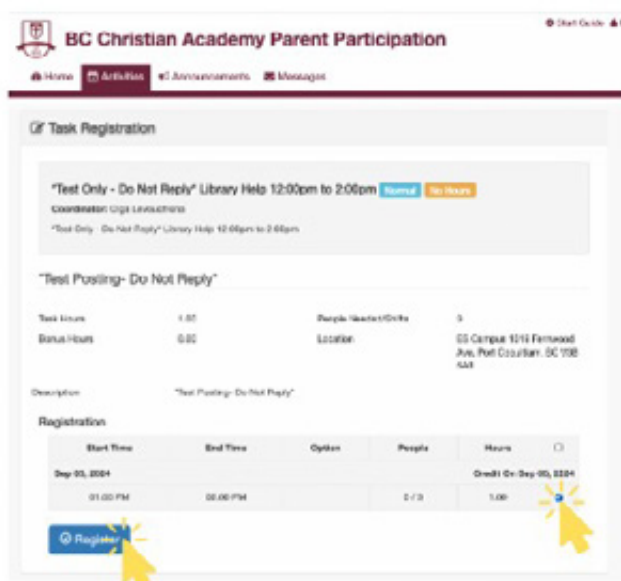**6** Once all details are filled out, click "Submit Request"
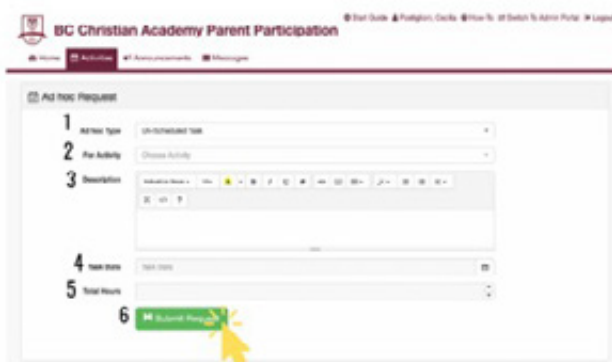
Once your supervisor approves your request, you will receive a notification confirming the approval.
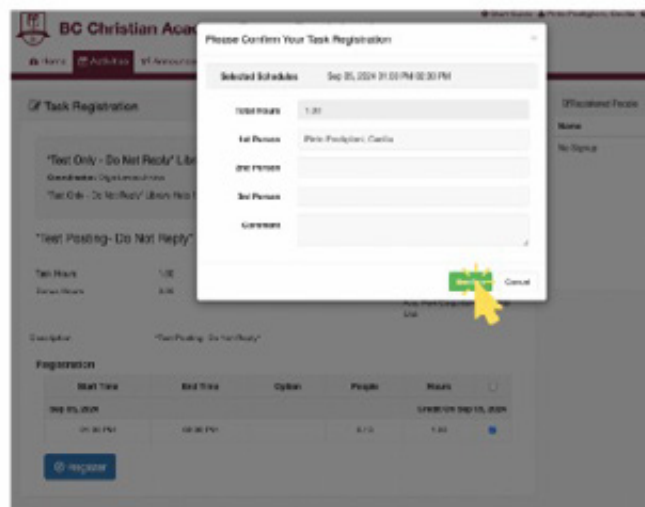
HOW TO SIGN UP A FAMILY MEMBER

1 Log in to your OnVolunteer account.

2 Choose the activity you want to sign up for.
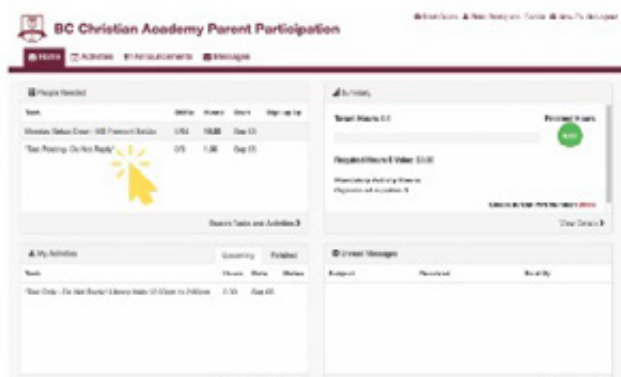
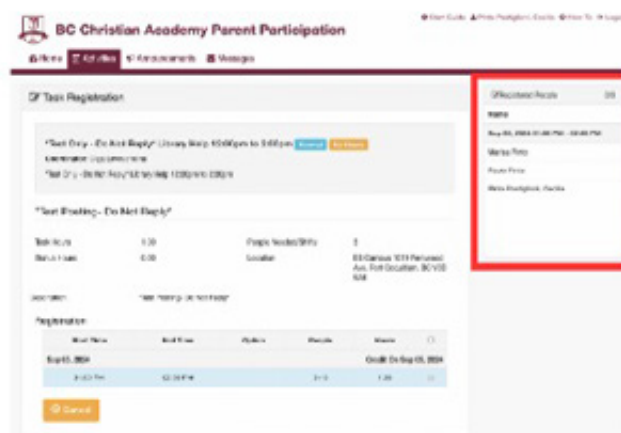**3** Select the task you want to sign up for and click on "Register."

4 Add the names of the second and third people who will join you. If necessary, add a comment and click "Confirm."

DONE ✅

5 You will be able to see who you signed up for that task in the box on the right.