

# Parent Participation Program

## *Points Guideline Handbook*

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### Diocese of Oakland Safe Environment Requirements

All volunteers who come in contact with the students on campus or away from school grounds, and anyone wanting to earn Parent Points through a variety of activities, must fulfill all Diocese of Oakland Safe Environment requirements which are:

- (1) VIRTUS training: by completing an online course or attend a live training session;
- (2) Be cleared through the LiveScan fingerprint process through the Diocese of Oakland and submit the \$34 clearance fee to the school office.
- (3) Complete and sign the Diocese of Oakland Volunteer Form

*"For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually, parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them."*

-Romans 12:4-6

## Philosophy of the Program

Participation is a vital aspect of the spirit and community of Saint Edward School. Children are formed in this spiritual attitude through participation in the life and service learning activities of the school. In connection with the Philosophy statement of St. Edward School, whereby we, “empower students to meet academic challenges and deepen their faith and commitment to service.” parents model the value of Christian service through their participation in school programs and activities. The involvement of parents is necessary in order to support the goals and needs of the school.

Parents serve as the primary educators of children. Active members of the Parent Participation Program enrich the learning experiences of the children, help create a positive school environment, and grow in their relationships with one another. Parent involvement enhances the quality Catholic educational experience of the children.

## General Guidelines

In an effort to keep all children safe and in accordance with State of California and Diocese of Oakland requirements, all who volunteer at St. Edward School must be 18 years of age or older. Volunteers may include parents/guardians, grandparents, or other relatives. In order to participate and receive "Parent Point" credit for any school activity, please read the [SAFE ENVIRONMENT FOR CHILDREN PROJECT](#) requirements. All 3 requirements must be fulfilled PRIOR to any activities.

Every family is expected to become actively involved at St. Edward School, and parents earn points for being actively involved. Such involvement and service stems from both our school philosophy and the need to share in a just manner in the work and effort required to maintain our school. During the course of the school year, all 2-adult families are expected to complete a minimum of 25 hours/points of family participation (20 hours/points for single-adult families) and are encouraged to continue their support and participation after the minimum standards have been met.

Hours/Points begin to accumulate as of August 1, just before the start of the school year through the last school day of April. Specifically for the 2025-2026 school year, Parent Points can be earned from 08-01-25 through 04-30-26. Hours/Points earned from August 1 through the 1st day of school, must be pre-approved by the Principal (not required for work party) and will count toward the upcoming school year's requirement. Hours/Points earned after the last day of April, except for Field Trips and Field Day in May, must be pre-approved by the Principal and parents must sign up before the last day in April.

There are 3 ways to verify Parent Points earned:

- Point SLIPS -to be filled out by the parent & signed off by appropriate chairperson
- Point LISTS -to be filled out by the teacher or appropriate chairperson and submitted to the school office, used for field trips and other group events
- PTG meeting- Sign-In Sheets posted at the meeting, one point per family if you sign in

## Point Slip

Point slips are available in the school office, on the website, and at the end of this handbook. Please complete these as soon as services are finished. It is a 2-column form, listing the parent service on

the right and duplicate information on the left. Upon entry into the school office, there will be an accordion file-box on the table to your right. Please file your Parent Point slip by last name. Be sure to include your family number on the slip. Volunteers are required to complete and submit to the school these Parent Point record slips signed by the appropriate chairperson of the event within 30 days of the date of the service/participation activity. It is the responsibility of each PARENT to fill out this form, and obtain the appropriate signature in a timely manner at the conclusion of each activity.

### Point List

Some activities do not require the Parent Point record slips to be completed. In place of point slips, point lists are created to simplify documentation. For example:

1. Field trips - A Parent Volunteer List is generated by the teacher. The teacher will list the parents in attendance to grant the same number of points completed by the drivers & chaperones. The "Expectations for Field trip Drivers/Chaperones" contract must be signed. If driving, volunteers must have a valid driver's license & current proof of insurance on file in the school office.
2. Lunch Volunteer - A designated Parent Volunteer List is compiled in a specific Volunteer sign-in binder. The school office holds these binders for parents to "Sign-In & Out" for their assigned work shifts.
3. CYO coaches & assistant coaches - Need CYO certifications and fulfill Diocesan requirements. A Parent Volunteer List is generated by the CYO Athletic Director AFTER the sport has finished and will be submitted to the office for final review.
4. Saturday Work Party - A sign in sheet is on the front office counter. It is verified by the Principal or PTG Board member before it is turned in.

Other lists may be submitted if more practical than individual slips. Check with the chairperson to confirm first.

To eliminate duplicate counts, please DO NOT complete a separate Parent Point slip for 1-4 above or any service using Point Lists.

Further guidelines have been developed in order to facilitate participation by parents:

- Parent Points are not transferable between families, however, family members such as grandparents and direct family members over the age of 18 can earn family points as long as they are in compliance with ALL Safe Environment components.
- The minimum number of points granted is 1 point for 1 hour of service and then 1/2 point thereafter for ½ hour of service. (For example, if 1.75 hours participation/worked, it is rounded down to 1.5 points of service.)
- Points may not be carried over from year to year
- Some Parent Points are given for donation of certain items. To earn points through donations, an original receipt must be stapled with the completed and signed Parent Point slip. One point is given per \$20.00 of donated value. The minimum donation amount must be at least \$20.
- Parent Points not accomplished by the due date will be billed at the rate of \$20 per point.
- Money owed will be sent to your FACTS account if not paid by the due date on the final statement.
- If a commitment is made for work and the work is not completed, no points are given.
- Due to conflict of interest, a husband-wife team cannot sign off for each other's point slips

regardless if the spouse is a Chairperson or Room Parent. A teacher or office staff must countersign.

## Functions for Which Points are Not Awarded

As previously stated, parent involvement is needed to enrich the children's learning experience and needed to support the goals of the school. This does not mean that every time you visit the school, you will receive Parent Points for "helping out". Not all parent participation will be granted points for your attendance. Service for which a parent gains an economic advantage is not awarded points. One such example is fundraising for Caritas Creek which is a direct benefit to the parent by reducing the Science camp fee as opposed to a benefit for the school.

Examples of Events/Activities which do NOT earn points:

- Birthday snacks & treats (for your child's class) or attending the party
- Boy Scout/Girl Scout Meeting Leaders and helpers
- Donation of used items without a receipt (toys, games, etc.)
- Services performed by family members, including alumni, under the age of 18
- Children's Choir for participation at Mass (points given outside of Mass for assisting the Choir Director only)
- 2nd Grade Retreat attendance
- 6th Grade Caritas Creek fundraiser participation or any class/club-focused fundraising
- Service Outreach Program activities with your children
- Donations to outside charitable agencies collected through the school.
- Attending a School Fundraiser (unless you are the Chairperson or on the Committee)
- Mandatory Donations (If requested, for example, Halloween decorations, candy, treats, etc.)
- End of Year field trips/class celebrations

## Extension of Time to Earn Points

An extension of time to earn points may be granted by the principal in unusual circumstances. A written request should be submitted to the principal for review and approval prior to the deadline for submission of points.

## Point Review Process and Billing

The school office personnel will review the slips to ensure the volunteer is in compliance with all Safe Environment requirements. Any point slips in question, or not approved, will be returned to the family with a notice as to why the slip cannot be recorded.

No one other than the school office staff keeps Safe Environment compliance records. It is Diocesan mandated, and due to privacy laws involving fingerprints, certain regulations need to be followed. The school office does the checking and will do this for each field trip, party, school-sponsored event, etc. Please know we value the safety of our school children as well as all the volunteers in attendance.

Approved Point Slips are given to the school's office assistant who enters the information on an online spreadsheet. This is done within 4 weeks of receipt of your Parent Point Slip. All families may check the status of their point balance and credits received by going to: [st edward newark points](#) and enter your Family Number.

A Final Points billing is sent out the first week of May for all participation hours not completed.

Points not achieved are billed at the rate of 1 point/1 participation hour equals \$20.00. Payment must be made to the school office by May 15th. Unpaid balances due will then be put through for payment withdrawal from FACTS on the 20th of May. Point slips cannot be accepted for credit for service occurring after the deadline, except for pre-approved Field Day participation help IF you sign up prior to the event AND complete the service as verified by the teachers.

## Opportunities Earning Full 25 Points

Families will have the opportunity to sign up for committees and participate in school functions during various times of the school year. The 25 hours of participation required per 2-adult family (20 hours for single adult families) can be earned in various ways.

There are, however, a few positions that require a year-round commitment, and other positions that require heading a committee. For the responsibilities listed below which is a lengthy commitment, the FULL 25 points will be awarded:

- PTG President & Vice President
- PTG Sponsored Fundraiser Chairperson (For example, 5K Chair, Gala Chair)
- School Advisory Board Chair & Vice Chair
- SCRIP Coordinator
- Choice Lunch Coordinator
- Newark Days Parade Chair & Co-Chair
- Room Parent(s) max. 2 per grade
- CYO Athletic Director
- CYO Head Coach or CYO Assistant Coach

Submission: The principal signs-off the Parent Point slips for the above positions mid- April, to reflect in the May statement (with the exception of CYO Coaches as noted below.) *It is the parent's responsibility to complete the points slip and submit it to the principal for signature.*

## PTG and School Board Officers

For earning the full 25 hours of service, your commitment is vital to a successful PTG year:

- Attendance: Attend at least 80% of meetings within a year.
- Participation: Actively participate in at least two committees or projects.
- Contribution: Provide significant input or lead a major initiative that benefits the organization.

Otherwise, hours will be earned and accounted based on the actual time spent on board-related activities and all other volunteer commitments.

## CYO Positions

The Catholic Youth Organization (CYO) is a parish wide activity and not exclusively a school activity. Therefore, the only ones who can earn Parent Points are the following CYO positions:

Head Coaches and Assistant Coaches: (1 Head Coach and up to 2 Assistant Coaches per team)

Certified Head Coaches and Assistant Coaches attend the Diocese Coaches Certification Workshops AND are submitted on a team's roster to the Diocese. These volunteers in the boys or girls St Edward CYO program will receive 1 point per hour of participation up to a maximum of 25 points for the season in which the sport occurs.

Team Parent: Safe Environment cleared parents may earn a maximum of 10 points per CYO sport, unless they are required to be present at all practices due to the Safe Environment Policy. For

example, the Head Coach is male coaching a female sport, a female parent must be present at all practices or the Head Coach is female coaching a male sport, a male parent must be present at all practices. In this case, the parent attending the practices would receive 1 point per hour of service. Scorekeeper: Scorekeepers with certification cards from CYO can earn 1 point per game up to a maximum of 10 participation points per CYO sport.

Gym Monitor: Parents must have completed all Safe Environment requirements (training and LiveScan). 1 point is given per game up to a maximum of 10 participation points per CYO sport.

Only the above positions only earn parent points through the CYO Program.

Submission: All Coaches are signed off on the Parent Point lists submitted by the CYO Athletic Director. The Head Coach signs off the Parent Point slips for Team Parent, Scorekeeper & Gym Monitors AFTER the sport has finished.

### Examples of (Individual) Participation Point Opportunities

The following listed items are *suggested* ways to earn the required participation hours at the rate of 1 point per 1 hour of participation, or 1 point per \$20.00 value of donated items (with original receipt) :

- Saturday Work Parties (weeding at school/playground, school maintenance clean-up, gardening and other special projects, including classroom help when needed)
- Food Donations (with original receipt) for specific functions will be given. For example, donations for Catholic Schools Week or when the school hosts Friends and Fellowship. No points are given for your child's birthday donations or other classroom celebrations (Valentine's Day, Thanksgiving, Christmas, etc.)
- Newark Days Parade - preparation and/or participation in; Newark Days Parade Donations (up to \$60) for the school float. MAXIMUM 3 points per FAMILY for participation on the day of the parade, in addition to points earned working on the float preparation.
- Trunk or Treat - volunteers must sign up (Sign-Up Genius, etc.) for hours to earn points. No points are given to decorations or treats.
- Attending Monthly PTG Meetings (dates in Spartan Weekly)
- Assisting the teacher outside the classroom
- Eye Testing/ Hearing Testing/Picture Days, dates and times posted in Spartan Weekly
- Before and After School Traffic Supervisor
- Any School Appointed Committee
- P.E. Motors Skills Program Helper (assist small groups of TK, Kinder and 1st Graders)
- Choir Helper if needed for practices
- Catholic Schools Week volunteers
- Development Dept. support, see Development Directors early in the school year
- Set up for WCEA Visit (Only applicable during a certification year. Next one will be in 2032)
- Assisting PTG Hospitality Committee (seasonal - Coffee with Mrs. Cruz, Blue Mass Reception, Open House, etc.)
- Kids Club snacks (see Spartan Weekly for details)
- Assist with ChoiceLunch Program – help distribute lunches to students who ordered lunch.
- Assisting PTG Fundraising Chairperson (set-up/clean-up for Parent Gala, distribution of Gift Wrap & Cookie Dough, etc.)
- Class Field trips – drivers and chaperones
- Field Day - assisting with activities and games
- Teaching Faith Formation (limited to 10 points per family per school year)

- Additional opportunities for points are listed in the Spartan Weekly

*We never forget that your faith has meant solid achievement, your love has meant hard work and the hope that you have in our Lord means endurance in the life you live.*

*"Remembering without ceasing your work of faith, and labour of love, and patience of hope in our Lord Jesus Christ, in the sight of God and our Father."*

*- Thessalonians 1:3*

Thank you for your service to our school.

#### ST. EDWARD SCHOOL

Family Number \_\_\_\_\_  
 Name \_\_\_\_\_  
 Student \_\_\_\_\_  
 Grade \_\_\_\_\_  
 Service \_\_\_\_\_  
 Date \_\_\_\_\_  
 Hours \_\_\_\_\_  
 Chair Sign \_\_\_\_\_  
 (PARENTS: Keep for your records)

#### ST. EDWARD PARENT PARTICIPATION RECORD

Service Date \_\_\_\_\_ Points/Hours \_\_\_\_\_  
 Service done by (Name) \_\_\_\_\_ Family No. \_\_\_\_\_  
 Oldest Child \_\_\_\_\_ Grade \_\_\_\_\_  
 Service \_\_\_\_\_

*This family has worked an activity and should be credited with service for the above hours.*

Authorized Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_

(PARENTS: Please put into the **Parent Point file** located in the office no later than 30 days from Service Date)