



Family Participation Program Policy

At Hovsepien, we have been blessed with supportive and enthusiastic parents. Your support plays an integral part in helping us provide our students with a quality education and environment. When schools and families work together to support learning, everyone benefits. We count on your support for success and that is why we are implementing a twenty (20) hour of service to be provided by each family.

There are many benefits to parental involvement, such as:

- Student enhancement in academics and in school life;
- Parents become empowered
- Teacher morale improves;
- School advances in its achievements; and
- Communities grow stronger.

We would like to thank all of you in advance for your support and contribution. With your participation, we look forward to a successful school year.

Earning The Hours

- You will receive an email from St. Gregory A. & M. Hovsepien inviting you to view all events for which your support is needed. Click on the link to view the event. In the upper right hand corner you will be able to login. Fill out the information for "New to SignUp Genius?" Once an account is set up you can then volunteer for whichever event is convenient for you or suits your interests. Please keep in mind that events will be added throughout the year per PTO or teacher requests. Notifications will be sent out via email.
- Once you have paid your \$200.00 fee, you will receive a Family Participation Program ("FPP") card. This card is for keeping track of your FPP service hours. The deadline for payment is due with the first month's tuition. If you have already paid your fee please retrieve your card from the office. Please take note that your FPP card has a value of \$200.00 and a lost card may be replaced but service hours will **not** be reinstated. The card will have a numbered section on it to be used for keeping track of your contributing time. Our office will not be keeping a separate record of your hours contributed and thus cannot confirm or provide credit for hours earned should your card be lost.

- **Assisting at events:** You must sign up for a task on *SignUp Genius* to help at an event. Prior to starting your task at any event, you must sign in your name and arrival time. Sign-in will be with the chair of the event or a PTO member. Once the parent fulfills their chosen time slot, their card will be hole-punched for the amount of hours worked.
- It is the responsibility of the parent to see the chair after fulfilling his/her hours at the event to receive credit on their card.
- Deadline to meet twenty (20) hours is two weeks prior to the end of the school year.

Calculating Hours

- One hour of participating time will equal one (1) credit (hole-punch) on your card.
- Every \$10 donation made will give you a one (1) hour credit. For example, if you purchase napkins for Breakfast-To-Go and you spent \$10 please make sure you have a receipt so that you may receive credit.
- Families must complete all 20 hours in order to receive a return of the \$200 FPP deposit. PARTIAL REFUNDS WILL NOT BE ISSUED FOR PARTIALLY COMPLETED HOURS. For example, families who complete only 10 hours will not be eligible for a \$100 refund.
- During our morning PTO meetings we are available to help and answer any questions you may have. We can also be contacted at PTO@Hovsepianschool.org with any questions or concerns.

Your suggestions, comments and ideas are always welcome. Please reach out to us via email or through the office. We are always open to new ideas for how we can improve our school and this program. If you have any special skills or talents that you feel could benefit the school or students, we would like to hear from you! All new ideas/programs are subject to approval by Principal Mankerian.