



**2018-2019**



**Helping Us Grow Student-Angels  
(HUGS)  
Handbook**

## SUMMARY PAGE

1. Minimum HUGS commitment hours required: **THIRTY (30)**
  - *It is the responsibility of each family to sign in and record hours as completed. Failure to do so may result in loss of that credit.*
2. HUGS Commitment Year: Begins July 1<sup>st</sup> and ends May 30<sup>th</sup>
3. Ways to complete HUGS commitment:
  - Sign up for activities, fundraiser events etc.
  - **Signup Genius Link:**  
[www.SignUpGenius.com/go/10C084CAA729A2FE3-helping](http://www.SignUpGenius.com/go/10C084CAA729A2FE3-helping)
  - **Buy Out Option:** \$500.00 (five hundred dollars) per year per family.
4. Penalty for unfulfilled hours: \$15.00 per hour, billed with May's tuition
5. Penalty for "No Show" or "Less Than 48 Hour Notice" is \$25.00 per occurrence, billed immediately.
- 6. Have a skill or talent that may be of benefit to St. Thomas Preschool? Talk to Michelle Garmon. You may get hours!**
- 7. Please sign and return Parent Commitment Form (last page) of this handbook and return on by May 1st 2018.**
8. HUGS Commitment Coordinator contact information:

Bernice E. Ochoa  
Phone: (520) 577-0503 Ext. 129  
Fax: (520) 577-0441  
Email: [office@stthomaspreschool.com](mailto:office@stthomaspreschool.com)

## INTRODUCTION

This handbook contains all the information you will need concerning your HUGS commitment at St. Thomas Preschool (STP). HUGS is an important part of what makes our school successful.

The purpose of HUGS is to provide assistance and enrichment to the school and its curriculum in the following ways.

- Direct volunteer support to the educational program and staff
- Organize fundraising projects that support our schools curriculum, classroom materials, and outdoor equipment.

Your efforts are sincerely appreciated by the Staff, Pastor, School Board, and all those involved with and dedicated to making our school a wonderful educational and spiritual experience for your child.

## THE COMMITMENT

**Parents of enrolled children at STP are committed to a mandatory minimum thirty (30) hours of service each school year per family.**

Please note: If at least half (15 hours) of parent commitment hours are not completed by December your account will automatically be billed \$250.00. Hours are pro-rated for families entering after the beginning of the school year.

Anyone signed up for an event or job and unable to attend must find a replacement within 48 hours of the event. There is a \$25.00 penalty for signing up and no showing up. Any unfulfilled hours will be billed at \$15.00 per hour with May's tuition.

## SECTION ONE: ABOUT HUGS COMMITMENT

### Compliance Requirement (CR):

In order to comply with the Diocesan Guidelines for Protecting our Children, everyone fulfilling HUGS Hours in any capacity at our school is required to be fingerprinted, have a background check, completed volunteer online application (<https://diocesetucson.org/human-resources/employment-opportunities/>) and attend a compliance meeting with the parish compliance officer. This will be fulfilled at the mandatory parent meeting held in August.

Fingerprints should be processed online at <https://fieldprintarizona.com> , \$25.00 for a criminal history check (Billed to your school account or pay with check/cash at school office). This clearance is valid for 5 years.

If a commitment job is labeled **(CR)** next to the position you must complete the Compliance Requirement. Example: Field Trip Driver **(CR)**

## IMPORTANT NOTICE

### CONFIDENTIALITY STATEMENT

Parent involvement carries with it a responsibility to our children and community to provide confidentiality. We must realize that when we are working in a classroom, on school grounds, in the office, or in any HUGS capacity, we no longer function as a parent, but as a school volunteer.

We are privileged to be invited into our children's school environment and have access to personal information. While we are at school, we often see examples of a child's work or behavior. **What we see and hear, whether negative or positive, is confidential information and must not be shared, even anonymously with others.** It is not our place to discuss what is seen in the classroom or office with other parents, students, or individuals.

Children are accorded the same rights to privacy and confidentiality as are adults. If you observe a behavior or problem with a child, please report it to a teacher or staff member. It is the staff member or teacher's responsibility to report information concerning a student to the parent

## SECTION TWO: OPPORTUNITIES

### **Catholic Schools Week Coordinator (CR)-**

This position will meet with the school Administration during the first of December and assist in the planning and coordinating of the week's events. Attendance at all events during the week in January is required.

Sign up through [SignUpGenius.com](http://SignUpGenius.com)

**Hours: Varies**

### **Christmas/Las Posadas Program (CR)-**

This event has become an annual tradition at St. Thomas. Students participate in the reenactment of asking for posada (shelter) and Christmas caroling. This includes participation in practices (Monday-Thursday) starting in November. Preparation the day before from 9:00 a.m. – 10:00 a.m. at school office. Day of event hours are from 4:30 p.m. – 6:30 p.m.

Sign up through [SignUpGenius.com](http://SignUpGenius.com)

**Hours: Vary, subject to change**

### **Classroom Sanitizer Helpers (CR) -**

Follows the teachers' directions to sanitize items in classrooms.

Sign up through [SignUpGenius.com](http://SignUpGenius.com)

**Hours: Approximately 1.5 hours, twice/month  
(3 hours total per month)**

### **Classroom Room Parent (CR) -**

**4 Total/1 per class.** The room parent organizes parent's participation in important dates such as teacher birthdays, Christmas gifts and coordinating the teacher appreciation lunch and coverage. Must attend monthly school board meetings. Sign up through SignUpGenius.com

**Hours: Entire school year, annual commitment**

### **Community Prayer Readers (CR) -**

Support your child's class by reading the scripture at community prayer on Thursday's from 9:15 a.m. – 9:45 a.m. Each class has an opportunity at least once or twice a week. Sign up through SignUpGenius.com

**Hours: 30 min.**

### **Costco Runner-**

Pick up and drop off Costco orders once a month on a Friday morning. Must put items in their proper location when delivering to the school.

**Hours: Fulfills annual commitment**

### **Day of the Dead Family Event Coordinator (CR):**

Plans with the director this family event in October. Helps set up and clean up.

**Hours: Various, 3:00 p.m. -5:00 p.m.**

### **Easter Family Event Helpers:**

Help with preparations for event in April. Including boil eggs, stuffing plastic eggs, cutting paper, etc.

**Hours: At home, Varies**

### **End of Year Celebration/Art Show (CR)-**

This event celebrates the ending of our school year and display children's art work. Teachers will need help with setting up the day before, day of event and the following day for clean-up. Sign up through SignUpGenius.com

**Hours: Various, day of before from 9 a.m. – 12 p.m. &  
Day of 3:30 p.m. – 6:30 p.m.**

### **Free Money Program Coordinator-**

Helps run, put together and promote Free Money Programs such as Amazon Smile, Fry's Community Rewards, Mabel's Labels, and Box Tops, local restaurant dining etc. Must attend board meetings once a month and provide updates and ongoing fundraising opportunities. Sign up through SignUpGenius.com

**Hours: Varies**

## **Fundraiser Committee-**

St. Thomas Preschool's primary fundraiser. The committee decides what the event will be. Organized with the director and 2 parent co-chairs. Co-chairs attend board meetings to give updates on event. Sign up through SignUpGenius.com

Volunteers help with planning and putting event together before the event. Some responsibilities within the committee include:

**Solicitation Coordinator-** Helps in soliciting items from our past donors by calling and or in person contact.

**Item Entry (CR)** - Works database program at school entering items for auction.

**Food Coordinator-** Some responsibilities include contacting vendors, requesting food donations and confirming delivery.

**Decorating Leader-** Works closely with parent volunteers to decorate for event. Meetings vary and are scheduled depending on need. Usually from 9:00 am to 11:00 am. Included are basket wrapping (Tuesday and Wednesday) and hall decorating (Friday) before the date of event.

**Classroom Project Leaders (CR)** - One per classroom. Responsible for submitting a classroom art project. Coordinates with parents and teachers a timeline to complete projects.

**Hours: Various, Fulfills annual commitment**

## **Fall Festival - Bike Event (CR)-**

The Fall Festival includes outdoor activities that are fall and Halloween related. Examples include: face painting, pumpkin tasting, pumpkin toss, etc. These activities are set-up outside on the playground and patio area. Bike Event occurs in the preschool section of the parking lot. Sign up through SignUpGenius.com

**Hours: From 8:00 a.m. – 12:00 p.m.**

## **Field Trip Drivers (CR)-**

The only class that travels is Pre-Kinder. Drivers are required to assist teachers with child supervision, pay admission fees & possible parking fees. No siblings allowed to attend.

**Hours: Vary between 8:00 a.m. – 1:00 p.m.  
Depends on trip.**

**Gingerbread Family Event Coordinator (CR):**

Plans with the director this family event in December. Buys candies, helps set up and clean up.

**Hours: 3:00 p.m. -5:00 p.m.**

**Graduation (Pre-K) Coordinator-**

This is only open to the Toddler and Preschool parents. Must not have a graduate. Organize and Plan along with Director the Pre-K graduation in May.

**Hours: Fulfills ½ (half) annual commitment**

**Grams Coordinator & Helpers:**

Help put together grams throughout the school year. Coordinates with the director timelines and themes. Preps and puts items together.

**Hours: At home, Varies**

**Grand Person Day Helpers (CR) -**

This special day is dedicated to that Grand Person in our children's life. Children are encouraged to invite their grandparents, nannies, or special person for a pancake breakfast. Sign up through SignUpGenius.com

**Hours: From 8:00 a.m. – 12:00 p.m.**

**Graphic Designer-**

Various graphic designs needed for events at school. Upon request.

**Hours: Fulfills annual commitment**

**Health Coordinator (CR) -**

Support school office with vision and hearing screenings.

**Hours: Varies**

**Holy Hoe Down (CR)-**

This event brings the rodeo to school, includes outdoor activities that are rodeo, cowboy, and cowgirl related. It is held before Rodeo Break in the school patio and playground area. Grilling, serving, assisting with set-up, conducting activities for children and clean-up. Sign up through SignUpGenius.com

**Hours: From 8:30 a.m. – 11:30 a.m.**

**Laundry Helpers-**

Every Friday, unless otherwise informed classrooms laundry is picked up at school office and returned on Monday. Laundry is folded and then placed in its proper location. Sign up through SignUpGenius.com

**Hours: Fulfills annual commitment**

### **Lunch Delivery Helpers (CR)-**

Every Tuesday, Wednesday and Thursday at 11:45 a.m. prepares and delivers pre-ordered lunches to classrooms. This position is flexible with the days.

**Hours: Fulfills annual commitment**

### **Lenten Project Coordinator (CR)-**

Prepares and organizes the Lenten project for Lenten season.

**Hours: Varies, ½ annual commitment**

### **Lunch Box Helper (CR)-**

Lunch box helpers help each classroom teacher by putting the children's lunches at 9:00 a.m. in their respective refrigerator every morning. Also available if picking up at noon Rooms 2, 3 and 4's lunches can be taken to their classroom at 11:45 a.m.

**Hours: Fulfills annual commitment**

### **Mail Makers-**

Mail helpers cut school's paper in school office, **buys** and places stickers on mail for classroom mail boxes. Returns mail to the office. Must check each classroom mail box and restock as needed.

**Hours: Fulfills annual commitment**

### **Parish Laundry Helpers-**

Every first Monday of the month, parish laundry is picked up, washed, pressed and dropped off by Friday at the church and chapel sacristies.

**Hours: Fulfills annual commitment**

### **Parish Tidy Up Helpers-**

Every week on Mondays after drop off, parish needs to be tidied up. Clean pews, straighten missalette's and prayer cards, pick up trash etc.

**Hours: Fulfills annual commitment**

### **Picture Day (CR)-**

Photographer assistant for the day when school pictures are taken.

(Individual and Class) Hours are from 8:00 a.m. – 11:00 a.m. Makes sure children stay in line and are ready to take their picture. Keeps photo orders in sequence etc. Sign up through SignUpGenius.com

**Hours: 3 hours**

### **Polar Express Day Helpers (CR)-**

The day after the Las Posadas event. Prepares oatmeal and hot chocolate for the children. Sign up through SignUpGenius.com

**Hours: From 8:00 a.m. – 11:00 a.m.**



### **School Helpers (CR)-**

**1 per week on day of choice.** The School Helpers help at school office with the following: make copies, distribute flyers in cubbies, supervise children during outside play, sweep and tidy the patio. etc. Must be consistent with the day and time.

**Hours: Entire school year, Fulfills annual commitment**

### **School Advisory Board-**

President, Vice-President, Secretary, Treasurer, Member-At-Large, and Community Outreach Coordinator. Consists of monthly meetings, fundraising and overall support for our school. Sign up through SignUpGenius.com

**Hours: Entire school year, Fulfills annual commitment**

### **Scholastic Book Fair (CR) -**

This event provides an opportunity to purchase new books for their child. Book Fair hours are from 8:30 a.m. - 9:30 a.m., 11:45 a.m. - 12:15 p.m. and 1:30 p.m. - 2:30 p.m. Sunday after mass is also available. A meeting will be held to provide information about book fair event. Volunteers assist with organizing books and cashiering.

**Hours: Varies depending on sign up**

### **Snack Prep & Delivery (CR)-**

Every morning at 9 a.m. prepares snacks and delivers to classrooms. This position is flexible with the days.

**Hours: Fulfills annual commitment**

### **Snack Shopper-**

Picks up grocery list and payment check on Thursdays from the school office. Shops and drops off snack every Monday morning before 8:30 a.m.

**Hours: Fulfills annual commitment**

### **Social Media/Website Coordinator-**

Works with director and keeps our social media/website updated on a regular basis.

**Hours: Fulfills annual commitment**

### **Tasty Treats for Staff-**

Brings the staff tasty treats. Sign up through SignUpGenius.com

**Hours: 1 hour**

### **Thanksgiving Feast (CR)-**

The Tuesday before Thanksgiving all children will have a classroom Thanksgiving Tasting. Making the food, setting up the classroom tables, assisting the children at the tasting, and clean-up. Sign up through SignUpGenius.com

**Hours: From 8:00 a.m. - 12:00 p.m.**

### **Thanksgiving Food Drive Community Project Coordinator-**

Prepares and organizes the food drive for the month of November.

**Hours: Varies**

### **Teacher Appreciation Lunch Coverage (CR)-**

These designated lunches hosted by each classroom are dedicated to our wonderful teachers. To show our appreciation families are asked by classroom coordinator to participate with providing lunch and observe children in the classrooms and/or playground. At least 2 helpers in each classroom and 2 helpers setting-up lunch, preparing, and clean-up every day from 11:45 a.m. – 1:00 p.m. Sign up through SignUpGenius.com

**Hours: Varies**

### **Trunk or Treat (CR)-**

Volunteer's sign up to buy 85 nut free treats/candies and hand out to our children in the parking lot. Volunteers may dress up & decorate their car! Sign up through SignUpGenius.com

**Hours: 3 Hours**

### **Yearbook Coordinator (CR)-**

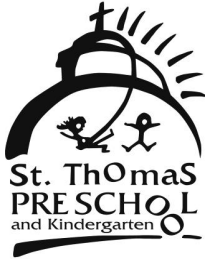
Creates and designs layout of yearbook. Coordinates with teachers for pictures of events throughout the year. Works within a deadline with the director.

**Hours: Varies, Full commitment**

## **SECTION THREE: PARNENTAL COMMITMENT FORM**

Attached is the HUGS Commitment Form that must be signed and returned to the school office by **May 1<sup>st</sup> 2018**.

Family Name: \_\_\_\_\_



## HUGS COMMITMENT FORM 2018-2019

### I. INSTRUCTIONS: Initial one option.

\_\_\_\_\_ **Option A:**

I have selected to sign up for activities to fulfill my HUGS Commitment. I understand & agree that there is a penalty of \$25.00 per occurrence, billed immediately for "No Show" or "Less than 48 Hour' Notice". If at least half of my commitment hours (15) are not fulfilled by the end of November my school account will be billed \$250.00 and due with December's Tuition.

\_\_\_\_\_ **Option B:**

I have selected the Buy Out option fee of \$500.00 to fulfill my HUGS commitment. I understand that this amount will be added to the Tuition Commitment Form.

**Circle Payment option:**

Cash, Check payable to "St Thomas" or  
Bill School Account: Monthly / Semester / One Time

### II. Acknowledgment

As parent/guardian of a child or children registered for the school year of 2018-2019, I acknowledge the importance of my HUGS Commitment to STP. By signing this agreement I am aware of my responsibility. I also understand that in the event I am unable to fulfill any portion of my commitment, I will be billed a prorated amount for hours not completed. This amount will be based on the total Buy-Out Fee of \$500.00. A fee may be assessed for late payment.

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date)