



Welcome to the Natomas Charter School (NCS) Performing and Fine Arts Academy (PFAA). The Parents the Arts (P4A) is proud to provide you our on-line parent hours tracking program!

This program was written and is administered by PTO Today (PTO Manager). P4A is happy to have the added benefits p4a.ptomanager.com provides for our teachers, administration, P4A, students, but most importantly YOU, our parents! We can generate emails for those of you with the same interests, in the same class, remind you of upcoming events you volunteered for, and YOU monitor your OWN parent hours.

We are confident this will be the best volunteer hour tracking system you have experienced! **All families MUST register at [www.p4a.ptomanager.com](http://www.p4a.ptomanager.com) and track their own parent hours.** For those families who do NOT have email or internet access, please contact Tammy Lee, PFAA Program Director at Natomas Charter School (NCS) at (916) 928-5353.

The p4a.ptomanager.com parent hour tracking system works like this: Parents/guardians/volunteers will turn in a Parent Participation Record (PPR) into the appropriate box of your students last name found in the front office. You must have your PPR signed by the staff/chair of the event or P4A stamp after attending or volunteering at any P4A general board meeting, committee meetings/events, landscape beautification days, and class parent meetings. You must attach a copy of or your receipt(s) for products donated / gift cards purchased included on your PPR. **Please make a COPY for your records PRIOR to submitting.**

Thinking Green? P4A, NCS, and the PFAA are too! If you are short on your parent hours, the school will send you two notices regarding your volunteer commitment hours; one at the end of the first semester and one at the end of the year. You are EXPECTED to complete your volunteer hours. You are able to monitor your own hours ensuring you are on track to successfully fulfill your student contract with NCS PFAA.

Events available for parent hours are listed. **Reoccurring Events** (monthly P4A meetings, parent class meeting, school dances, etc.) will be posted two months ahead of the scheduled date. **One-time Events** will be posted as soon as the information is received by our system administrator. You are in charge! Log in and click the Events tab. **Events will drop off 30 days after the event date.**

**After** you have read this introduction, read the log in instructions for p4a.ptomanager.com found at ncs4a.org, completed your registration in p4a.ptomanager.com, referred to the Frequently Asked Questions found at ncs4a.org, and you still have questions, please contact your P4A vice president.

For quick access instructions, complete step-by-step instructions, or Frequently Asked Questions, please visit ncs4a.org. All these plus much more can be found under Forms and Documents.

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