



CHARTWELL PARENT ADVISORY COMMITTEE

Welcome to Chartwell Elementary School – a community of learners!

This welcome letter is intended to provide new parents with helpful information and insights about Chartwell. Many events are planned throughout the school year to support and enrich student learning. These activities require involvement from our parent community, whether it is monetary or time commitment. We place a high value on the opportunity to create and sustain a strong link between school and home. We hope that you will join us as we work together with the staff to make Chartwell the best it can be for our children.

HELPFUL THINGS TO KNOW

News and Bulletins:

- The school's website is where you will obtain most information from the school on the [home page](#) and also the school's blog, 'View from a Hill'. A weekly bulletin, 'Chartwell This Week' (CTW), is also sent via email, prior to the beginning of the school week. If you are not receiving this weekly bulletin, please get in touch with the school's office. You can sign up for the weekly news on the [home page](#)!
- Twitter: Mme Chantal Trudeau posts updates and highlights about Chartwell. Follow along at [@chantaltrudeau](#)
- Hallway TV monitor: inside the main school entrance there is screen where timely messages are posted.
- On occasion [Synervoice](#) will be used by the office to send timely reminders to parents. This is an autodial telephone system that will call your [home](#) telephone number on file and play a pre-recorded message to whoever answers. If you are not home, the message will play on your voice mail system.
- There is a parent bulletin board located next to the library where timely information from your CPAC (Chartwell Parent Advisory Committee) will be posted. CPAC and school administration will post relevant information on courses, seminars and community events. Volunteering opportunities for the school community will now be posted through our online system **SignUp** (formerly Volunteer Spot). You can review those options [here](#).
- Most information from CPAC will be distributed via email. If you are not receiving any information from your CPAC, please contact your child's Class Parent or the office to correct or add your email address.

Chartwell Education Fair and 'Meet the Staff Evening':

Tuesday, September 26th 2017

All Chartwell families are invited to join us at our Education Fair. Come and learn about Chartwell and meet your child's teacher(s) and other families in the Chartwell community. An evening not to be missed!

Class Parents:

Please look at the detailed information attached. Being a class parent is a very rewarding and responsible volunteer position that requires about 15 minutes per week. A class parent is the liaison between the parents in the classroom and the teacher, as well as CPAC and parents.

CPAC, 1300 Chartwell Drive, West Vancouver, BC V7S 2R3 Phone: 604-981-1210 Fax: 604-981-1211

Fall 2017



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CPAC and SCHOOL ANNUAL SOCIAL & FUNDRAISING EVENTS

There are various social and fundraising events that take place that help to build the strong community spirit of Chartwell and enrich programming throughout the year:

Halloween Dance: A committee of Volunteer Parents organizes the annual Halloween Dance in October. If you would like to help with preparing decorations, decorating the gym in the afternoon, various duties during the dance, or clean up, got online to our [SignUp page](#) and select the Halloween Dance. All families can come enjoy an evening of dancing, food, and fun Halloween outfits.

Winter Concert – December: In December, the students rehearse and perform in a winter concert.

Coffee/Breakfast Club: These morning get-togethers are held monthly from October to May. It's a great way to meet other parents while enjoying a tea/coffee and adult conversation. Come and join the club if you can. These mornings are coordinated by various parents and the CPAC.

Scholastic Book Fair: The Book Fair will run over a series of days in May and is organized by Chartwell's Librarian, Mrs. Kristi Yorke. Mrs. Yorke will be asking for volunteers to help assist with the set up and running of the book fair including sales of books and other scholastic items and recording of book orders.

Multicultural Night – Feast of Nations Evening – May: To help celebrate the multicultural profile and diversity of the Chartwell community, an evening of dining on foods, viewing artefacts and enjoying music from all over the globe is definitely not to be missed. Foods from many nations are enjoyed by all. Families are encouraged to join in on the evening by helping with set up, preparing food, serving and cleaning up. Proceeds from the evening go towards enrichment programs for the students.

Parent/Staff Appreciation Luncheon – June: A Pot Luck luncheon is held in June for parents and staff to enjoy and celebrate the efforts and collaboration of parents and staff of Chartwell. The date is coordinated by the Principal and CPAC executive, and usually is held on the first Wednesday after the early dismissal of students.

AFTER SCHOOL CARE

In cooperation with the school Administration and the School District, your PAC Executive Committee worked very hard over a full year through a formal process to be able to bring After and Before School Care to the Chartwell Elementary property for the very first time in the history of the school. We recognized the changes that were happening amongst our school enrollment and saw many families had two working parents who were struggling to find childcare in the community. Our fully vetted service provider is Top Drawer Daycare, a North Vancouver company serving the community since 1989. Information packages for Chartwell families can be found here. <https://www.topdrawerdaycare.com/chartwell-parent-information-packag>



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PROGRAMS & COMMITTEES

Chartwell Parent Advisory Council (CPAC): As a Chartwell parent, you are a member of the Chartwell Parent Advisory Council (CPAC) and are welcome and encouraged to attend CPAC meetings each month and put forth, discuss and/or vote on school issues and events. CPAC is the parent organization that works with the school administration, staff, students and parents to enrich the programming at the school and help build a sense of community for all stakeholders. The CPAC Executive is made up of the following positions: Chair (or co-Chairs); Treasurer; Secretary; DPAC Rep (District PAC); 2-3 Members at Large; Community Liaisons. For meeting dates please check the [calendar](#) on the Chartwell website. MARK YOUR CALENDARS: Meetings are generally on the first Thursday evening of each month from 7:00pm – 8:15pm (child minding is provided by your CPAC). If you are unable to attend meetings but would like know what your CPAC is doing, please visit the [website here](#).

Wednesday afternoon activities: Chartwell has an early dismissal on Wednesday afternoons at 12:05pm, and after school activities are made available for students to attend if interested. These after school activities are at Chartwell but run by organizations independent of the school. Information and enrolment forms for the various activities available for each school term will be sent home via students early in the school term. Activities offered in the past have included 'MAD Science', 'ART Mania', Basketball, Chess Club, and Soccer. 'Lasermasters' is available on Thursday.

Hot Lunch: The Hot Lunch Program is available to all families who are interested at an average cost of \$8.50 per meal. The Hot Lunch program will be available on Tuesday, Thursday, and Friday during the school year. The Hot Lunch Program is a major fundraiser for Chartwell and is the foundation of the CPAC annual budget. Parent volunteers are required for the hot lunch set up and distribution each week on Tuesday, Thursday, and Friday. The Hot Lunch Coordinators organize the group of parent volunteers who share the hot lunch days throughout the year. [Please click here to volunteer for Hot Lunch](#).

Fruit & Veggie Program: This program is offered to schools by the BC provincial government. Schools are provided a single portion per student 10 times per school year. The fruit and veggie snack is distributed to each classroom by the parent coordinator every 3 weeks.

Grade 6 & 7 Leadership: As part of Chartwell's social responsibility ethos, our Grade 6&7 Leadership Team are given the responsibility to organize fundraising initiatives to provide for local, national and global communities in need. For example, organizing food hampers for the North Shore Food Bank, raising funds for the various local and international charities, organizing items for stockings for the homeless community, and a Christmas swap meet where pre-loved toys and other memorabilia are brought to school by the students to be bought by others students.

Parent Education: Your CPAC funds and organizes speakers to present to parents on topics relevant to the parent community. These will sometimes be open to parents from other schools in the district to attend.

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Adult Conversation ELL Class for Parents: As part of Chartwell’s diversity programs, Adult conversation classes are held on Wednesday mornings from 8:45am -10:45am in the Properties Hub. Sessions are led by former Chartwell teacher, Mrs. Susan MacFadyen and former Chartwell parent, Mrs. Sangeeta Kakar. Parents and guardians are welcome to join in on these ELL classes.

Badminton Club: On Friday evenings starting in late September the Badminton Club meets in the gym for friendly matches amongst participating families. For more information on membership dues and how to join the club, please email the Coordinator: Serena Lin at 695323452@qq.com

Your involvement benefits the students in so many ways helping to provide enrichment programs in the arts and literature; physical education; health and personal safety; current technology and digital literacy. Chartwell Parents are an essential resource to our school. Your involvement and contribution helps Chartwell to be the most rewarding educational setting possible for your child . Volunteering is also a wonderful way to meet other parents and make new friends. We encourage parents to volunteer in areas that interest them and that they can commit to. Whatever your talents, please let us know and join in our community of valued volunteers.

Here is a sample of parent volunteer opportunities available at Chartwell:

Class Parent (requires no more than 15 minutes per week)	CPAC Executive Member (For 2017-2018 we still have a Member-At-Large position available. The next AGM is in May 2016)
Hot Lunch Program (Volunteers are needed for Tuesday, Thursday and Fridays)	CPAC Halloween Dance (Volunteers are needed for decorations, ticket sales, set up, and clean up)
Multicultural Night – Feast of Nations evening	Field trips (organized by your child’s teacher)
Sports Day	Extracurricular Sports Coaching

You can express interest in volunteering online at our volunteer ‘Sign Up’ page:

We're using SignUp.com (the leading online SignUp and reminder tool) to organize our upcoming volunteer SignUps.

Here's how it works in 3 easy steps:

- 1) Click this link to see our SignUp on SignUp.com: <http://signup.com/go/LOzVqkO>
- 2) Review the options listed and choose the spot(s) you like.
- 3) Sign up! It's Easy - you will NOT need to register an account or keep a password on SignUp.com.

Note: SignUp.com does not share your email address with anyone.

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