**Welcome to Chartwell Elementary School – a community of learners!**

This welcome letter is intended to provide new families 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 a 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.

Note: Copies of the information below have been translated into Farsi and Mandarin and will be available from the office early next week.

**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](http://westvancouverschools.ca/chartwell-elementary/) and also the [school’s blog](http://westvancouverschools.ca/chartwell-elementary/blog/). A weekly e-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](http://westvancouverschools.ca/chartwell-elementary/our-school/school-news/)!
* Twitter: Our Administrators, Principal Trudeau and Vice Principal Karsan, regularly post updates and highlights about Chartwell. Follow along at [@chantaltrudeau](https://twitter.com/chantaltrudeau) and [@alyshakarsan](https://twitter.com/alyshakarsan)
* Hallway TV monitor: inside the main school entrance there is a large screen where timely messages are posted.
* There is a parent bulletin board located next to the Learning Commons 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](http://signup.com/go/CjUJkBt). https://signup.com/client/invitation2/secure/2351749/false?popup=true#/invitation
* 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’:** **Wednesday, September 19th 2018**

All Chartwell families are invited to join us at our Education Fair. Come and learn about Chartwell and meet the teachers 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 between CPAC and parents.

**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 at Chartwell and enrich programming throughout the year:

**Halloween Dance: Friday October 26th, 2018**

A committee of Volunteer Parents organizes the annual Halloween Dance towards the end of October. If you would like to help with preparing decorations, decorating the gym in the afternoon, various duties during the dance, such as supervision, food sales or clean up, go online to our [**SignUp page**](http://signup.com/go/CjUJkBt) and select the Halloween Dance. All families can come enjoy an evening of dancing, food, and fun Halloween outfits.

**Please Note:** **Parents must attend with their children to ensure the safety of students during this after school event.**

**Performances:** Several times a year, parents are invited to various student performances. Expect to hear more about a winter concert, Band performances and a musical planned for May 2nd, 2019!

**Coffee Club:** These morning get-togethers are held monthly from October to May. It’s a great way to meet other parents while enjoying refreshments in our new Parent Café. These mornings will be coordinated by the class parents.

**Scholastic Book Fair:** The Book Fair will run over a series of days in May and is organized by Chartwell’s Teacher Librarian and a committee of parent volunteers. Ms. 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. This is usually a fun and profitable fundraiser for our Learning Commons. Take this opportunity to add to your personal home library!

**Multicultural Night – Feast of Nations Evening: Thursday May 9th 2019**

Come and enjoy a fun family evening filled with cultural foods from across the globe! Our Chartwell parent community is invited to share their cultural foods, costumes, music and artifacts. Families are encouraged to join in on the evening by helping with set up, preparing food, serving food and cleaning up. Proceeds from the evening go towards enrichment programs for the students. An evening not to be missed!

**Parent/Staff Appreciation Luncheon: Friday June 14th 2019**

A catered luncheon is held in June whereby those parents who have volunteered throughout the year are invited with the staff to enjoy and celebrate the efforts and collaboration undertaken throughout the year.

**PROGRAMS & COMMITTEES**

**Chartwell Parent Advisory Council (CPAC):** As a Chartwell parent or guardian, 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-Chair); Past Chair; Treasurer; Secretary; DPAC Rep (District PAC); 2-3 Members at Large; Community Liaisons. A full list of the CPAC general meetings scheduled throughout the year can be found listed [here](http://westvancouverschools.ca/chartwell-elementary/parents/pac-events-projects/), you can also check the [calendar](http://westvancouverschools.ca/chartwell-elementary/events) on the Chartwell website. For the constitution and bylaws that govern the PAC, please visit the [link here](http://westvancouverschools.ca/chartwell-elementary/wp-content/uploads/sites/18/2018/06/CPAC-Constitution-and-Bylaws-2005.pdf).

***Note:*** This year some CPAC general meetings will take place during school hours. Babysitting will be provided at the evening meetings but not at those held during school hours. If you are unable to attend meetings but would like know what your CPAC is doing, please visit the [website here](http://westvancouverschools.ca/chartwell-elementary/parents/pac-events-projects/).

**Afterschool / Extra-Curricular Programs:**

There are a number of after school programs available for students who are interested. These after school activities are at Chartwell but run by organizations independent of the school and require registration and payment with the providers. Information and enrolment forms for the various programs available for each school term will be sent home or included in the e-bulletin. Activities offered in the past have included Something Cool for after School, Minecraft, ART Mania, Basketball, Chess Club and Lasermasters.

**Hot Lunch Program:**

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, Wednesday and Thursday during this school year. We will be offering a variety of fresh, healthy meals from local vendors starting in mid to late September providing ALL volunteer spots are filled for the first 4-6 weeks at least. More detailed information will follow once the ordering system is set up in the coming weeks.

The Hot Lunch Program is our major fundraiser at Chartwell and is the foundation of the CPAC annual budget. The success of this program relies entirely on Parent volunteers who are required for the hot lunch set up and distribution each week. The Hot Lunch Coordinators are responsible for organizing the group of parent volunteers who share the hot lunch days throughout the year. [Please click here to volunteer for Hot Lunch](http://signup.com/go/WBifHox).

**Fruit & Vegetable Program:**

This program is offered to schools by the BC Provincial Government. Schools are provided a single portion of fruit or vegetables for each student 10 times throughout the school year. The fruit or veggie snack is distributed to the classrooms by the parent coordinator every 3 weeks.

**Grade 6 & 7 Leadership Team:**

As part of Chartwell’s social responsibility ethos, our Grade 6&7 Leadership Team is 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 various local and international charities and a Christmas swap meet where pre-loved toys and other items are brought to school by the students to be bought by others students. The students are recognized at year end with certificates for their level of contribution. This is a great opportunity to develop leadership in preparation for secondary school!

**Parent Education:**

Your CPAC sponsors 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. Past speakers have included Jesse Miller who discussed digital safety and Sharon Shelby who spoke about tools and strategies for managing anxiety.

**Adult Conversation ELL Class for Parents:**

As part of Chartwell’s diversity program, adult conversation classes are held on Wednesday mornings from 8:45am -10:45am at the school. Sessions are led by former Chartwell teacher, Mrs. Susan MacFadyen. Parents and guardians are welcome to join 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 how to join the club and membership dues, please email the Coordinator: Serena Lin at [695323452@qq.com](mailto:695323452@qq.com)

**Final Words:**

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:**

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| **Class Parent** (requires no more than 15 minutes per week) | **CPAC Executive Member** (For 2018-2019 we still have the following positions available; Co-Chair, Treasurer, Korean Community Liason and Halloween Dance Coordinator) |
| **Hot Lunch Program** (Volunteers are needed for Tuesdays, Wednesdays and Thursdays) | **CPAC Halloween Dance** (Volunteers are needed for decorations, ticket sales, set up, clean up and supervision) |
| **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/CjUJkBt

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.**