



Cleveland Elementary School
École élémentaire Cleveland
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New Family Welcome Package

Whether you are a new family joining Kindergarten or a family transferring to us, the Cleveland Parent Advisory Council (CPAC) welcomes you to L'École Cleveland Elementary!

About CPAC

PAC stands for Parent Advisory Council. Every parent with a child at L'École Cleveland Elementary School is a member of the Cleveland Parent Advisory Council (CPAC). CPAC meetings are held bi-monthly on the second Tuesday of the month at 6:30PM. Currently these meetings are held via Microsoft Teams as parents find it a convenient method of participating. All parents are welcome, and we look forward to seeing you there!

CPAC mission is to:

- Promote/facilitate communication between parents, the school (teachers/administration) and the district.
- Actively and positively support Cleveland school spirit and social responsibility.
- Support the enrichment of the elementary school experience for our children through volunteering at the school, coordinating events and programs and fundraising.
- The CPAC Executive Committee coordinates the talents of the many parent volunteers to achieve the maximum benefit for the students and the school.

How can I meet other kindergarten students and their families?

The CPAC will be planning kindergarten play dates over the summer so that new kindergarten students and their families can get to know each other prior to the school year. CPAC members will also be available to answer any questions that you might have. The CPAC will be sending out further information on the play dates at the end of June. If you have not heard from us please email parentservices@clevelandcpac.com

How should I connect with my child's teacher?

Meet the Teacher. In early September, you will be invited to attend an evening information session with your child's teacher. This is a good time to ask your child's teacher about their preferred methods of communication and any other questions that you might have.

Generally speaking, Teachers are usually available after 3:00pm for brief meetings with parents. However, some may prefer to set up meeting times in advance.

Teachers will also communicate via email, Microsoft Teams or use the FreshSchools platform to send messages out to the families of their students. Learn more about the communications platforms you will be using below.

Communications Platforms You Need

There are several platforms used by the Ministry of Education, North Vancouver School District (Board of Education), Cleveland Elementary and your Teacher! They are used from kindergarten through to grade 12. It can be a bit overwhelming getting started, so here is a quick reference to all the platforms:

Platform Name	Description & Sign Up Info	Used By
FreshSchools	<p>A school wide web based communication tool used by CPAC. Available on Mobile Apps and online. FreshSchools, a web-based platform that simplifies communication between the school, CPAC and parents.</p> <p>This is a great resource to help you connect with other parents (think play dates and parent support) or to participate in volunteer opportunities and other Parent Committees.</p> <p>You will be invited to join via email from the CPAC executive at the start of the year. If you have not received this email please contact the school administration in the first week of school. Learn more here.</p>	<p>CPAC</p>
MyEd BC Parent Portal Website	<p>Report Cards are posted electronically by PDF in the Parent portal.</p> <p>Accounts will be created for parents/guardians that have provided an email address to the school. A username (same as email) and a temporary password will be emailed to that address. Follow the link to create an account.</p> <p>Note: Parents/guardians are required to reset their password every three months as per the regulations set out by the Ministry of Education and Freedom of Information and Protection of Privacy Act (FIPPA).</p>	<p>Ministry of Education</p>
School District Hub	<p>Teams and Microsoft Office. A Mobile App and online portal.</p> <p>The North Vancouver School District uses Microsoft Office 365 to provide all students with an email account and seven gigabytes of online file storage for student documents.</p> <p>Follow the link to create an account. Login using your school district credentials: xxxs@sd44.ca</p>	<p>North Vancouver School District</p> <p>Your Teacher</p>

Platform Name	Description & Sign Up Info	Used By
SchoolMessenger	<p>The North Vancouver District uses this platform to communicate all district-wide news, meetings, policies and events with parents.</p> <p>This is also where you report absences or late arrivals. Learn more on the School Board website here.</p>	<p>North Vancouver School District</p>
Munch-a-Lunch	<p>Used to pre-order hot lunches and for various other items like purchasing school t-shirts, fundraising or to contribute to the Enrichment Supplies Contribution (see below for more details).</p>	<p>CPAC</p>
School Cash Online	<p>Online portal to pay for student fees by direct withdrawal or credit card.</p> <p>These fees include occasional school-based activities such as field trips or special programs.</p> <p>You can also make donations to the school through this portal. It is a simple process and you will receive your Tax Receipt via email immediately after your payment has been made.</p>	<p>District of North Vancouver</p>
BC K-12 Health Check	<p>A Mobile App to assist parents in the daily health check of students before sending them to school.</p>	<p>BC Government</p>
SchoolApointments.com	<p>Appointment booking for the Parent Teacher Conferences is online. You will be sent a notice from the Administration to register each term as all accounts are deleted after the previous session. Registration is very simple:</p> <ol style="list-style-type: none"> 1. At Login Window, Click 'Click Here to Register' 2. Fill in all the required fields, then click 'Register Now' 3. Click 'Add a Student' 4. Enter their first name and click 'Insert' 5. If you have more children to enter, click 'Insert New' until finished 6. Finally, select from the list of available times and dates. 	<p>School Admin</p>

How will you receive information and updates from the school?

In addition to the communications tools outlined above, you will receive emails directly from your school admin, teachers, CPAC and the North Vancouver School District.

- **FreshSchools and PAC Emails:** All school communication from CPAC will come to you through FreshSchools, a web-based platform that simplifies communication between the school, CPAC and parents. FreshSchools allows you to connect with any parent at the school, is your source for volunteer opportunities and communication from your Class Rep.
- **Cleveland Elementary Admin Emails:** The school administration sends out school-wide email communication about events and programming organised by the school, as well as important dates, forms and a quarterly newsletter.
- **Teacher Emails:** Class specific emails and printed messages about important dates, volunteering opportunities and assignments will come from teachers or class reps. You may occasionally receive information about school-wide events and volunteering requests through your child's teacher
- **SchoolMessenger:** North Vancouver School District (NVSD) will send communication about district-wide news, meetings, policies and events via an application called SchoolMessenger.

How can you get involved at L'École Cleveland Elementary School?

Become a Class Rep

This role acts as a liaison between your teacher and the rest of the parent body in the class. You will be responsible for helping to coordinate volunteers for the class. It's a great way to meet other families and get to know your child's teacher.

Volunteer at Events

There are many events throughout the school year and periodically CPAC will put out a call to ask for parent Volunteers. The first event will be a welcome event held in the first two weeks of September.

Volunteer for Weekly Programs

Important programs such as Hot Lunch and Safety Patrol require on-going support from parent volunteers.

Attend CPAC Meetings

Attend monthly CPAC meetings. It's a great way to keep informed and find out how you can support our school community.

How do we get school supplies and what else do we pay for?

- Kindergarten Supplies
If your child is in kindergarten, the classroom teacher buys school supplies. Parents pay approximately \$50 per child through [School Cash Online](#).
- Grade 1-7 Supplies
If your child is in Grades 1 - 7, you must purchase school supplies. The ordering list will be sent home with your child at the end of the current school year; and is made available by the office administration for new families. It is also shared on the [school website here](#) and often shared on social media by parents. The classroom teacher will advise if further supplies are needed.
- All Grades -Enrichment Supplies Contribution
Each year parents are asked to contribute to the Enrichment Supplies Fund. It is used to purchase extra materials for teachers in order to support special class activities. For example, art supplies, recognition stickers/prizes and educational materials for social and science experiments. You can contribute to the Enrichment Fund through the [Munch-a-Lunch](#) website.

We hope this document helps. For more information please visit the [CPAC Website](#) and the [School Website](#). We look forward to having you join the École Cleveland Elementary Community. If you have any questions or need assistance in getting started please reach out to the School Administration until you're set up in Fresh Schools! And remember, one of the best ways to be in the know about what is happening at school is to get involved.

Welcome to Cleveland!