QUEENSBURY PAC
PARENT ADVISORY COUNCIL

PARENT WELCOME PACK

Queensbury Elementary School

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WELCOME TO QUEENSBURY ELEMENTARY SCHOOL

Whether you are a new family joining Kindergarten or a family transferring to us, the Queensbury Parent Advisory Council (QPAC) welcomes you to Queensbury Elementary.

We strive to facilitate communication and engagement between parents, teachers, and the wider school community. We aim to create a positive and supportive learning environment for all students at Queensbury Elementary.

ABOUT QPAC

PAC stands for Parent Advisory Council. Every parent/caregiver with a child at Queensbury Elementary School is a member of the Queensbury Parent Advisory Council (QPAC). QPAC meetings are held approximately six times a year at 7pm. The first and last meetings of the year is held in person in the school's Library all other meetings are held via online meetings as parents/caregivers find it a convenient method of participating. All parents/caregivers are welcome, and we look forward to seeing you there!

QPAC mission is to:

- Promote/facilitate communication between parents/caregivers, the school (teachers/administration) and the district.
- Actively and positively support Queensbury 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 QPAC Executive Committee coordinates the talents of the many parent/caregiver volunteers to achieve the maximum benefit for the students and the school.

HOW CAN I MEET OTHER KINDERGARTEN STUDENTS AND THEIR FAMILIES?

The QPAC plans a kindergarten playdate at the end of the summer so that new kindergarten students and their families can get to know each other prior to the school year starting. QPAC members will also be available to answer any questions that you might have. The QPAC will be sending out further information on the play dates at the end of June. If you have not heard from us, please email queensburypac@gmail.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. After Meet the Teacher, the QPAC holds a Welcome Back BBQ, for all Queensbury Families.

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

COMMUNICATION PLATFORMS YOU NEED

There are several platforms used by the Ministry of Education, North Vancouver School District (Board of Education), Queensbury 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	A school wide web-based communication tool used by QPAC. Available on Mobile Apps and online. FreshSchools, a web-based platform that simplifies communication between the school, QPAC and parents/caregivers. This is a great resource to help you connect with other parents/caregivers (think play dates and parent/caregivers support) or to participate in volunteer opportunities and other Parent Committees. You will be provided with a link to register on FreshSchools at the start of each school year.	QPAC
MyEd BC Parent Portal Website	Learning Updates (report cards) are posted electronically by PDF in the Parent portal. 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. 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).	Ministry of Education
School District Hub	Teams and Microsoft Office. A Mobile App and online portal. 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. Follow the link to create an account. Login using your school district credentials: xxxs@sd44.ca	North Vancouver School District Your Teacher

Platform Name	Description & Sign-up Info	Used By
SchoolMessenger	The North Vancouver District uses this platform to communicate all district-wide news, meetings, policies, and events with parents. This is also where you report absences or late arrivals. Learn more on the School Board website here.	North Vancouver School District
Munch-a-Lunch	Used to pre-order hot lunches and for various other items like purchasing school t-shirts, fundraising, and other QPAC initiatives.	QPAC
School Cash Online	Online portal to pay for student fees by direct withdrawal or credit card. These fees include occasional school-based activities such as field trips or special programs. 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.	North Vancouver School District

HOW WILL YOU RECEIVE INFORMATION AND UPDATES FROM THE SCHOOL?

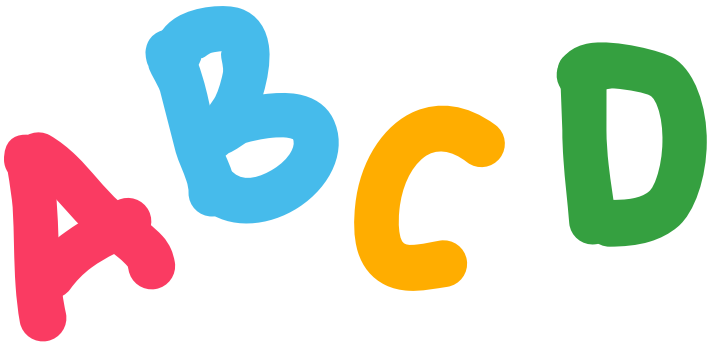
In addition to the communications tools outlined above, you will receive emails directly from your school admin, teachers, CPAC and the North Vancouver School District.

- FreshSchools and PAC Emails: All school communication from QPAC will come to you through FreshSchools, a web-based platform that simplifies communication between the school, PAC 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.

- Queensbury 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 QUEENSBURY ELEMENTARY SCHOOL?

Become a Class Rep
This role acts as a liaison between your teacher and the rest of the parent/caregiver 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 QPAC will put out a call to ask for parent/caregiver Volunteers. The first event will be a Welcome Back BBQ event held in mid-September.

Volunteer for Weekly Events
Programs Important programs such as Hot Lunch require on-going support from parent/caregiver volunteers.

Attend QPAC Meetings
Attend QPAC 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 to Grade 7 Supplies
The school provides all the classroom supplies required for your student or students. Parents/caregivers pay for these supplies through School Cash Online.

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 our annual Click For Kids fundraiser via the School Cash Online.

We hope this document helps.

For more information, please visit the Queensbury PAC Website, Queensbury PAC Facebook page and the School Website.

We look forward to having you join the Queensbury 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.

queensburypac.ca
queensburypac@gmail.com
facebook.com/groups/queensburypac