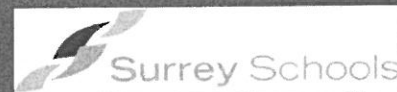




Clayton Elementary Newsletter



April 2017

April showers brings May flowers!

Clayton Elementary
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Acting Principal: Ann Turner
Head Secretary: Darcy Copan

Surrey Schools on the Web!
www.surreyschools.ca

Clayton Elementary on the web!
www.surreyschools.ca/schools/claytonelementary

Message to Families

Dear Parents and Guardians,

In recent weeks it has been my pleasure to join the highly dedicated team of educators at Clayton Elementary as Acting Principal. Each and every day I see an exciting and wide range of learning opportunities aimed to engage students in deep and life-long learning. Students are encouraged to engage effectively in digital media, to think creatively and critically and at all times to work hard to develop greater awareness of personal and social responsibility. To further support and extend your child's future success at school try asking open-ended questions at the end of each day e.g. "Tell me about . . .", "What helped you . . ." "What made you curious today?" Such questions will help your child reflect and grow as a learner.

Tea-Time: By now you will likely have heard about "*Tea-Time with Mrs. Turner*" that takes place every Friday afternoon at 2:00 pm. Teachers are invited to select 2 students from their class who have demonstrated exemplary learning over the past week - in an academic area (math, reading, writing, science etc.) or social and emotional learning. Each student receives a purple slip detailing their accomplishment that is read aloud prior to our celebration tea-time. Over the coming weeks every student at Clayton Elementary will have the opportunity to be recognized and welcomed to tea-time.

Digital Age: Raising children in this digital age is filled with opportunity and also many challenges. Please help and guide your child to make healthy media choices and develop good habits and media experiences. Be selective about your child's experiences, balance media time with outside physical activity and use parental control settings to keep your child safe from inappropriate internet content. Remember video gaming before bedtime creates stress that leads to poor sleep habits.

For more information on digital media go to www.commonsense.org

Upcoming Events

- May 1 @ 1:15 p.m. - Arts Starts presentation Magician Sheldon Casavant
- May 2 @ 1:00 p.m. - Hip Hop Final Performance
- May 5 - Professional Development Day - school not in session
- May 8 - Gr.6 Immunizations
- May 10 @ 1 p.m. - Welcome to Kindergarten
- May 10 - Hanging Basket orders pick up
- May 19 - Clayton Idol
- May 22 - Victoria Day - school not in session
- May 29 - Professional Development Day - school not in session

Clayton Elementary PAC News



April 25, 2017

President: Pranita
Vice President: Stacey
Treasurer: Danni
Secretary: Tiffany
DPAC Rep: Pranita
Hot Lunch Coordinator: VACANT
Emergency Preparedness: Stacey
Fundraising Coordinator: Carolyn
Fruit & Veggie: Renata & Danni
Grade 7 Rep: Amanda
Fun Fair: VACANT



**Boston
Pizza**

When you eat at the Cloverdale location (64th Ave & 176th Street) be sure to let your server know you are with Clayton and 10% of your bill (excluding alcoholic beverages) will be donated back to the school PAC!



mabel's labels

Please Visit campaigns.mabelslabels.com and click support a fundraiser and find our school in the drop down menu. The top of the page should read:
You are supporting: Clayton Elementary PAC (Surrey)



BCSFVNP Fruit & Veggie:

In case you're wondering why your child receives a fruit or veggie and milk every few weeks it is **The BC School Fruit and Vegetable Nutritional Program**. For more information about this program and educational materials to share with your children please visit:
<http://www.sfvnp.ca/assets/bcsfvnp-brochure-2016.pdf>

**Let's work together to continue
to leave a legacy for our
children!**

Volunteers Needed for the following dates:

Please check your calendar for availability and pencil yourself in to help out on these dates. Thank you, without you we couldn't make these possible.



May 24th

Pizza Hot Lunch



June 8th

Staff Appreciation Luncheon

More details to follow.



June 16th

Sports Day Hot Lunch

Anyone able to volunteer for hot lunch, Staff Appreciation Luncheon & sports day, please email the PAC at

claytonelementarypac@gmail.com

or sign up on Munch & Lunch.



Call for Nominations:

Looking for nominations for PAC positions next year. If you are interested and want to ask questions and/or shadow current executives/committee members please email us at claytonelementarypac@gmail.com

All parents are welcome to attend PAC meetings and every parent attending the PAC meetings is entitled to vote.



Please consider joining us May 16th at 6:30 pm to vote in next year's executive & Committee positions. Please consider this the official call for Nominations.

Executive Positions:

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **District PAC Representative**

Committee Positions:

- o **Grade 7 Coordinator**
- o **Hot Lunch Coordinator**
- o **Fun & Book Fair Coordinator**
- o **Fruit and Veggie Coordinator**
- o **Fundraising Coordinator**
- o **Emergency Planning Coordinator**

We ask for & welcome more than one person to hold these positions to share the load and ensure it is not too much work for one person.

*See job descriptions attached.

P.A.C. Position Job Description

The Parent Advisory Council (P.A.C.) is made up of ALL the parents/Guardians of the students of the school. These are some descriptions of the positions but may not be inclusive of all job duties. The Executive perform formal roles to ensure the organization continues.

President:

- Calls and Chairs Executive and PAC Meetings
- Works with Secretary to prepare each meeting's Agenda
- Meets with school principal on a monthly basis
- Is the official spokesperson for the organization
- Delegates ensuring the objectives of the organization are met
- Is a signing Officer
- Oversees and appoints special committees as needed

Vice-President:

- assume the duties of the president in their absence
- Is a signing Officer
- Can opt to be in training to become president
- Assist the president as needed and perform such special duties as the executive decides.
- Attend at least one Executive Meeting AND one General PAC meeting per month.

Secretary:

- record minutes of all general and executive meetings
- receive & issue all correspondence on the association's behalf (via email, newsletters, & facebook)
- at least one Executive Meeting AND one General PAC meeting per month.

Treasurer:

The role of treasurer is to keep accurate & up-to-date records of all expenses paid and all money received and shall assist the executive in preparing the annual budget. Duties;

- attend at least one Executive Meeting AND one General PAC meeting per month
- be a signing Officer
- be responsible for drafting the Budget with the assistance of the Executive.
- deposit all funds into the PAC Account
- ensure all funds of the council are properly accounted for
- disburse funds as authorized by the membership or executive for all PAC business
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting
- be responsible for applying for Gaming Grant, managing the Gaming money separately from any general account the PAC has. You will have to be knowledgeable and aware of what the Gaming rules are for spending and reporting.

District Parent Advisory Council (DPAC) Representative:

- Attend DPAC meetings and workshops, and report back to the PAC executive and membership
- To arrange for an alternate to attend meetings and workshops if necessary
- To communicate with DPAC on issues of interest or concern from Clayton Elementary PAC

Grade 7 Coordinator:

- Organize a meeting for grade 7 parents to discuss grad activities and form committees.
- Some areas to think about: ordering hoodies for the kids, graduation gift to the school, grad ceremonies and dinner, yearbook, slideshow, fundraising activities etc.
- Attend Monthly PAC Meetings in order to coordinate dates of events with other PAC events.

Emergency Preparedness Coordinator:

- Takes inventory of Emergency supplies.
- Replaces as necessary.
- some emergency food rations expire every year. These are used at sports day and replaced.

Fundraising Coordinator:

- Plan for the appropriate amount of fundraisers to meet the needs of the PAC budget
- Summarize each fundraiser and report to the PAC
- Make a tentative plan each May for the following year's fundraisers

Hot Lunch Coordinator:

- Coordinates the hot lunch program provided by the PAC.
- Identifies and works with lunch suppliers to determine menu and negotiate rates.
- Organizes volunteers to help on hot lunch days.
- Works to ensure that the program runs smoothly and efficiently for both the primary and intermediate students and parents.
- Food-safe certification required (PAC will pay for certification)

Fruit and Veggie Coordinator:

- Prepare and sort veggie or fruit for distribution to classrooms.
- Food-safe certification required (PAC will pay for certification)

Fun Fair & Book Fair Coordinator:

- Organize and plan the fun fair. Create a committee and host your own meetings. Manage a budget and volunteers.
- Plan Organize and coordinate the Book Fair

Parent Liaison Representative for each Division:

- Attend Monthly PAC meetings to participate in the decision making process on behalf of the parents in their classroom.
- Information from the PAC meetings should be communicated to the teacher and the classroom parents when necessary.
- This position can be expanded by choice of parent to include organizing classroom parties, hot lunch volunteer, collect money for teacher gift, hold confidential list of parent email and phone numbers, and other classroom duties.