# Glossary of Terms

**Alumni students**

Alumni are those who have graduated from the PACE 5th grade class. Those who leave the program prior to graduating from 5th grade forfeit their alumni status.

**Enrollment Fee**

This is a non-refundable deposit (currently $30 per child or $50 per family) that is paid in January or when you are offered a spot for the next year in the PACE program.Fundraising does not cover this fee.

**Family Camping**

This is an optional family camping weekend for PACE families that was started almost 25 years ago. Typically, the camp event occurs every other year (non-Outdoor Education years), from Friday after school until Sunday after lunch. The goal is to have fun and to meet other PACE families outside of school. The families attending pay all costs for this weekend. There is no PACE budget used for this activity.

**Field Trips and On-Site Curriculum Events**

***Field Trips*** are opportunities for the students to venture into the community and expand on the curriculum they are learning in the classroom. Parents assist by volunteering to drive and chaperone the students. Some trips combine classes. Siblings are not allowed on field trips unless otherwise stated.

***On-Site Curriculum Events*** are activities that bring the “field trip” to the school. Recent examples include the Bug Man, a Native American exhibit, and a park ranger.

**Fundraising Obligation**

The money and time contributed by each family which covers Class Field Trips, Class on-site curriculum events, Mini-Units, Outdoor Education, Spanish, Social Events (as listed below), Program Equipment (i.e. Classroom CD player, art drying racks, classroom cameras, etc.), PACE Teacher Education, a limited amount of Classroom Supplies, Gift to School, etc. You can write a check for the fundraising obligation, participate in the PACE fundraising programs, or a combination of the two.

Further fundraising obligation notes:

* Any PACE family experiencing a hardship can speak confidentially with the Principal, President, or Parent Participation Coordinator to arrange a plan for meeting either the hours or the fundraising obligation.
* Students in 4th through 5th grade classes may be asked to fundraise or pay additional money for the predetermined field trips not funded through the PACE general budget.
* If you have a hardship and find you need assistance with these, please speak to your teacher, President, Vice-President, or principal. Arrangements can be made and/or funding can usually be found for families in need.

**Fundraising Programs**

The optional fundraising programs we offer families to help them meet their fundraising obligation(s) include:

* ***Catalog Fundraiser***—This is a program to sell gift-wrap and/or miscellaneous items. Information about this is generally handed out at the first General Membership meeting in August or distributed to classes in September. The product is usually delivered prior to Winter Break. This is your opportunity to get your friends and family to pay your fundraising obligation!
* ***Scrip***—This is a program where you earn money toward your fundraising obligation while you do your everyday shopping. Individuals buy gift cards at face value, and then use them for their everyday purchases at places such as Safeway, QFC, Home Depot, Best Buy, and many more. The gift cards are purchased for about 95%-98% of their face value (depending on the merchant), and PACE gets the difference.
* ***Chinook Books***—This is a fundraising program to sell books with coupons for local businesses such as the Woodland Park Zoo Whole Foods, and the Pacific Science Center. 50% of the sale price is credited toward your fundraising obligation.

Additional Program Fundraising opportunities include company match programs, grants, Amazon Smile and spring fundraiser. These are not applied to individual fundraising obligation but support the program as a whole.

**Hours Obligation**

PACE families agree to support the program with 80 hours each school year. Participation has shown to enrich the program, community, and individual students as well as the volunteer. There are numerous opportunities to volunteer during the school day, at events, and outside of school hours.

Volunteers should track their hours according to the following categories and report them to the Parent Participation Coordinator by the traditional deadlines: December 1st, March 1st, and June 1st

Hours categories include:

1. Classroomhours:Child oriented and classroom activities including but not limited to classroom help, room rep, field trips, Mini-Units, Outdoor Ed, and preparation of materials or other prep work for classroom activities or enrichment.
2. Administrative hours**:** Supporting the administration of the PACE program, including but not limited to attending meetings (general, board, administrative committee, etc), babysitting so others can attend meetings, board position duties, and other tasks concerned with supporting the program.
3. Community hours: Contributing to the Larger Lockwood School Community, including but not limited to: Library, Field Day, any PTA meeting, committee or program, attending school board meetings, Service Learning events and activities.

Further notes on hours reporting:

* Any PACE family experiencing a hardship can speak confidentially with the Principal, President, or Parent Participation Coordinator to arrange a plan for meeting either the hours or the fundraising obligation.
* The recommended number of hours contributed by the end of the 1st trimester (December 1st) is 25.
* Estimating is perfectly acceptable.
* Please round to the nearest 1/2 hour.
* Up to 40 hours of PTA involvement may count towards your hours requirement, but please continue to report any excess.
* For the 3rd trimester (June 1st) please estimate your hours for the last two weeks of school.
* Hours needed at the end of the year may be 'bought out' at a maximum of 20 hours for $5 per hour.
* If you need ideas for getting hours or are on a committee that meets later in the school year, contact the Parent Participation Coordinator.

 **Mini-Units**

These are short courses of study on a smaller or limited subject. Students are mixed in multi-age groups. Currently, we spend two sessions over two days, 2 -3 times a year on one topic. Recent Mini-Units covered ancient Egypt, marine life, art, culture, geography, and drawing. Topics are chosen by the Mini-Unit Coordinator and coordinated by the Mini-Units Committee.

**Outdoor Education**

This is a biannual event involving all PACE students and many parents in Environmental Education. Usually, buses are taken to a park and classes are held outdoors led by teachers and parents who have an area of expertise. Everything from orienteering to building birdhouses and outdoor cooking to making fish prints can be covered. Parents are used as chaperones for small groups of mixed grade students. Parents are responsible for supervising their child/children at the end of the school day, and at the evening potluck dinner.

**Social Events**

These events are an opportunity to visit with other PACE families. These may vary from year to year, but recent social events have included:

* **Halloween Party** –Many classes have individual Halloween parties. PACE combines the five classrooms for a large social event with activities in each room.
* **Picnic at a park** – A social event potluck at a local park.

These PACE social events are part of the program and fees are covered by PACE. Small items requested by the teachers, as well as potluck items, are the family’s responsibility. During social events held in the evening your children are in your care even though the teachers may be in attendance. At potluck events, families need to supervise their children selecting food (so we all get a fair chance at dessert!).

**Unified PACE Leadership**

Executive boards from all PACE sites within the Northshore School District.

###### Rev. January 2018