

PTO of ECLC Chatham

Upper School Social/Dance Registration
Deadline for submission to PTO – October 10, 2018

All attached forms must be completed and returned to the PTO in advance if your student is planning to attend the 2018-2019 socials.

Paperwork will not be accepted at the door

Questions?

Contact Margaret Hannan: hannanmm@aol.com

PTO of ECLC Chatham

2018 –2019 UPPER SCHOOL SOCIALS

THEMES * DJ * DANCING * GAMES * ACTIVITIES * SNACKS * DRINKS

October 12, 2018 – Halloween Theme (wear a costume)



December 7, 2018 – Dress to Impress!!



February 8, 2019 – Valentine Theme



March 29, 2019 – Beach Party Theme



May 10, 2019 – Spring Dance



June 14, 2019 – **Last Social of the Year!!**



If your student has a favorite craft recommendation for the socials please let us know!

Come hang out with your ECLC friends! Tickets are only \$10 at the door. Registration forms are enclosed. Please complete all pages (enclose your payment of \$50.00 if paying for all 6 socials in advance) and return the forms to your student's homeroom teacher.

PTO of ECLC Chatham

October 2018

Dear Parents and Guardians,

The Parent Teacher Organization (PTO) of ECLC Chatham is happy to offer Socials/Dances for all upper school students for 2018-2019 school year. **We are attaching forms that must be completed and submitted by Wednesday, October 10, 2018 if you would like your student to attend ANY of the socials this year so PLEASE READ THIS LETTER IN ITS ENTIRETY AND RESPOND BY OCTOBER 10, 2018.**

There are 6 socials scheduled for the 2018-2019 school year. Registration fee will be \$50 for all six socials (discount of \$10 for paying up front) and registration will be completed now, in advance, for all remaining socials. Registration fee will include DJ, refreshments, and other miscellaneous supplies/activities. Socials will run on Friday evenings in the school gym from 7:00pm to 9:30 pm. The dates for the socials are as follows:

OCTOBER 12, 2018 DECEMBER 7, 2018 FEBRUARY 8, 2019 MARCH 29, 2019

MAY 10, 2019 JUNE 14, 2019

We are attaching forms that will need to be completed and sent to the "PTO of ECLC Chatham" with your student or by mail at 21 Lum Ave, Chatham NJ 07928 before your student can attend the socials. The deadline for submitting paperwork is WEDNESDAY, OCTOBER 10, 2018. **ALL REGISTRATION FORMS MUST BE RECEIVED IN ADVANCE AND WILL NOT BE ACCEPTED AT THE DOOR THE NIGHT OF THE SOCIAL. IF YOUR STUDENT WILL NOT ATTEND ALL OF THE SOCIALS, YOU STILL MUST COMPLETE PAPERWORK BY THE OCT. 10TH DEADLINE AND \$10 WILL THEN BE PAID AT THE DOOR.**

We need parent chaperones to ensure that our socials run smoothly and are safe and fun for all. Parents/guardians of each student attending the socials will be required to chaperone at least one of the SIX (6) socials. We are attaching a form that must be filled out with your contact information indicating your preference on dates to volunteer. Chaperone assignments will be coordinated by the social/dance chairperson and will be sent out prior to each social. If you have any questions regarding chaperoning or your assignment, please contact Margaret Hannan at hannanmm@aol.com or the PTO at ptochatham@eclcofnj.org. A document describing chaperone assignments/responsibilities is included in this packet.

PTO of ECLC Chatham

Forms included in this mailing that must be completed, signed and returned by OCTOBER 10, 2018 are:

- (1) Upper School Social/Dance Guidelines – understood and signed by parents/guardians and students
- (2) Student Registration Form
- (3) Student Behavior Contract
- (4) Chaperone Form

Registration Process:

You must print, complete and return all attached forms directly to the PTO as indicated above. If paying by check, please make your check payable to “ECLC PTO” and include with your paperwork. If you would prefer to make a one-time payment online with a credit card for \$50 for 6 socials, please do so via *MySchoolAnywhere* at join.myschoolanywhere.com if you are new to ECLC or did not register last year. If already registered in MSA, please just log on and go to the store tab at the top of the page.

(Please feel free to contact any member of the PTO Board if payment is a concern.)

If you have any questions about the forms included in this mailing or the socials, please email the PTO at PTOChatham@eclcofnj.org.

Thank you so much for your cooperation and we look forward to seeing you and your students at the Upper School Socials!

PTO of ECLC, Chatham
Board Members

PTO of ECLC Chatham

Upper School Social/Dance Guidelines

1. The doors will open at 7:00 PM. Students will NOT be admitted prior to that time.
2. Students must be picked up no later than 9:30 PM.
If a student is picked up late the following will apply:
 - a. First time – a warning will be issued in writing; a signed acknowledgment must be returned
 - b. Second time – parents/guardians must remain in the building during the social in order for the student to attend.
3. For the first social, parents/guardians must walk all students in to check them in.
All subsequent socials, the students may come in independently as long as you have indicated as such on your registration form. However, no parent may leave until they see that their student is safely in the building. That may require parking and waiting with your student outside the door if the doors have not yet opened or there is a line for registration.
4. All parents/guardians must come in to the gym to pick up the students from every social. We will not allow any students to leave without a parent or guardian present.
5. If anyone other than a parent/guardian will be taking the student home, you must indicate on the registration form.
 - a. We realize that sometimes plans change; and on those occasions we will take this written notification at the door on the evening of the social.
6. All registration forms must include a number that the parent/guardian can be reached during the social.
 - a. If there is no telephone number available where a parent/guardian can be reached, the parent/guardian must remain in the building during the social.
7. Any student that does not pay the ticket price prior to the event or at the door will not be allowed to attend the next month's social until the fee is paid (unless previous arrangements are made with the PTO Social/Dance Chairperson¹).
8. All students must abide by ECLC's behavior code as well as sign the attached Student Behavior Contract. If negative behaviors persist, parents/guardians will be called. Students will then only be allowed to attend following socials if a parent/guardian remains in the building.
9. Students will not be allowed to stand outside during the social.
 - a. If student insists on being outside, parent will be called to come pick-up the student
 - i. If a student needs a quiet space or to cool down, the school nurse's office is staffed and available upon the student's request.
10. Parents/Guardians must be available to chaperone at least once during the school year.
11. The PTO will abide by school policy and not mix the upper and lower schools for this social event.

¹ The PTO will not turn any student away from the Upper School dance due to financial reasons.

PTO of ECLC Chatham

I have read the above guidelines and agree to abide by them.

Student's Name (please print)

Parent/Guardian's Name (please print)

Student's Signature

Parent/Guardian's Signature

PTO of ECLC Chatham

Program Registration Form

This information is not published or used for any reason other than contacting you in case of emergency during the social

It is agreed that _____ will be attending the upper school socials from October 2018 through June 2019.

_____ (Initial here) I give permission for my child to enter the socials unattended by a parent/guardian **AFTER** the first social. I understand that I must accompany my child to the registration table for the first social only.

Student's Full Name _____ Age _____

Mother/Guardian

Name: _____ Contact Number _____ Email: _____

Address: _____

Father/Guardian

Name: _____ Contact Number _____ Email: _____

Address: _____

Additional Emergency Contact

Name: _____ Contact Number _____ Email: _____

Address: _____

Relationship to the Student _____

The following individual(s) have permission to pick up my student at the conclusion of a social:

Name: _____ Number: _____

Name: _____ Number: _____

Payment method (checks should be written to ECLC PTO):

Pre-paying by check (or online) \$50 for all 6 socials

Pay \$10 per dance at the door

PTO of ECLC Chatham

Student Behavior Contract

I agree that my behavior will be in accordance with the ECLC Behavior Code during the socials. I will stay within the chaperoned areas at all times and I will follow chaperone rules and requests. I will not take any photos on my cell phone or camera. If I choose to bring my cell phone with me to the social I will keep it put away until the end of the social at 9:30pm. If I break this contract, I may be asked to sit with a Chaperone until my transportation arrives to take me home.

Student Signature

I also agree to the Behavior Contract and will comply with the guidelines and decisions made by the Social/Dance chairpersons and chaperones.

Parent/Guardian Signature

PTO of ECLC Chatham

Chaperone Form

It is expected that each parent/guardian will chaperone at least one social per year. It is this commitment on every parent's part that allows the socials to continue.

I/We _____ are willing to chaperone the Upper School Social/Dance for one of the months between October 2018 and June 2019. I/We understand that we will be contacted for one or more of the dates for which we have indicated availability.

Please circle the months you are available, with a MINIMUM OF ONE:

OCTOBER 12, 2018 DECEMBER 7, 2018 FEBRUARY 8, 2019 MARCH 29, 2019
MAY 10, 2019 JUNE 14, 2019

Please circle your preferred method of contact and fill-in the needed information:

Email Home/Work phone Cell phone

Name _____ Email address _____

Name _____ Email address _____

Home/Work Phone: _____ Evening phone _____

Many parents remain in the area during the social or live close to the school. Would you be willing to be on a permanent substitute list for last minute chaperone needs? If so please indicate below:

Yes _____ Best way to reach me last minute _____

If you are unable to chaperone at all, please explain below:

PTO of ECLC Chatham

Upper School Social/Dance Chaperone Duties

All Chaperones:

Oversee the social, watching student's interactions and behaviors to ensure a fun, safe, healthy environment for all, both in the gym and in the designated food and drink area. Please do not leave your assignment without asking another chaperone to take over for you.

Doors:

Ensure that no students leave the gym to the outside, and no one enters except through the one designated door. Ensure that no students enter the area behind the blue wall where the treadmills are located.

Food and Drinks:

Maintain availability of snacks and beverages in the designated areas. Assist with serving snacks and beverages and supervise students in the designated food areas. Help maintain cleanliness in the food and drink areas.

Dance Floor:

Roam the dance floor and move about the gym periodically. Monitor student behavior on the dance floor in the gym and where games are taking place in the gym. Ensure that school rules are being followed as all school rules apply during PTO sponsored activities.

Bathrooms:

Ensure that only one student visits the rest room at a time and returns to the gym or cafeteria with no loitering or wandering the halls.