

Welcome from...



Of ECLC / Chatham September 2021

Dear ECLC Families,

The **PTO of ECLC Chatham** is a parent led and run group that supports many wonderful events and activities offered to our students during the course of the school year. We support these events with funds raised through fundraisers and volunteer time. We welcome ALL families to join and be a part of this great organization allowing you to meet other ECLC parents and to show your support for your student in any way you can.

Enclosed you will find the following forms with information regarding PTO membership and events:

PTO of ECLC Membership Form
PTO of ECLC Calendar of Events
Volunteer Form
Info about *Membership Toolkit*

We encourage you to complete the membership and student directory forms online at:

eclcofnj.membershiptoolkit.com/home

(All forms can also be completed and sent in with your child to the "Chatham PTO" mailbox at school.)

PTO Meetings:

The PTO Board meets at 7pm on the 2nd Tuesday of every Month unless otherwise noted below*. Meetings are open to all PTO members, including families and ECLC staff. 10/12, 11/9, 12/7*, 1/11, 2/1*, 3/8, 4/12, 5/10, 6/7*

PTO Website and Email:

To find us on the web go to www.eclcofnj.org, click on "Schools" and then "Chatham School." Scroll down to "Parents Corner" on the right-hand side and click "PTO Information Page". There you will find all the board members' contact info, information on upcoming events including volunteer opportunities, flyers and information you may have missed or misplaced, board meeting minutes and much, much more. If you have any questions at any time, we can always be reached via the PTO email address: PTOChatham@eclcofnj.org

We look forward to meeting you at the meetings and at upcoming events this year!

Sincerely,

PTO of ECLC Chatham Board:

Jenny Gallo & Corinna Mazza – Co-Presidents

David Miller – Treasurer

Sue Spies – VP of Communications

Tracey Henry – VP of Volunteers

Margaret Donnelly – Secretary



PTO of ECLC - Chatham

Calendar of Events 2021-2022

SEPTEMBER

Sep 3rd ... School Opens – Early Dismissal – 12:45pm
Sep 6th ... School Closed – Labor Day
Sep 7th ... School Closed – Rosh Hashanah
Sep 8th ... Early Dismissal – 12:45pm (Students Only
– Staff In Service)
Sep 13th ... PTO Meeting (**Executive Board Only**) 7pm
Sep 14th ... Back to School Night
Sep 16th ... School Closed – Yom Kippur
Sep 17th ... Picture Day
Sep 24th ... Ice Cream Social for Students 12pm-2pm
Sep 30th ... Parent Workshop – 7pm via Zoom – AAC Devices

OCTOBER

Oct 11th ... School Closed – Columbus Day
Oct 12th ... PTO Meeting 7pm
Oct 29th ... Upper School PTO Social 7 – 9:00pm

NOVEMBER

Nov 4th ... Early Dismissal – 12:45pm (Students Only)
Nov 9th ... PTO Meeting 7pm
Nov 24th ... Early Dismissal – 12:45pm
(Students & Staff)
Nov 25th & 26th ... School Closed – Thanksgiving Recess

DECEMBER

Dec 2nd ... Early Dismissal – 12:45pm–
Parent/Teacher Conference
Dec 7th ... PTO Meeting 7pm
Dec 11th ... Lower School PTO Social - TBD –
4pm – 6:00pm
Dec 17th ... Upper School PTO Social 7 – 9:00pm
Dec 22nd – Jan 2nd ... School Closed – Holiday Recess

JANUARY

Jan 3rd ... School Reopens
Jan 11th ... PTO Meeting 7pm
Jan 17th ... School Closed – Dr. Martin Luther King Jr.
Day

FEBRUARY

Feb 1st ... PTO Meeting 7pm
Feb 4th ... Upper School PTO Social
7 – 9:00pm
Feb 9th ... Early Dismissal – 12:45 pm (Students
Only)
Feb 21st – 25th ... School Closed – Winter Recess

MARCH

Mar 7th – 11th ... Spring Book Fair
Mar 8th ... PTO Meeting 7pm
Mar 10th ... Early Dismissal – 12:45pm–Parent/Teacher
Conferences
Mar 18th ... School Closed – Staff Professional
Development

APRIL

Apr 1st ... Upper School PTO Social 7 – 9:00pm
Apr 12th ... PTO Meeting 7pm
Apr 15th ... School Closed – Good Friday
Apr 18th – 22nd ... School Closed – Spring Recess

MAY

May 2nd – 6th ... Staff Appreciation Week (Luncheon
Wed 4th)
May 3rd ... Early Dismissal – 12:45pm (Students Only)
May 6th ... Upper School PTO Social 7 – 9:00pm
May 10th ... PTO Meeting 7pm
May 20th ... Dance-A-Thon
May 30th ... School Closed – Memorial Day

JUNE

Jun 2nd ... Regular Dismissal – Parent/Teacher
Conferences
Jun 7th ... PTO Meeting 7pm
Jun 13th ... Hot Dog Picnic (Students/Staff) and
Awards Assembly
Jun 24th ... Last Day of School – Early Dismissal –
12:45pm

ESY 2022 Dates: July 5th to August 1st

PTO of ECLC-Chatham Volunteer INTEREST Form 2021-2022

*Please mark your INTEREST in learning more about helping ECLC's PTO committees.
Please return this sheet to "PTO Volunteers" by September 30, 2021 so we can start the year off strong!*

Name: _____ Phone: _____

Email: _____

Student Name/Homeroom, Sept. 2021: (please print)

SHARE YOUR INTEREST OR TALENT: ECLC Chatham parents and friends have a wide variety of interests and talents! Would you be willing to share yours with the community? Do you play a musical instrument, sing, dance? Are you good with a hammer or paintbrush? Do you love to garden, cook, bake or sew? Are you fluent in a second language? We never know what need might come up! Please let us know so we can occasionally call on you.

Please mark your interest(s) with an X.

EVENT	X	EVENT	X
BOOK FAIR		PTO FUNDRAISING/ANNUAL DINNER	
UPPER SCHOOL SOCIALS-DANCES		STAFF APPRECIATION: Formal luncheon	
LOWER SCHOOL SOCIALS		STAFF APPRECIATION: Conferences	
HOT DOG LUNCH			

***Masks must be worn & Proof of vaccination may be required**

Questions? E-mail the PTO at ptochatham@eclcofnj.org

An electronic copy of this document can be found in the Membership Toolkit

Please return this sheet to "PTO Volunteers" by September 30, 2021 so we can start the year off strong!

ECLC PTO Chatham Parent Volunteer Descriptions

Studies show that parental involvement in a child's education is a very important factor in raising student self-esteem and academic achievement. We realize, however, that each of our families is unique – with its own priorities, needs, talents and time constraints -- and so we try to provide as many different kinds of opportunities for parental involvement as possible. Please review the volunteer opportunities suggested below, mark your interest on the attached Interest Sheet Form and send it back to school attention "PTO Volunteers". Thank you and have a great year!

PTO SPONSORED ACTIVITIES AND EVENTS

BOOK FAIR: This committee organizes and manages the ECLC Book Fair, held for three days and one or two evenings during Fall. During the daytime sale, children visit the fair with their classes and have an opportunity to purchase books. The co-chairpersons' responsibilities include setting up and closing down the book display, managing the sale, managing the financial aspect and managing volunteers. Volunteers are needed to assist with set-up, sales and break-down. *Presence is required at school only on the day(s) of the event.*

HOT DOG LUNCH: This committee plans and runs a fun springtime school thank you event where parents prepare the lunch and serve to the entire school; staff and students! We serve high-quality hot dogs, macaroni and cheese, vegetables, fruit, ice pops and beverages. The committee helps prepare and serve the food as well as clean up afterwards. We need some grill masters so please step up to the fun! *Daytime presence is only required at school on the day of the event.*

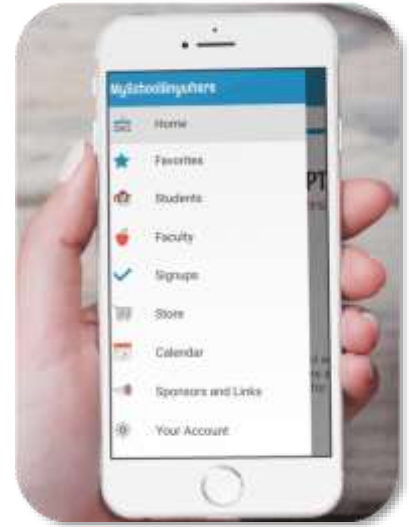
LOWER SCHOOL SOCIALS: This committee plans and runs fun filled early evenings of socializing for students. The events include snacks, drinks and even photo opportunities with Santa Claus. Past fun events have included "Karaoke with Santa" and "Movie Night." *Preparation for this committee can be done at the convenience of the volunteers and does not require daytime presence at school. The organizer is required to attend the event.*

PTO FUNDRAISING/ANNUAL DINNER: The Chatham PTO holds only one fundraising event in the year to raise the funds needed to pay for all of our activities throughout the school year. Details and planning of the event will be dependent on the type of event chosen such as last year's Dance-A-Thon. This committee also supports the ECLC Annual Dinner usually held in May. *Work for this committee can be done at the convenience of the volunteers and does not require daytime presence at school.*

STAFF APPRECIATION "Formal" luncheon: Chairpersons and committee members plan and prepare an annual catered luncheon, held in the spring, in recognition of the ECLC staff. *Daytime presence is only required at school on the day of the event.*

STAFF APPRECIATION (Informal during parent-teacher conferences): Chairpersons and committee members plan a casual menu and solicit limited food donations for two informal, buffet style lunches held during parent/teacher conferences in the fall and in the spring. *Daytime presence is only required at school on the day of the event.*

UPPER SCHOOL SOCIAL-DANCES: This committee works with students, staff and administration to develop a schedule and themes for six Friday night socials throughout the school year. The Socials-Dances include dance music, snacks and drinks and one or more fun activities per event. Attendee's parents are required to volunteer to help at a minimum of one dance per year. *Work for this committee can be done at the convenience of the volunteers and does not require daytime presence at school but does require periodic presence at socials.*



Welcome Back ECLC Families!

This year, the ECLC Chatham PTO will be using the **Membership Toolkit** service for our annual directory, online store, volunteer signups, paying PTO dues and email communications. Our previous service closed.

It's secure, easy to use, and free to families.

Using this great resource requires ALL families to register and create an account. Please go to the site below, and follow the steps to register your family. You can specify what information you'd like to appear in the directory - or choose not to have any personal information appear at all.

Register at: eclcofnj.membershiptoolkit.com/home

Click on Register/Login

Note: if you already have an account with another school, you can use the same login

Then, "Login" or "Create an Account"

When you see the page below, please complete both steps 1 and 2.

YOUR FAMILY'S ACCOUNT PAGE

Step 1: Confirm that your family information is current.

Step 2: Confirm what information you would like included in the Directory.

Follow the prompts and enter your information.

If you are a returning family, previous information was transferred and just needs to be updated.

All families that join & register will have access to the Student Directory, Calendars & Weekly PTO email Newsletter.

Questions? Contact our system administrator at: ptochatham@eclcofnj.org

Install the Free app! After you get your login information, download the app by searching for Membership Toolkit in the iTunes App Store or Google Play. The app allows you to access our directory, manage your family information, make a purchase in our store and signup for volunteer activities all from your phone!

