

# Welcome from...

## PTO of ECLC

### Chatham School – September 2023

Dear new and returning ECLC families,

The PTO of ECLC Chatham welcomes you to the 2023-2024 school year!

#### THE PTO of ECLC Chatham – what do I need to know?

##### WHO ARE WE?

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.

##### IN THIS PACKET:

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

- Save the Date flyer for the PTO Fall Family Picnic
- PTO of ECLC Membership Form
- PTO of ECLC Calendar of Events
- Info about *Membership Toolkit* (the PTO's online portal)

#### HOW TO JOIN THE CHATHAM SCHOOL PTO? HOW TO ADD MY STUDENT'S INFO TO THE DIRECTORY?

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

[www.eclcofnj.membershiptoolkit.com/home](http://www.eclcofnj.membershiptoolkit.com/home)

But, all forms can also be completed and sent in with your child to the “Chatham PTO” mailbox at school.

##### WHEN/WHERE DOES THE PTO Meet?

The PTO Board meets monthly on Tuesday evenings. Meetings are open to all PTO members, including families and ECLC staff. Planned meeting dates are: 10/10, 11/14, 12/5, 1/16, 2/13, 3/5, 4/9, 5/14, 6/4. Reminders are sent out in the PTO Newsletter along with Zoom link info, if necessary.

##### PTO Website and Email:

To find our website go to [www.eclcofnj.org](http://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, 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](mailto:PTOChatham@eclcofnj.org)

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

Sincerely,

PTO of ECLC Chatham Board:

Dawn Gaita & Corinna Mazza – Co-Presidents

David Miller – Treasurer

Sue Spies – VP of Communications

Lina Klier – VP of Volunteers

Margaret Donnelly – Secretary



# PTO of ECLC - Chatham

## Calendar of Events 2023-2024

### SEPTEMBER

- Sep 4<sup>th</sup> ... School Closed – Labor Day
- Sep 6<sup>th</sup> ... School Opens – Early Dismissal 12:45 pm (students only – Staff In Service)
- Sep 7<sup>th</sup> ... Early Dismissal – 12:45 pm (students only – Staff In Service)
- Sep 12<sup>th</sup> ... PTO Meeting (PTO Board Only) 7:00 pm
- Sep 14<sup>th</sup> ... Back to School Night
- Sep 25<sup>th</sup> ... School Closed – Yom Kippur
- Sep 26<sup>th</sup> ... PTO Meet & Greet Sessions 9:00 am and 7:00 pm on site

### OCTOBER

- Oct 1<sup>st</sup> ... Fall Family Picnic
- Oct 9<sup>th</sup> ... School Closed – Columbus Day
- Oct 10<sup>th</sup> ... PTO Meeting 7pm
- Oct 19<sup>th</sup> ... Picture Day
- Oct 27<sup>th</sup> ... Upper School PTO Social 7:00 pm

### NOVEMBER

- Nov 2<sup>nd</sup> ... Early Dismissal – 12:45pm (Students Only)
- Nov 14<sup>th</sup> ... PTO Meeting 7:00 pm
- Nov 22<sup>nd</sup> ... Early Dismissal – 12:45pm (Students & Staff)
- Nov 23<sup>rd</sup> & 24<sup>th</sup> ... School Closed – Thanksgiving Recess
- Nov 27<sup>th</sup> – Dec 1<sup>st</sup> ... Winter Scholastic Book Fair

### DECEMBER

- Dec 1<sup>st</sup> ... Upper School PTO Social 7:00 pm
- Dec 5<sup>th</sup> ... PTO Meeting 7:00 pm
- Dec 7<sup>st</sup> ... Early Dismissal – 12:45pm– Parent/Teacher Conference
- Dec 8<sup>th</sup> ... Upper School PTO Social 7:00 pm
- Dec 9<sup>th</sup> ... Lower School PTO Holiday Social
- Dec 22<sup>nd</sup> ... Early Dismissal – 12:45 pm
- Dec 25<sup>th</sup> – Jan 1<sup>st</sup> ... School Closed – Holiday Recess

### JANUARY

- Jan 2<sup>nd</sup> ... School Reopens
- Jan 15<sup>th</sup> ... School Closed – Dr. Martin Luther King Jr. Day
- Jan 16<sup>th</sup> ... PTO Meeting 7:00 pm
- Jan 26<sup>th</sup> ... Upper School PTO Social 7:00 pm

### FEBRUARY

- Feb 7<sup>th</sup> ... Early Dismissal –12:45 pm (Students Only)
- Feb 13<sup>th</sup> ... PTO Meeting 7:00 pm
- Feb 19<sup>th</sup> – 23<sup>rd</sup> ... School Closed – Winter Recess

### MARCH

- Mar 5<sup>th</sup> ... PTO Meeting 7:00 pm
- Mar 7<sup>th</sup> ... Early Dismissal –12:45pm–Parent/Teacher Conferences
- Mar 9<sup>th</sup> ... Lower School Mid-Winter Social
- Mar 15<sup>th</sup> ... School Closed – Staff Professional Development
- Mar 18<sup>th</sup> – 22<sup>nd</sup> ... Spring Book Fair
- Mar 22<sup>nd</sup> ... Upper School PTO Social 7:00 pm
- Mar 29<sup>th</sup> ... School Closed - Good Friday

### APRIL

- Apr 9<sup>th</sup> ... PTO Meeting 7pm
- Apr 15<sup>th</sup> – 19<sup>th</sup> ... School Closed – Spring Recess
- Apr 26<sup>th</sup> ... Dance-A-Thon

### MAY

- May 3<sup>rd</sup> ... Upper School PTO Social 7:00 pm
- May 6<sup>th</sup> – 10<sup>th</sup> ... Staff Appreciation Week (Luncheon date May 7th)
- May 7<sup>th</sup> ... Early Dismissal – 12:45pm (Students Only)
- May 14<sup>th</sup> ... PTO Meeting 7:00 pm
- May 27<sup>th</sup> ... School Closed – Memorial Day
- May 31<sup>st</sup> ... ECLC Prom

### JUNE

- Jun 4<sup>th</sup> ... PTO Meeting 7:00 pm
- Jun 6<sup>th</sup> ... Regular Dismissal – Parent/Teacher Conferences
- Jun 10<sup>th</sup> ... Hot Dog Picnic Awards Assembly
- Jun 20<sup>th</sup> ... Last Day of School – Early Dismissal – 12:45pm

ESY 2024 Dates: July 1<sup>st</sup> to July 30<sup>th</sup> (school closed July 4 and 5th)



The ECLC Chatham PTO uses **Membership Toolkit** for our annual directory, online store, volunteer signups, paying PTO dues and email communications.

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

Families need 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](http://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.

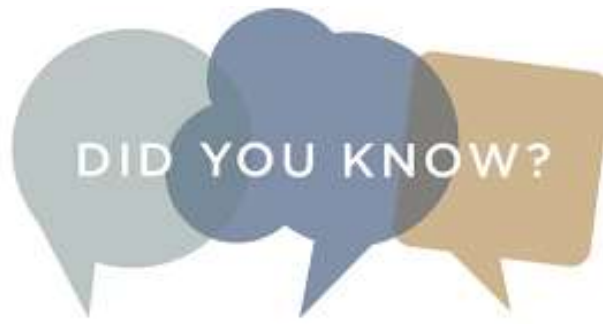
**All families that join & register will have access to the Student Directory, Calendars & Weekly PTO email Newsletter.**

**Questions?** Contact our system administrator at: [ptochatham@eclcofnj.org](mailto:ptochatham@eclcofnj.org)

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**Install the Free app on your phone! 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!





## HOW TO JOIN THE PTO of ECLC Chatham

### YOUR \$20 GOES A LONG WAY...

The PTO of ECLC Chatham encourages all families to join the PTO and be part of a wonderful community of parents, guardians, ECLC teachers and staff.

**The PTO of ECLC Chatham is a group of parents and staff who together work to:**

- Provide social and cultural experiences for the children at ECLC beyond the existing curriculum, thereby providing additional opportunities for their growth and development.
- Cooperate and assist ECLC in promoting child welfare in home, school and community.
- Promote and provide any activities which can help our children lead fuller, happier lives.

### **Benefits of Joining the PTO**

The number one reason to join the PTO of ECLC Chatham is to benefit your child. In doing so, you also help your school. But there are many more PTO advantages:

**- Receive a discount on PTO events.**

**- Get Connected.** Receive a weekly PTO e-mail filled with information about ECLC and more. There's no better way to know what's happening in and around your school.

**- Tap into a Network.** PTO meetings and functions are opportunities to meet other parents and teachers. You can share ideas, concerns and experiences at our monthly meetings, held at ECLC the first Tuesday of every month.

**- Watch Yourself Grow.** By volunteering with the PTO, you put your skills and hobbies to use for a noble cause—your child and all children and staff in the community.

**- Be a Role Model.** By becoming a PTO member, you'll be demonstrating to your child the importance you place on education and getting involved. PTO of ECLC Chatham plays an important role in supporting staff and fundraising to provide improvements, programs and social events.

Register at: [eclcofnj.membershiptoolkit.com/home](http://eclcofnj.membershiptoolkit.com/home)

If already registered, simply sign in using the link above and pay online.

Please verify your information in items 1 and 2.

**OR** return the form below to: PTO of ECLC via your child's homeroom teacher.

STUDENT NAME: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

PARENT/GUARDIAN NAMES: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE : \_\_\_\_\_ (CELL): \_\_\_\_\_

EMAIL #1: \_\_\_\_\_

EMAIL #2: \_\_\_\_\_

\_\_\_\_ **\$20 MEMBERSHIP FEE ENCLOSED** (if payment is a concern, please feel free to contact a PTO Board Member)

\_\_\_\_ **\$ OPTIONAL DONATION TO HELP THE PTO KEEP ACTIVITY COSTS LOW**

An extra \$25 donation can cover the cost of a free field trip for at least 1-2 students. THANK YOU.