



ELC PTO Newsletter

The Early Learning Center Parent Teacher Organization Newsletter

September 16, 2009

'09/'10 Issue 1: K & Pre-K

Welcome to a New School Year!

In June, the Parent-Teacher Organization voted for the '09/'10 PTO President, Nancy Loiacono and Treasurer, Nancy Chin.

Over 40 parents attended the first PTO meeting of the year. Principal Merrill was on hand to help explain some of the details related to what the Organization is able to provide to the children and families.

Open PTO Board Position

The Parent-Teacher Organization is looking to fill the remaining open position on the Board (Kindergarten Vice President, Pre-K Vice President, Recording and Corresponding Secretary, Publicity and Membership Chairperson.) Pre-K family members are welcome to join the Board. Nominations for the next meeting's vote must be received by October 6th.

Walk in nominations are welcome. Candidates must be present to be elected.

School Book Fair Sept. 29 - Oct. 1

The ELC PTO is hosting a Book Fair from September 29th to October 1st. A tentative family shopping date is scheduled for Sept. 29 from 3:30pm to 5:00pm in the gym. Volunteers are needed to make this a success.

This fair helps to provide reading encouragement in and out of school. In addition, all proceeds generated go directly towards funding a March 2010 Project Impact production of "Making Good Choices"

Visit our Fair Homepage at:
<http://bookfairs.scholastic.com/homepage/cpelc>

Going Green

This is my 2nd year as your PTO President. I am very conscious of how much paper the PTO generates and though it's not practical to be 100% paperless, we make every effort to minimize waste.

I am happy to say that most ELC PTO forms will be available on www.cliffsidepark.edu. Forms can be filled out online and emailed or printed and submitted to us through your child's folder.

Duplicate forms will be available on request for those who don't have or can't rely on internet access.

Have any Green ideas? Send them in to the PTO today.

Together we can give our children a great beginning

The School Budget for 2009/2010 was voted down last April by 8 votes. As a group, we can provide enriching experiences that do not require a lot of money; however, time and help are always in need.

Please review the attached Volunteer Sheet and commit a little of your time to the children.

Ideas are always welcome!

Dates to Jot Down

October 12 – Columbus Day, no school

Unless otherwise notified:

ELC PTO meeting at 7PM in the cafeteria
(back of the building)

How to contact your PTO

Speaking to us in person is usually preferred; however, trying to catch us between drop-off and pick up is not always easy.

There are several ways to reach us:

- Send correspondence through your child's folder.
 - Help the PTO and your teachers:
 - Staple together forms & envelopes
 - Write **Who** it should go to
 - Write **Who** it is coming from (always include child & teacher names)
 - Identify the committee in charge, especially when sending in money
- Call the Chairperson listed on the fliers.
- Email cpelcpto@gmail.com.
- When in doubt, call the school for more information.

What events are scheduled?

Several events are on the table. Some events are funded by the donations from local businesses. Others require a lot more planning and funding. Here's a look at the next few months:

- Book Fair: Sept. 29** - Oct. 1 (PTO event)
- Back to School Night: Oct. 1
- Student Picture Day: Oct. 16
Photos used in Yearbook* run by volunteers
- Pasta Night*: Oct. 9
- Pumpkin Sale: Oct. 28 – 29 (PTO event)
Pre-Sale quantities guaranteed.
- Family Portraits: Fundraiser (PTO Event)
Oct. 27, Nov. 13, Nov. 14
- Pre-K Bread Bake: Nov. 23 – 24 (PTO Event)
- Holiday Shop: Dec. 7 – 9 (PTO Event)

All events & fundraisers are discussed monthly.

**Tentative. We are working hard to get these up and running. ** Tentative start date/time.*

What is a Chairperson? What does a Volunteer do?

I thought I should dedicate this part of our newsletter to defining a few terms.

Q: What is a Chairperson?

A: A Chairperson is the Event Manager.

- Create Event Flyer (we have templates from prior years.)
- Schedule and manage volunteers.
- Work with the Treasurer, if applicable.
- Gives the Board a review of the event.

Q: Does the Chairperson work alone?

A: No. The PTO Board will guide you through the process. Often, event dates and contracts are scheduled months in advance.

- A chairperson also allows the PTO Board to concentrate on future events.

Q: What does a Volunteer Do?

A: There are several ways a volunteer can help:

- Help children make choices. E.g. Book Fair – Children need help in picking out books that are appropriate for them and within their budget.
- Help children with basic creations. E.g. Craft Nights – We provide crafts that are age appropriate; however, a helping hand is always needed.
- Some fundraisers and events require setup, clean up, decorating, cashiers and/or deliveries to the classrooms.

Q: My time is limited, how can I help?

A: We can use your help in a variety of ways so that we can concentrate on other matters.

- Put together event/fundraiser fliers
- Call volunteers to remind them of their schedule.
- Help a Class Parent with their letters.
- Offer ideas.

ELC PTO Volunteer Form

The Early Learning Center Parent-Teacher Organization is looking for volunteers. We love to see all family members get involved. Witness your child's excitement when they see you at their event.

*Cancellations: Events may be canceled if we have a shortage of help.

Please contact Nancy Loiacono at 201-941-6667 or cpelcpto@gmail.com if you have any questions

Please return As Soon As Possible so that we may plan current events.

Volunteer Name: _____
(First and Last name)

(Please check one) Mother/Guardian Father/Guardian Other Relative or Friend

Student(s) & Teacher(s) names: _____
(First and Last names)

Email _____ Phone Number _____

Please write clearly. We will not be able to contact you if we cannot read your information.

Pumpkin Sale: 10/28/09 to 10/29/09

Chairpersons – Dorene Russo and Susan Sagi

Mon. 10/26/09: Setup & Decorate AM: _____ Pumpkins to arrive Monday morning.

Wed. 10/28/09: Pre-Sale Orders only AM: _____ PM: _____ No money exchanged. Pre-Sale Only!

Thurs. 10/29/09: Last minute sales AM: _____ PM: _____ Open to all. Quantities not guaranteed

Volunteers are needed to wipe, tag & bag pumpkins. Excess pumpkins will be sold on Thurs. or used to decorate the ELC.

Tentative Bingo Night: Fri. 11/20/09

I would like to be the chairperson : Yes or No *A chairperson is expected to be available during the entire event unless arrangements are made with the PTO.*

Setup from 6-7:45pm _____ Treasure Box Monitor _____ Sales/Cashier _____

Cleanup from 8-9pm _____ Bingo Winner Monitor _____

Pre-K Bread Bake: Mon. 11/23/09 to Tue. 11/24/09

I would like to be the chairperson : **Yes** or **No** *A chairperson is expected to be available during the entire event unless arrangements are made with the PTO.*

Mon. 11/23/09 – Setup at 9 am AM: _____ *Clean up must be completed by 11:00 am in order for the lunch crew to set up.*
Tues. 11/24/09 – Setup at 9 am AM: _____

Kids knead and roll dough, placing them into baking tins. Parents bake and bag the final product.

Holiday Shop: 12/07/09 – 12/09/09

I would like to be the chairperson : **Yes** or **No** *A chairperson is expected to be available during the entire event unless arrangements are made with the PTO.*

I would like to help on the following days and areas:

Help Children Shop, tag & bag items _____	Fri. 12/4/09: Setup AM: _____
Cashier _____	Mon. 12/7/09 AM: _____ PM: _____
Decorate Ornaments _____	Tues. 12/8/09 AM: _____ PM: _____
	Wed. 12/9/09 AM: _____ PM: _____

Children shop for family members. Prices range from \$1 - \$15 though the majority cost approximately. \$5.

Memory Book/Yearbook: Now through March

Run by parent volunteers. This involves heavy planning, scheduling and coordination with staff, Principal and PTO.

Chairperson: Jeanne Kim

I would like to volunteer for the following committees:

Photography Committee _____ *Works closely with the Publicity Chairperson or PTO President*

Advertisement Committee _____ *Secure Business Advertisements in order to lower the cost of each book.*

Layout Committee _____ *Planning the layout is the key to a smoother web design & submission.*

Additional help may be required and asked for at a later date.