



Support Your Estabrook PTO

We are grateful for your financial support (membership fees, donations, fundraisers) and/or volunteer support!

SUBMIT YOUR CORI!

Anyone who plans to volunteer at Estabrook must submit a CORI form which activates a criminal background check. This form needs to be completed at the school office and is good for three years. You will need to go in person with your driver's license or passport to complete the form. We recommended getting CORIed as soon as possible. You may fill out the form before the school year begins by visiting the Estabrook office during normal summer business hours, Monday through Friday, 8 a.m. to 4 p.m.

SIGN UP TO VOLUNTEER!

There are several volunteer opportunities that begin at the start of the school year. Some of these opportunities include library, room parent, and lunchroom recycling. Recycling volunteers are needed from the first full day of school. To learn more about these opportunities, please see the final two pages of this packet. You do not have to purchase a PTO membership to volunteer.

What is the PTO?

The Estabrook Parent Teacher Organization (PTO) is a member-funded group of parents and school faculty that provides in-school science, math, and arts enrichment programs; awards teacher grants for an improved educational experience; and funds community events. Examples of these programs and events include: Math Night, Chess Club, Talent Show, School Picnics, Estafest, Run of the Mill 5K and many more! The PTO organizes and/or funds community building and enrichment programs at Estabrook. The PTO is successful only through the efforts of member volunteers, such as committee chairs and room parents, dues, donations and fundraiser purchases made annually by Estabrook parents.

How can you support the PTO?



Estabrook School is a wonderful place for our children to learn and grow with dedicated teachers, caring staff, excellent educational resources, and a friendly community of children and parents. The Estabrook PTO supports the school in providing an enriching and positive experience for all students and families. We spend approximately \$100 per student on these efforts. For information about the many enrichment activities, programs, and community events the PTO sponsors visit www.estabrookpto.org.

Whether you chair an event, become a room parent, volunteer in the recycling room, or lead a Big Backyard walk, the PTO runs because of you. Volunteer opportunities are available both during the school day and outside of school hours, so we are confident there are ways for you to get involved that match your interests and schedule. Plus, it's fun! We hope that you will consider supporting the PTO's efforts to enrich our school community, and we look forward to a great year!

Estabrook PTO Co-Presidents Cindy Reuter & Katie Guilfoyle

Questions? Contact us at info@estabrookPTO.org or visit www.estabrookPTO.org.



Estabrook PTO School Directory



New and Returning Estabrook Families:

See below for how to enter your information in the NEW school directory system.

What is the school directory and why should I include my information in it?

Federal law prohibits Estabrook School from providing parents with information such as class lists or contact information for its students. If you would like your child to be included in an accessible class list, as well as to be able to receive communication from other students in their class or grade, such as outside-of-school event invitations, you must ensure that your information is in the online directory.

To enter new and/or confirm existing contact information for your child(ren), including grade and teacher, please follow these steps:

1. Go to estabrookpto.membershiptoolkit.com/home. NOTE: This is a NEW system from last year! If you are a family who had access to MySchoolAnywhere, your data has been migrated to Membership Toolkit (MTK) and you can use the same email address for MTK as you used for MSA. Please bookmark the login link for future reference. *NOTE: Opting out of receiving communications from MTK will result in not receiving any electronic PTO updates.*
2. Once in the system, follow the instructions for entering new family data or updating/confirming existing family data. For all families, this is where you will enter or update your child's assigned teacher for the 2019-20 school year. Teacher information allows us to compile class lists that will be made available to all PTO members.
3. After you enter your family data, you will be taken to the online membership shopping cart. Each level is presented as a separate product in drop down list, which you can view for more details on what the level includes.
4. You may view your own information in MTK; however, access to the full online directory will be granted to PTO members only. To view details such as class lists and contact information for classmates, you must be a PTO member. Electronic access is granted via an email with a link to the online directory. Paper directories will be printed and distributed only after all data entry and confirmation is complete.

This is a NEW directory system. Even if you did this last year in MSA, please confirm your data for this year's directory using MTK!

In order to give access to our PTO members as quickly as possible, please complete your data entry or data confirmation by **Friday, September 6, 2019**.

Access to the electronic directory will be granted to PTO members as soon as their membership has been confirmed. PTO Members also have the option to receive paper directories after all data is confirmed. This process usually takes 2-3 weeks after the entry deadline. Paper directories will be delivered to your child's classroom shortly after the confirmation process is complete.

Thank you for helping us make our school directory process a success!



AUGUST EVENTS



New Family Welcome

August 23, 2019

9:00 a.m. – 10:00 a.m.

Are you new to Estabrook? Join the PTO for tours of Estabrook. PTO Board Members will be available to walk you and your child/children around the school so they feel more comfortable on the first day of school.



PTO First Day Coffee

August 28, 2019

8:45 a.m. – 9:15 a.m. ▪ Estabrook Cafeteria

The PTO will host a welcome coffee for parents on the first day of school. Meet members of the PTO Board and chat with fellow parents as we begin a new school year. Parents are welcome to drop in and out as convenient.

Coffee and refreshments will be served.



Estabrook PTO Calendar 2019-20

August

- 23 New Families' Welcome
- 27 PTO First Day of School
Coffee

September

- 6 Deadline for Directory Data
- 13 PTO Executive Board
Meeting
- 13 Online Volunteer Signups
Due
- 13 Fall Picnic & General
Meeting
- 19 Room Parent Orientation
- 26 Back to School Night

October

- 8 Photo Day
- 11 PTO Executive Board
Meeting
- 16 Grade 5 Staff Appreciation
Breakfast
- 20 Spiritwear Orders Due
TBD METCO Family Friends

November

- 15 PTO Executive Board
Meeting
TBD METCO Family Friends
TBD Game Night

December

- 2-8 Book Fair
- 4 4th Grade Staff Appreciation
Breakfast
- 8 Winter Marketplace
- 13 PTO Executive Board
Meeting
TBD METCO Family Friends

January

- 8 PTO Executive Board Meeting
- 15 Grade 3 Staff Appreciation
Breakfast
- 31 Movie Night
TBD METCO Family Friends
TBD Big Map Night / Passport
TBD 5th Grade Basketball Starts

February

- 5 Grade 2 Staff Appreciation
Breakfast
- 14 PTO Executive Board
Meeting
TBD Math Night

March

- 11 Grade 1 Staff Appreciation
Breakfast
- 13 PTO Executive Board Meeting
TBD METCO Family Friends
TBD Talent Show

April

- 17 PTO Executive Board
Meeting
TBD 5th Grade Spaghetti Dinner
*TBD Boston METCO Family
Friends Day*

May

- 6 K Staff Appreciation
Breakfast
- 8 PTO Executive Board
Meeting
- 17 Run of the Mill
- 21 Staff Appreciation Luncheon
- 21 Maker Night
TBD METCO Family Friends

June

- 5 End of Year Picnic
- 10 Volunteer Appreciation &
General Meeting
TBD METCO Family Friends
TBD 5th Grade Activities BBQ



Estabrook PTO Events & Activities

Thank you for supporting the Estabrook PTO! Your donations of funds and volunteer hours help us provide all of these programs and more!

Curriculum Enrichment

ACT (Arts Created Together)	The PTO brings a variety of arts programming and cultural enrichment events to Estabrook. Teachers choose these grade-level presentations and performances that are held during the school day.
BIG BACKYARD	Parent-led nature walks in locations both on and off campus tie in with current grade-level curriculum.
CHESS CLUB	A weekly, before-school program for students to learn, practice, and play chess.
FAMILY MATH NIGHT	A parent-child evening of math in three sessions, two grade levels per session.
READ ALOUD DAY	Community volunteers visit Estabrook to read to students in their classrooms.
SCIENCE ENRICHMENT	The PTO organizes a variety of one-time, in-school, science-related events.

Estabrook Surroundings/Environment

GREENHOUSE	Volunteers manage the greenhouse, grow plants for projects and sale at fundraisers, and assist in greenhouse curriculum-based exploration with classrooms.
GREEN TEAM RECYCLING	Volunteers help coordinate and manage recycling at lunchtime in the cafeteria.

Social & Community Events

PIZZA NIGHT	Our first school-wide social event of the year.
PASSPORT NIGHT	The PTO assists the Estabrook staff in coordinating this showcase of international cultures plus an evening potluck dinner featuring an international menu from our school community.
GAME NIGHT	A family event facilitated by the PTO in conjunction with a board game vendor.
MAKER NIGHT	Students use their creativity to invent and explore using a wide variety of supplies provided by the PTO.
MOVIE NIGHT	Families come to the Estabrook cafeteria to enjoy pizza and a movie.
RUN OF THE MILL	Estabrook's annual 5K run, which includes official chip timing, a kids' Fun Run, and a post-race party.
END OF YEAR PICNIC	Our final school-wide social event of the year with free ice cream treats.
HOLIDAY GIFT DRIVE	Annual gift donations for a local shelter for families displaced due to domestic violence.
SCIENCE FAIR (semiannual, held next school year)	Students share their ideas, research, inventions, and science-focused artwork. We recruit visiting scientists and help to organize student exhibits for Fair Day.
TALENT SHOW (semiannual, held this school year)	Students perform in an evening showcase of Estabrook talent.

Fundraising

ESTAFEST (semiannual, held next school year)	Our biggest fundraiser with games, activities, raffle baskets, food, and a silent auction. Something for everyone!
BOOK FAIR	This annual book marketplace is supported by the PTO and provides funds for library circulation and programs.
BOX TOPS	We collect box tops for the Box Tops for Education program.
SPIRITWEAR	The PTO designs, orders, and distributes school Spiritwear (T-shirts, sweatshirts, flannel pants, caps, etc.).
CLICK, SHOP, & SUPPORT	Our partner fundraising organizations include Amazon, Stop & Shop, Wilson Farm, and select area restaurants. Raise money for Estabrook through everyday purchases!

Fifth Grade

FIFTH GRADE BASKETBALL	Fun, teamwork, and basketball!
FIFTH GRADE MOVING UP	Fifth grade committee members manage printing and distribution of T-shirts and yearbooks, plan a year-end BBQ, and coordinate non-5 th -grade volunteers for the graduation celebration.

School & Teacher Support

FAMILY FRIENDS	This supplemental program for our METCO students allows Lexington-based families to form long-term relationships with Estabrook students who live in Boston. Boston-based students visit with their host families on select Thursday afternoons during the school year.
LIBRARY VOLUNTEERS	The PTO provides volunteer organization and scheduling for parents to help check in/out and shelve books weekly or every other week, usually to coincide with their child's library time.
ROOM PARENTS	Room parent volunteers plan and assist with classroom parties, manage classroom budget and teacher gifts, and help coordinate other activities throughout the year.
SAFE ROUTES TO SCHOOL (SRTS)	Our Safe Routes to School representative partners with an Estabrook staff member and the town to ensure safety for walkers and bikers on their way to school.
SCHOOL PHOTOS	We organize and staff the school Photo Day.
STAFF APPRECIATION	Throughout the year, PTO coordinators organize grade-level-hosted breakfasts for teachers, food on conference days, and other occasions during the school year as needed. Our members also assist with planning menus, organizing catering, and preparing food for an end-of-year reception to honor the Estabrook staff.

We appreciate your help! Would you like to volunteer for any of these activities? Please email us at info@estabrookPTO.org.