

Letter from the Underwood PTO Board

Dear Underwood Families,

Welcome back! We hope you enjoyed a wonderful summer and are feeling enthusiastic about the start of the new school year. We are truly looking forward to working with you and getting to know all of you through our roles with the PTO Board.

To help with the transition, please join us for a **Welcome Coffee** on Friday, September 6th from 8:30–9:30 AM in the Multi Purpose Room (MPR). This is a great opportunity to talk with the 2019-2020 Underwood Principal and connect or reconnect with other parents.

The Underwood **Welcome Back Picnic** will take place on Thursday, September 12th from 5:30–7:00PM. (rain date September 19th) and is always a casual, relaxed way for families to spend time together. You should receive a flyer with more information on the first day of school. Be sure to check your child's folder.

Please take a few minutes to read through this handbook with information about the following:

- Curriculum Night
- Safety/Call Back System
- Room Parent Opportunity
- Online Directory
- CORI-SORI Information Form

Please visit underwoodschoolpto.org for additional paperwork and information regarding [Creative Arts and Sciences](#) (CASC).

As Underwood parents or caretakers, you are all automatically members of the PTO. We rely upon and are especially grateful for your willingness to participate and volunteer as you are able, given your unique family and work commitments. Our PTO Board and Committees are comprised of volunteers working throughout the year to lend structure to a wide range of fundraisers, social outreach and community projects, and enrichment programming.

Please note that our primary fundraising events are not just focused on yielding dollars, but also on building friendships and relationships within the entire community. Since its inception over a decade ago, the [Mystery Dinner](#) has sold out every year and the [Spring Carnival](#), held at the beginning of June, is an event families look forward to with great anticipation every year.

PTO fundraising efforts *provide necessary financial support for:*

- Allocations for the Principal's Fund, teachers and specialists, and updates to the school library, as well as school-wide technology purchases enabling Underwood to meet city and state standards and our classroom's curricular needs.
- Enrichment Programming by grade level including [Understanding Our Differences](#) (UOD), [Creative Arts and Sciences](#) (CASC), and [Child Assault Prevention Program](#) (CAPP).
- Our "Annual Appeals" campaign is ongoing throughout the year, and we encourage families to participate if they are able. Donations can be made online at underwoodschoolpto.org/donate. Or, checks can be made to the "Underwood PTO" and left in the Office or mailed to us at 101 Vernon Street, Newton, MA 02458. For those who are able to make a donation, every contribution makes a difference!

We communicate frequently with you so that you are kept informed and reminded of important school events. Additionally, the Underwood Principal often sends mail via our mailing database. A newsletter is sent approximately every 3 weeks which includes a column from the PTO President and a Principal's letter. We use *MySchoolAnywhere.com* to maintain our directory of students, families and faculty. Please see the handout in this packet for more information on our directory, how to access it and make necessary changes.

We hope that you will find useful resources on our PTO website underwoodschoolpto.org, in addition to the NPS Underwood website, underwood.newton.k12.ma.us. As usual, this year we will not be running classifieds or community news in our newsletter, but instead are referring families to a very useful website for this purpose: ournewton.org. Additionally, please be sure to visit and *like* our [Underwood School PTO Facebook page](#), where we hope to share exciting updates on all of our events throughout the upcoming year.

The goal of all of our communications is to help you navigate the school year and to help build the strongest community possible. Please do not hesitate to contact us at underwoodpto@gmail.com with any questions you might have as the year progresses.

Sincerely,

Anne-Marie Gravel & Jennifer Tsuda – Co-Presidents
John Papoutsis - Treasurer
Joel Kamm & Katie Graves Williams - VP of Fundraising
Kerry Curran - VP of Communications
Mariel Ortega - VP Community Building
Kate Luethy - Secretary
Erika Holmberg - Officer at Large
Joanne Wang – Newsletter Editor

Underwood's Curriculum Night

SAVE THE DATE
Thursday, September 26th
6:00–8:00 PM

Curriculum Night or “Back to School Night” is held at all Newton Public Schools at the start of each school year. It provides a unique opportunity for you to meet your child’s teacher, ask questions you might have about the school year, and learn about academic goals for each grade level.

All parents and caretakers are strongly encouraged to attend.

Note: Some grade levels may meet as a group in the Multi Purpose Room – please stay tuned for updates as the date approaches.

Be sure to make necessary childcare arrangements early, as this event is for parents only and childcare cannot be provided at the school.

You may contact the front office at 617-559-9660 with any questions about Curriculum Night.

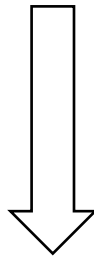
Thank You!

Call Back System

Children's Safe Arrival System

In 1985, the NPS School Committee voted to have every elementary school establish a system to verify the safe arrival of children at the school. If your child will be **absent or tardy**, please call **617-559-9680 before 8:25 AM** on the day of the absence, if you have not already notified the school. This number is connected to an answering machine 24 hours a day. After the message and the tone, please leave the information listed below. If your child is not at school by 8:25 AM, we will try to contact you to verify his/her whereabouts. This year, our call back system begins on **Tuesday, September 3rd**.

Please post near your telephone



Underwood School Safety Call-Back Program

617-559-9680

- 1. Name of child who will be absent or tardy**
(please spell last name)
- 2. Name of child's teacher**
- 3. Your name**
- 4. Day and date of absence**

Room Parents Needed!

Meet other parents in your child's class. Help with projects & events.

Coordinate parents around class gatherings, Creative Arts & Science Programs, class gifts AND MORE! It's a great way to become involved in your child's classroom, whether you're a stay-at-home OR working parent.

Help strengthen the Underwood Community. Communicate with your child's class to encourage families to attend classroom and school-wide events – Welcome Back Picnic, Curriculum Night, potluck dinners, PTO fundraisers, Color Day, AND MORE!

**** As a reminder, all parent volunteers need to have a valid CORI-SORI form on file in the main office.***

HOW CAN YOU JOIN A ROOM PARENT TEAM?

- FILL OUT the form below & return it to the main office.
- CONTACT Volunteer Coordinator Jennifer Gistrak at jgistrak@psychologyofbalance.com
 - CONTACT US at underwoodpto@gmail.com

YES! I'd like to join a Room Parent Team.

Name: _____

Email/phone: _____

Child's name and teacher: _____

Underwood PTO Online Directory with My School Anywhere

The Underwood PTO uses MySchoolAnywhere.com to maintain its online directory of students, families, and faculty. The directory will be available to new Underwood families starting on Thursday, September 5th. Returning families should already have access. *Please get in touch with us anytime at underwoodpto@gmail.com if you are a current Underwood family but do not have access to the directory.*

On September 5th, new families will receive an email from the Underwood PTO via MySchoolAnywhere.com and Underwood School PTO with a link to access your new account. Please log in and make sure your family's contact information is correct, or edit as necessary. *If you need to change your email address, you must contact us at underwoodpto@gmail.com, as this is the only thing you cannot change yourself once it's been set.*

Once you have access to your new account, you can use MySchoolAnywhere via any online device. You can also print out your child's classroom or grade-wide information.

Note that while all children's names will be listed in the directory, all family and contact information may not be available. Families may choose to keep some information private.

We expect some directory information to change over the course of the year. Please reference the directory online for the most current info. If you have a change of information any time within the school year, please log in and edit your account.

** If you do not receive an email on September 5th, or if you need help logging in or have any other questions, please email us at underwoodpto@gmail.com. If you do not have access to email or a printer, we can arrange to print the directory information for you.*

Important Note for all Parent Volunteers!!

Any parent wishing to volunteer for any school-related activity needs to have a valid CORI-SORI form on file in the main office.

Please note this process takes about **two weeks** and once on file, the CORI-SORI is valid for **three** years.

Please bring a valid form of ID to the office, and the Underwood School Executive Assistant will provide you with the necessary paperwork to fill out.