



Estabrook PTO

Teachers & Staff Overview

We are looking forward to another wonderful year at Estabrook, where our children have such fun learning with dedicated teachers, caring staff, excellent educational resources and a friendly community of families.

The Estabrook PTO's mission is to be an integral part of the Estabrook School experience. The PTO's ability to achieve this goal depends upon parent, teacher, and greater community support. We would appreciate your help in sharing with parents about special events or grants funded by the PTO that benefit your classroom. This information helps parents make the connection between their contributions to the PTO and the benefits that our school-PTO cooperation provides to the children.

There are three funding programs available to Estabrook staff:

- 1. Staff Reimbursement Program:** You will receive reimbursement of purchases for classroom supplies and materials up to the amount specified in your letter. To be reimbursed for stipend purchases, please use the [Reimbursement Form](#) found on the PTO website at estabrookpto.org/for-teachers/. You will need to scan your receipts and submit them along with this electronic form. When possible, please use the PTO's or Estabrook School's tax-exempt number when making purchases. The PTO tax-exempt number is **11-165-149**.

PLEASE NOTE: All receipts must be submitted within 60 days of purchase, and no later than June 6, 2025. Reimbursements will be sent by Venmo.

- 2. Mini grants:** These grants are intended to enable grade-level or specialist teams to purchase items for a project that falls outside the school budget, but enriches the students' learning experience. Examples include cultural days, math projects, and science enrichment, to name a few. Grant programs have a finite budget and might get allocated before the end of the school year based on the requests we receive.

To request a mini grant from the PTO, please fill in the Estabrook PTO Mini-Grant Application form. You can find this form and instructions for completing it at: estabrookpto.org/for-teachers/

- 3. Professional Development:** The PTO funds some professional development for Estabrook staff. All requests must first go through the principal prior to submitting a request for funding from the PTO.

We look forward to another year of successful partnering between the Estabrook PTO and the wonderful team of Estabrook teachers and staff. Should you have any questions, please feel free to ask Maliha Karim, Rob Mandeville or Andrew Harris (2024-25 Co-Presidents) or email the board directly at info@estabrookpto.org.

Sincerely, The Estabrook PTO Board