

Edgewood New Families Guide

By Edgewood School PTA

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[Exhibit A - Edgewood School PTA Membership Toolkit Registration Instruction](#)

1. What does Edgewood PTA do?

The Edgewood PTA is operated by dedicated parent volunteers and organizes extracurricular activities ("PTA Events") for our Edgewood students at school. These events include After School Club programs ("ASC"), monthly pizza lunches, the Edgewood Fair, multicultural activities, and many more. Please note that certain PTA Events, such as the After School Club and pizza lunches, are exclusive to PTA members.¹

2. What is "PTA Membership Toolkit"?

"PTA membership toolkit" is the website/app where PTA members access an array of PTA information. You need to create a Membership Toolkit user account and register your child on the website. Please refer to Exhibit A for instructions of PTA registration.

"PTA Membership Toolkit" can be accessed via the [Membership Toolkit Website](#) or by downloading the app.

3. Overview of "PTA Membership Toolkit"

a) My Info/Forms/Registration and Payment Information

Here you can change/update your parent and student information, register for PTA events, revise e-blast subscription settings, and view previous orders. In the beginning of the year, you will see class contributions and PTA dues.

Class contributions: The class contributions cover the cost of holiday and end of year gifts for all staff and faculty in the school.² We suggest a contribution of \$50 per student. You only need to contribute once per year per child.

PTA dues: You need to pay an annual membership fee to become a PTA member. The annual PTA membership fee as of September 2024 is \$40 per family.

b) Online Directory

You have access to the Online Directory, where you can find information about all currently enrolled Edgewood students and their parents. Please be aware that only parents who have "opted in" for the directory will have their information displayed. To adjust your Directory Preference, simply navigate to "My Info/Forms/Registration".

Additionally, a paper directory compiled by PTA volunteers is distributed every fall. Please note that the printed directory may not be as up-to-date as the online version. If you relocate to the neighborhood after August 15 of a particular school year, please reach out to [Edgewood PTA](#), and we will make best efforts to include your information in the paper directory.

¹ Please be aware that registering with the school district does not automatically register you with the PTA. Edgewood PTA cannot access your information from the school district's registration. Therefore, we strongly encourage you to promptly register on the PTA Membership Toolkit to ensure you are connected with our PTA.

² Please note that this is separate from any contributions that classroom teachers may ask for to cover additional class activities. The latter is at the discretion of each classroom teacher and will be coordinated by class parents.

c) Calendar

The school operates on a six day calendar denoted by letter days A-F. On a typical school day, a special letter (A-F) designates the schedule, and each classroom offers different specials such as Art, PE, or music corresponding to the assigned letter day. Your classroom teacher will provide detailed information about the specific specials scheduled for each letter day. The school calendar is populated with the current school letter day (A-F) and all confirmed school and PTA Events.

You can sync Edgewood School Calendar to your cellphone calendar by clicking on "[Click here to subscribe to Edgewood Calendar](#)" at the top of the "PTA Calendar" page on the website. Scroll down to the very bottom of the page and click on the "Subscribe" button next to "Edgewood Calendar".

The district calendar can be accessed [here](#). This is a complete overview of all days off and half days for the current school year. You will also receive a printed copy of the district calendar in late summer every year. If you are interested in subscribing to District or PTC calendars you may [find instructions here](#).

d) Spiritwear

The Edgewood Spiritwear Committee offers a wide range of t-shirts, apparel, and gear, hosting sales throughout the year. When sales are open, you can find the order forms under "My Accounts" Page.

e) Edgewood Extra/EBlast Newsletter

The Edgewood Extra is a weekly newsletter sent to your email by Edgewood PTA on every Sunday. Edgewood Extra, a.k.a. Eblasts, is the primary channel of communication between the PTA and Edgewood families. The Edgewood Extra includes information about student registration for PTA Events, PTA/PTC news, and parent volunteer opportunities at school. Sometimes information is time sensitive and opportunities are popular and limited, so we strongly encourage you to read the Edgewood Extra every week. You can subscribe to the Edgewood Extra on "My Accounts" Page. Additionally, you can access previous issuances of the Edgewood Extra under 'View Eblast Newsletter' on the website.³ Note that only Edgewood PTA communicates through the E-blasts. Any school district communications will be sent to you separately by the district or the school.

f) Additional Tabs

(Mobile App accessed by clicking upper left icon)

Please feel free to explore the other tabs on the website for additional information as needed. You will find a wide range of information from school district curriculum to Edgewood PTA committees and PTA volunteer opportunities.

³ For app users, you can find previous Edgewood Extra weekly letters under "Messages".

4. District Apps and Websites

Note: the following are district-wide websites/apps used to manage important aspects of school life. These are not managed by the Edgewood PTA. The administration team at the Edgewood Elementary School will provide further details on how to activate and register your children on these platforms.

a) Infinite Campus

The Infinite Campus website and app is used district wide for managing and maintaining student records. Within this site you can access your child's report card, class assignment (available around mid August every year), and sign up for parent teacher conferences. Report cards and class assignments can be found in the dropdown menu under "more", then "backpack". Conference sign ups can be found under "more", then "PTC wizard". The district will send communications regarding these topics directly.

b) School Dismissal

The School Dismissal Manager can be accessed via website or app, which allows you to mark your child absent, late arrival, or alternate dismissal instructions on a particular day. At the start of each school year, please remember to update or confirm your default school dismissal instructions.

c) Nutrislice

Nutrislice is the website and app utilized for previewing menus and ordering school lunches. Each day there is a hot lunch offering with a few cold and/or hot alternative choices. Please be aware that lunch orders must be placed at least three days in advance. However, you have the option to place orders for the entire month at once. It's important to note that you are responsible for bringing in your child(ren)'s own lunch or purchasing school lunch for each school day.

5. Supplies, Drop Off, Pick Up and School Hours

a) School Supplies

Each spring, you will be offered the choice to order all your child's school supplies for the following school year online with a third party vendor arranged by the PTA. Typically, orders need to be placed before July 1st. If you miss the ordering deadline, you can purchase the supplies on your own based on the published school supply list. On the first day of school, please bring your school supplies clearly labeled with your children's name and class. If you choose to order through the PTA, please bring the entire box the way you received it in the mail- no need to unpack it!

b) Drop off Entrance

The students will enter through one of three entrances, 1) school main door (Roosevelt Pl), 2) the side of the school facing Edgewood Road, or 3) the back doors located near the gym/parking lot. On the first day, there will be plenty of faculty available to assist students with their supplies and finding their classrooms. Please note that parents are not allowed to accompany their children to the classrooms.

Kindergarten exception

On the first day of school, if weather permitting, Kindergarten will meet in the back courtyard blacktop. You will be able to drop school supplies off at designated tables, meet your child's teacher, and say your goodbyes once it's time for the kindergartners to head inside as a class. After the first day, kindergarteners may enter any door. Please note that the Edgewood entrance is in the kindergarten hallway, so most kindergarteners' parents choose to drop off at the Edgewood entrance.

You should expect further communication of the drop-off procedure from the school directly.

c) Pick Up/Exit

Each class is assigned a specific pick-up door. The school will send out a map of the school dismissal doors and door assignments via email prior to the first day of school. Teachers in grades K-2 will dismiss directly to each child's designated parent/guardian/caregiver. Please make sure your Dismissal Manager is updated with an accurate caregiver in order for a smooth dismissal. Grades 3-5 are dismissed independently.

d) School Hours

The first bell rings and doors open at 8:25am and close at 8:29am. Any student that arrives after this must enter through the main door. A full day is 8:29 a.m. to 3:00 p.m. Half day ends at 12:00 p.m. and lunch is not served on half days.

Please view the [district calendar](#) for a complete overview of the year.

6. Important Edgewood PTA Programs and Committees

a) Join

We highly encourage every Edgewood parent to join the Edgewood PTA as it presents one of the best ways to engage with the school and the wider Edgewood community. We offer numerous parent volunteer opportunities that can accommodate various working schedules, and we welcome parents volunteers with diverse backgrounds.

b) Executive Committee

The Edgewood PTA Executive Committee is responsible for running key operational aspects of Edgewood PTA. It is currently composed of 2 PTA Co-Presidents, 2 PTA President Elects, 2 After School Club Chairs, 1 Treasurer, 1 VP of Technology, and 1 Secretary. If you have any questions about PTA, please reach out to the current PTA co-presidents by emailing edgewoodschoolpta@gmail.com.

c) General Committees

Edgewood PTA takes pride in its committees dedicated to organizing various PTA Events throughout the year. Please visit [Committees and Functions](#) for additional information. The success of our PTA Events relies heavily on the dedication of our parent volunteers. If you are interested in joining a committee and contributing, please email the current PTA presidents.

There are three committees worth highlighting for the purpose of this guide.

1. New Families: this committee is dedicated to organizing various activities to connect new families who have recently moved to Edgewood or have children entering Kindergarten in the current school year. These activities include the First Day Coffee and the Wine and Cheese Reception held at the beginning of the school year.
2. Buddy Program: this program pairs a veteran Edgewood family with a new family. The objective is to offer new families someone to turn to for questions and assistance, particularly during the first couple of months when a lot of school information is being distributed.
3. Class Parents: Every class has two class parents assigned as liaisons between the teacher and the rest of the class, aiding with any scheduling/projects as required. Many class parents set up chat groups, often on platforms like WhatsApp, to enhance communication amongst parents. Please make sure to ask the PTA or your child's teacher to connect you with the class parent if you join the class midway through the year.

d) After School Club (ASC)

The PTA has partnered with a third party vendor, Your After School, to organize enrichment activities that run daily after school from 3:15 p.m. to 4:15 p.m. Currently there are two semesters, each filled with many options (STEM, business, performing, and sports) to suit your

child's interests. Visit the ASC webpage ([After School Clubs](#)) for an example of previous or the current clubs being offered. Clubs are available on a "first come, first serve" basis. ASC registration opens in September for the fall semester, and December for the winter/spring semester. Cost varies by club and number of sessions. For more information, please email the ASC chairs at: ascgedgewood@gmail.com.

7. District Supports

Parent Teacher Council (PTC)

PTC is the overarching organization for all seven of Scarsdale School's building specific PTAs. The PTC sponsors a variety of enrichment programs, speaker panels, and activities for students and their families, in addition to several events that are open to the entire Scarsdale community.

Children Having Individual Learning Differences (C.H.I.L.D)

CHILD, a committee of Scarsdale PTC, offers a network of support, information, and resources to parents and teachers throughout the district with a student who:

- Struggles with school work or homework, or social emotional functioning; or
- Has an IEP or 504 accommodation plan, is a preschooler student with a disability or is going through the evaluation process.

8. Useful Contacts

Note: Edgewood PTA has gathered this third-party information for your convenience. We do not guarantee its accuracy and recommend that you verify the information yourself.

Edgewood Contact Information

Main office: 914-721-2700

School Nurse: 914-721-2705

[Faculty Directory](#)

District

Superintendent's Office & Cabinet: 914-721-2410

Parks and Recreation

The Scarsdale Department of Parks, Recreation, and Conservation offers a variety of recreational programs for residents of all ages and abilities. Learn to play a new sport, join a team, stay active, or enjoy community activities with your neighbors!

Main office: 914-722-1160

9. Before/After School Options

Kids B.A.S.E

Kids' B.A.S.E. offers K-5 educational programs and before-and after-school care for the Scarsdale elementary school students. Bus transportation to and from Scarsdale's five elementary schools is coordinated with the Scarsdale Board of Education and runs twice daily. The PTA does not organize this before/after school care. Please contact Kids B.A.S.E directly for more information.

Main Office: 914-472-5409

Exhibit A - Edgewood School PTA Membership Toolkit Registration Instruction

- 1) Scan the QR code or go to Membership Toolkit to set up your account & register your student
- <https://edgewoodpta.membershiptoolkit.com/login-form?r=%2Fopenforms>



- 2) Select New Account in New User section.
- 3) Fill in your information and select Verify Email.
- 4) Go to your email account, select "Verify My Email" in the email message you received (check your spam folder if you do not see it within 10 minutes).
- 5) This will take you to a page on Membership Toolkit that will ask for your password. Enter your password, and you will now be logged into your account.
- 6) On your My Account page, you will see the Parent and Student Information section. Click on Family Information to complete the Family Information and Student Information sections.

If you are registering an incoming Kindergartener before September of a particular school year:

7A) Please complete "[Edgewood Incoming Kindergarten PTA Membership For New Families](#)" Form under "Registration and Payment Forms" on your My Account page. Please choose "1" for "Edgewood Family Membership", and then click "Save and checkout".

If you are registering as a new family moving in after the start of a particular school year:

7B) Please complete "[Edgewood PTA Membership](#)" Form under "Registration and Payment Forms" on your My Account page. Please choose "1" for "Edgewood Family Membership", and then click "Save and checkout" to pay the PTA membership fee.

- 8) You will see a receipt to confirm your successful registration.