



# ORTEGA ELEMENTARY SCHOOL

## WELCOME BACK PACKET FOR FAMILIES

### 2021-2022

## Welcome Ortega Families

*PTO President, Maria Jackson*

I wish you all a very warm welcome as we embark on the 2021-2022 school year together. One of the things that makes our school and community so very special is the partnership between the incredible teachers and staff at Ortega Elementary School and our involved and engaged families like yours. I look forward to meeting and working with you over the coming year.

The Parent Teacher Organization (PTO) comprises every parent or guardian of an Ortega student and all teachers and professional staff. We are an independent organization and do not have any state or national affiliation; we also do not support any political platforms. Being independent allows us to keep all funds that we raise in-house for our school and its programs.

Our PTO mission is to promote open communication and understanding between parents and staff at Ortega Elementary. Our goal is to enhance and maximize each child's education while helping them to achieve their highest potential. To meet this important goal, it is imperative that we have engaged parents and that we fundraise from our immediate and extended Ortega family.

When all families participate, we can best achieve our goals. We recognize that each family will participate in the PTO in their own way. Our monthly PTO meetings are open to parents and guardians; we encourage your engagement.

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The Ortega PTO website is a one-stop shop for information on events, archived newsletters, school calendar, Otter gear and more.

**[www.ortegapto.org](http://www.ortegapto.org)**

We offer many opportunities for fundraising from direct giving, to purchasing PTO-related goods, to sponsoring a student in school-wide events, and many more! We need families who can donate their time and we have a multitude of volunteer opportunities.

Every dollar and every hour that you donate to Ortega is greatly appreciated. We hope your involvement helps us reach our goals for students and also deepens your connection to the Ortega community.

For more information and all the latest news about Ortega events and activities, be sure you are on the email list for Otter Town News. Please visit [www.ortegapto.org](http://www.ortegapto.org) to sign up. And, please join us at our Virtual General Meeting via zoom on September 7 at 6:30 PM when the PTO will lay out plans for the 2021-2022 school year. A zoom link will be sent in the Otter Town News and by email. Thank you.



### Documents to Return to Office

- Volunteer Signup Form
- Annual Giving Campaign Form
- Birthday Book Form  
*(download or obtain from the library)*



# SCHOOL COMMUNICATIONS

Welcome Back Packet  
For Ortega Families

## YOUR 2021-2022 PTO REPRESENTATIVES

*President*—**Maria Jackson** msmedina10@gmail.com

*Vice President*—**Rachel Merlo** rachelmerlo@hotmail.com

*Treasurers*—**Megan Close** megs.close@gmail.com / **Katharine (KC) Fletcher** Jkf219@ymail.com

*Secretary of Record Keeping*—**Andriana Antoniou** Andriana@gmail.com

*Secretary of Communications*— **Vacant Temporarily held by Andriana Antoniou** Andriana@gmail.com

*Activities Coordinators*—**Julie Cotter** juliecotter28@gmail.com/ **Lisa McNichol** lisaanneprice@yahoo.com

*Volunteer Coordinator*— **Jamie Warden** sassymama7845@gmail.com

*Parent Council Representative*— **Dawn Rege** dawnrege@gmail.com

*TK-2nd Grade Representative*—**Alicia Hull** rnalicia81@gmail.com

*3rd-5th Grade Representative*— **Belen Arguelles-Pickering** barguel@gmail.com

*Fundraising Coordinators*— **Vacant**

**Please email [ottertownnews@gmail.com](mailto:ottertownnews@gmail.com) if you are interested in the fundraising or secretary position!**

Are you interested in participating in the PTO but not interested in a leadership roll? Contact the PTO to learn about our committees! *The walk-a-thon committee needs you NOW.* Email Ortega's PTO President Maria Jackson at [msmedina10@gmail.com](mailto:msmedina10@gmail.com) to participate.

*The Ortega PTO meets the 1st Tuesday of each month at 6:30 pm via Zoom. Please email [ottertownnews@gmail.com](mailto:ottertownnews@gmail.com) for the link. Everyone is welcome to attend.*



## Otter Town News



Ortega's Weekly Newsletter

Our weekly newsletter is a useful information tool that contains important school updates, upcoming events, extracurricular activities, and much more. It is emailed every Friday. Submissions are welcome and must be received by Thursday at 4:00 pm to be reviewed for that week.

To submit content or ask questions, email:

**[ottertownnews@gmail.com](mailto:ottertownnews@gmail.com)**

## Like us on Facebook

Our Facebook page is a private group that allows Ortega families the ability to connect, find out about upcoming events, and ask questions.

Join the group by searching for:

**Ortega Elementary School PTO**



**DON'T BE LEFT OUT:** Make sure you are signed up to receive important school emails and the weekly Otter Town News newsletter by signing up on our website

**[www.ortegapto.org](http://www.ortegapto.org)** .



# SCHOOL YEAR CALENDAR

Welcome Back Packet  
For Ortega Families

## 2021-2022

All Wednesdays are minimum days.

### AUGUST

- 18 1st Day of School! Join us for Back to School Coffee outside the library
- 18 District wide Minimum Day
- 19-20 Minimum Days
- 20 Ortega Ice Cream Social (PTO)
- 27 Ortega Movie Night (PTO)

### SEPTEMBER

- 02 Ortega Virtual Back to School Night/Min. Day
- 06 NO SCHOOL—Labor Day
- 07 Virtual PTO General Meeting

### OCTOBER

- 08 NO SCHOOL— Staff Development Day
- 11 NO SCHOOL— Indigenous Peoples' Day
- 15 Ortega Walk-A-Thon (PTO)
- 29 Ortega Minimum Day; Halloween/Movie Night (PTO)

### NOVEMBER

- 11 NO SCHOOL—Veteran's Day
- 15-19 Parent Conferences—Minimum Days
- 22-26 NO SCHOOL—Thanksgiving Recess

### DECEMBER

- 01 Start of Ortega's Giving Tree (PTO)
- 21 District Wide Minimum Day
- 22-31 NO SCHOOL—Winter Recess (Continues through January 4)

*Ortega PTO event dates and times are subject to change.*

### JANUARY

- 01 –04 NO SCHOOL—Winter Recess
- 05 School Resumes— Welcome back, Otters!
- 12 First Talent Show Practice (PTO)
- 17 NO SCHOOL—MLK Jr. Day

### FEBRUARY

- 14 Valentine Day (School in session)
- 21-25 NO SCHOOL—Presidents' Week
- 28 NO SCHOOL—Staff Development Day

### MARCH

- 24 Ortega Talent Show (PTO) (TBD)

### APRIL

- 11-15 Spring Conference Week—Minimum Days
- 18-22 NO SCHOOL—Spring Recess
- 22-24 PEF Donation Week

### MAY

- 02-6 Staff Appreciation Week (PTO)
- 05 Ortega Open House—Minimum Day
- 13 Ortega's Hoedown (PTO)
- 30 NO SCHOOL—Memorial Day

### JUNE

- 06-7 Ortega Minimum Days
- 08 Ortega Field Day (PTO) - Minimum Day
- 09 Last Day of School — Minimum Day—Enjoy summer break, Otters!

## Ortega's Bell Schedule

	TK/Kindergarten	Grades 1 and 2	Grade 3	Grades 4 and 5
Regular Day	8:30am –12:30pm*	8:30am-2:35pm	8:30am-2:35pm	8:30am-2:55pm
Min. Day & Wed.	No Min days	8:30am-1:35pm	8:30am-1:35pm	8:30am-1:35pm
Recess	10:30am-10:50pm	10:10am-10:30am	10:30am-10:50am	10:30am-10:50am
Lunch	No lunch period	11:45am-12:25pm	12:30-1:10pm	12:30-1:10pm

\* Beginning 11/29/21 Kinders start small reading groups rotating once a week 12:30—1:30pm.



## SCHOOL INFORMATION

Welcome Back Packet  
For Ortega Families

### Covid Safety Protocols

*This is a quick summary of the school's Covid-19 safety protocols. For specific information about the Pacifica School District's Covid safety measures, please refer to the PSD Return to School Plan located on the home page of the PSD website, [www.pacificasd.org](http://www.pacificasd.org).*

**Masks** —All staff and students will be required to wear masks at school while indoors, per the San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework. It is recommended that students and non vaccinated adults wear masks while outdoors in heavily congested areas (i.e. on a play structure). Masks are not required when eating or drinking. Persons exempt from wearing a face covering should speak to the office staff about wearing a non-restrictive alternative.

**Handwashing and Sanitizing** — Staff and students will follow proper hand hygiene including hand washing and using sanitizer. Time will be provided for handwashing: when arriving at school; before/after eating, before/after using and shared equipment; before/after using playground structures; after using the restroom; and when coming in from outside.

**Staying Home When Sick and Get Tested**— Students and staff are asked to stay home if they feel sick or are experiencing any symptoms. If symptoms are consistent with Covid-19, students and staff may not return for in-person instruction until they have met CDPH criteria to return to school for those symptoms, which consist of: (1) At least 24 hours have passed since resolution of fever without use of fever-reducing medications; **and** (2) other symptoms have improved; **and** (3) They have a negative test for Covid-19 **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition **OR** at least 10 days have passed since symptoms onset.



### Ortega Otter Spirit Wear!

Order your Ortega Otter Spirit wear TODAY by calling the Ortega Office at 650-738-6670 or email Tenishia at [tkavanaugh@pacificasd.org](mailto:tkavanaugh@pacificasd.org)!

Adult Sweatshirt \$35 (S-3XL), Adult Unisex T-Shirt (S-4XL) \$20, Adult V-Neck T-Shirt \$25, Youth Sweatshirt \$25 (S-XL), Youth T-Shirt (XS-XL) \$15, Otter Lunch Box \$12.

All items and size are subject to availability.

Items can be purchased through the Ortega Office during business hours. Cash and checks should be made payable to Ortega PTO. Credit/Debit cards are also accepted.



# SCHOOL INFORMATION

## Welcome Back Packet For Ortega Families

**School Hours:** Ortega serves breakfast beginning at 8:00 AM. Supervision on the yard begins at 8:20 AM and school starts promptly at 8:30 AM. Students who are not eating breakfast should arrive no sooner than 8:20 AM to ensure supervision on the yard.

### Drop Off/Pick Up Procedures:

- Students may be dropped off no earlier than 8:20 AM.
- Drop off/pick up students at designated drop-off/pick-up areas in front of school: marked with red curbs.
- Once student is dropped off/picked up, drivers are asked to move on immediately to keep traffic flowing.
- If you need to enter the school, park in a designated parking space.
- Unless you are in a designated parking space, please do not leave your car unattended.
- **Staff spots are for staff only.**
- Once students are dropped off, they should not leave campus until dismissal, unless they are signed out by a parent.
- Please remember that TTT and the Boy's and Girl's club offer before/after school childcare.
- TTT is located in the portables on our campus. B&G Club is just a mile away (B&G Club has a van to transport kids).
- We know parents work and may need to drop-off students earlier than 8:15 AM or pick them up later than dismissal, but for your child's safety we ask you to register them with TTT or B&G club.
- All pedestrians should cross the street within the crosswalks only.
- Please be courteous to other drivers and vigilant in watching out for the safety of our students.

**Traffic:** For families who typically drive to school and plan to use Terra Nova Boulevard from Fassler, please be advised that Terra Nova High School starts at the same time we do this year, 8:30 AM. This is new. This means there will be a lot more drivers on this route than in past years. Between 8 –8:40 AM you can expect a traffic jam between Fassler and Terra Nova High School, making it difficult to get to Ortega. You can use Crespi to Lerida to bypass if coming up Fassler or simply take the long way around using Linda Mar Boulevard.

**Parking Lot Procedures:** The parking lot can get messy at times, but by following these simple guidelines we can make it a pleasant and safer place for you and our children.

- Use the right-hand lane, pull as far forward as possible before unloading your passengers.
- Unload passengers on right side of vehicle only.
- Say your goodbyes and have your passengers ready to disembark as soon as the vehicle stops.
- Drivers stay in your car. Getting out of the car stops the flow of traffic.
- Do not double park and leave your car unattended.
- NO LEFT TURN 8:15 AM - 8:45 AM (Right turn only).

**Visitors:** Per state law, all Ortega visitors must check in at the school office and obtain a Visitor's Button. Due to Covid restrictions all visitors must wear a mask at all times while indoors.

**Popsicles and Popcorn Sales:** Popsicles are sold after school on Wednesdays [\$1/popsicle]. If a volunteer is able, popcorn will be sold after lunch on Fridays [\$0.50/bag].

**Breakfast & Lunch:** Breakfast and lunch for the 21-22 school year are FREE! Ortega's monthly lunch menu can be found at [ortegapto.org](http://ortegapto.org). All meals will be eaten outdoors when reasonable. Please fill out the [Alternate Income Form at pacificasd.org](http://pacificasd.org).

**Room Parent:** Each class needs to have at least one Room Parent. Room Parents are a critical to each classroom because they share school information, activities and teacher updates with the families in each classroom. Room Parents are also needed to help organize class parties, fieldtrips and gifts. If you are interested in becoming a Room Parent, let your teacher know.



# FUNDRAISING

Welcome Back Packet  
For Ortega Families

## Annual Giving Campaign

Dear Ortega Families,

Welcome to our 2021-2022 Annual Giving Campaign! We are proud of Ortega and we know how much this school means to our families and to our students. The Parent Teacher Organization (PTO) is our collective voice to advocate for the school and raise funds to support all the programming and events that make Ortega such an amazing place for our students.

We want every Ortega family to be a part of the success of the Annual Giving Campaign and we want to make it easy. Because your time is important, we suggest that you simply make a tax-deductible donation. The PTO will ensure that your generous donation supports Ortega.

What does the Annual Giving Campaign support? Each year the PTO allocates funds to provide every Ortega teacher with supplies and materials. We also support the salaries for all, or a portion, of enrichment classes such as Art, Science, P.E., Garden, and Library. Additionally, funds are used to support our family-focused events such as Family Fun Nights, Ice Cream Socials, and field trips.

We cannot continue to have such a robust enrichment program without your support. **Currently, our enrichment programs works out to be approximately \$200 per student.**

Moreover, every year we fund larger projects that help students. Past projects include purchasing student computers, setting up and supporting the Makerspace, and extending Art class to a full year. Future projects may include highlighting student achievements and expanding existing programming to incorporate more grade levels.

We understand that situations are different for every family, therefore, we ask that you support the PTO as you are able – whether that is \$10 or \$200. If your extended family or friends would like to contribute, we welcome their participation and the tax deduction is available to them as well. For the third year in a row, we are excited to offer the option to donate automatically on a monthly basis online. We hope this new feature allows supporters to give more generously, in increments that are more manageable than they might be all at once.

Please help us reach our goal of \$30,000 and 100% participation by sending in your tax-deductible contribution today!



Donor's First/Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Amount of Donation \_\_\_\_\_

Student's Name and Teacher \_\_\_\_\_

Donor's Relationship to the Student(s) \_\_\_\_\_

Please make checks out to **Ortega PTO and write Annual Giving Campaign in the memo.** Return checks with the bottom half of this form to the office. You may also contribute **online** at [Ortegapto.org](http://Ortegapto.org) under Annual Giving Campaign or set up a monthly contribution through the same site. **Thank you!**





## ONGOING FUNDRAISERS

Welcome Back Packet  
For Ortega Families

There are many different ways to assist Ortega with fundraising throughout the year, and it can be as easy as shopping in our community and online.



[Oceana Market Loyalty Program](#): Sign up for a loyalty card and designate Ortega to receive 2.5% of your purchases.



Use **smile.amazon.com** when shopping on Amazon and Ortega will receive a percentage of all eligible purchases. No signup required. Click the Amazon link from the Ortega PTO website or go into AmazonSmile and designate Ortega as your nonprofit of choice. Shop as you normally do and Ortega receives a quarterly check from all purchases.



[Box Tops for Education](#): No more clipping. No more sending Box Tops to school. All you need is your phone. Download the ALL-NEW Box Tops app, shop as you normally would, then simply scan your store receipts to find participating products.



Eat out and Help Out!: Feed your family, help our local businesses, and help Ortega all at once! Stay tuned for more details.

### Ortega's Birthday Book Program The Gift of Literacy and Commemoration



Through Ortega's voluntary **Birthday Book Program**, families can commemorate your child's birthday by making a donation. For a minimum donation of \$18.00, your child can choose a book from the special Birthday Book display in the library. Once they choose their book, a bookplate with your child's name will be placed in the book. Your child will be the first allowed to check out the book at the library and when the book is returned, it will be placed into circulation for all students to enjoy. Donations from this program go toward purchasing new books for our library collection. This provides a lasting legacy for your Ortega student.

To participate in this program, fill out the Birthday Book Program form—which can be found in the library or downloaded from the Ortega PTO website—and return the completed form and a check to the front office.



# VOLUNTEER SIGN UP FORM

Welcome Back Packet  
For Ortega Families

**DISTRICT WIDE VOLUNTEER APPLICATION FORM:** In order to volunteer at Ortega, you must fill out this form. Forms can be found in the front office. They can be returned to the office when completed. Every time you come to Ortega to volunteer, stop by the office to sign in and get a volunteer badge that must be worn during your time volunteering. Return the badge before you leave campus.

**MANDATORY FINGERPRINTING FOR FIELD TRIP DRIVERS:** During the 2021-2022 school year **ALL** Pacifica School District Schools, including Ortega, require field trip drivers to be fingerprinted. The approval process can take up to four weeks so plan accordingly. Volunteer drivers need to cover their own fingerprinting costs. Ortega will host fingerprinting events during the school year. Time to be determined.

**CLASSROOM VOLUNTEERS:** At this time Ortega will not have in-classroom volunteers. Interested in volunteering in your child's class in other ways or in the future when they participate in Garden, Art, Science, or Library? Contact your child's teacher; they have specific volunteering opportunities and schedules.

**VOLUNTEERS FOR SCHOOL EVENTS:** Throughout the year, Ortega needs volunteers for community and fundraising events. Calls for volunteers will be mentioned in the weekly newsletter and emailed to you; we will need volunteers for: **Walk a Thon, Read a Thon, Book Fairs (Fall and Spring), Movie Nights, Basket Auction, Art Night, Science Night.** At this time no on campus volunteers are needed.

**ALL PTO EVENTS DEPEND UPON VOLUNTEERS\* SO PLEASE VOLUNTEER WHENEVER YOU CAN!**

*\*All volunteers must be vaccinated to participate.*



## Ortega PTO Volunteer Form Help Keep Ortega Strong by Volunteering

Full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Child(ren) & Grade(s): \_\_\_\_\_

Indicate your area(s) of interest below. Please note, checking boxes below is not a commitment; a PTO Board member will contact you if your services are needed. For a description of volunteer opportunities, see page 9.

### Volunteer Needs

- Morning Drop-off Attendant
- Popcorn Sales
- Popsicle Sales
- Computer Aide
- Grant Writing
- School Beautification Team

- Lost and Found Organizer
- Birthday Book Program
- Book Fairs (TBD)
- Junior Olympics
- Variety Show (TBD)
- Hearing/Vision Test
- Events and Activities

### Ortega Garden

- Yes, I can help with the School Garden

### Staff Appreciation Week

- Yes, I can help prepare for Staff Appreciation Week (May 2-6)

**Return this half page to the Ortega office.**





# VOLUNTEER DESCRIPTIONS

Welcome Back Packet  
For Ortega Families

Many of the events, programs, or activities that the Ortega PTO normally hosts will look different this school year or will not be happening due to Covid-19 precautions. The italicized items below will not be happening in the 2021-2022 school year. Things may change so look out for additional volunteer requests during the coming months.

## ANNUAL FUNDRAISING EVENTS [Watch for details in your email and the PTO newsletter as each event gets closer!]

- **Walk-A-Thon:** Many volunteers needed to work on the track and at the post-walk activities. Join the Walk-A-Thon Committee today!
- **Read-A-Thon:** Whole-school participatory fundraiser that encourages daily reading while raising funds.
- **Basket Auction (TBD):** *Volunteers needed for soliciting, organizing, decorating and setting up "baskets" for raffles and silent auction.*
- **Book Fair (TBD):** *Assist students and families in selection and purchase of books; assist in set-up and break down of the event held in the library. A time will be set for this event when it can be safely held in accordance with CDPH guidelines.*
- **Pacifica Fog Fest (Postponed):** *Volunteers are normally needed to work the Ortega food booth. This event has been postponed until 2022.*

## YEAR LONG PROGRAMS [Some are year-long commitments and some are needed periodically.]

- **Morning Drop-off Attendant:** Put out cones and direct parking lot traffic for a smooth morning drop-off.
- **Popcorn:** Make and sell popcorn on Fridays during lunch periods. (Time commitment: 11:00–1:30)
- **Popsicles:** Sell popsicles outside the school on Wednesdays after school. (Time commitment 12:20—1:50)
- **Computer Aide:** Assist students running reading and math programs online, word processing, PowerPoint, internet searches and other district technology initiatives. General knowledge of computers necessary, but more experience is welcomed.
- **Grant Writer:** Researching and soliciting grant funding sources; writing grant proposals to help fund programs.
- **Campus Beautification Team:** Assist with landscaping, pruning and weeding 2-3 times during the school year.
- **Garden Help:** Assist in the garden throughout the year with planting, maintenance and student supervision.
- **Lost and Found Organizer:** Organize and coordinate with office staff to make announcements to check lost and found and coordinate donation drop off of unclaimed items.
- **Birthday Book Program:** Co-coordinate Ortega's voluntary book buying program that supports the school library.
- **Greenhouse Garden Aide:** Assist with garden tasks as students will be learning garden science during school day.
- **Art Class Assistant:** *Assist the art teacher with the project of the day.*
- **Makerspace Help:** *Our makerspace needs volunteer help with supervision as well as specialty support.*
- **Baking Team:** *Supply baked goods for our fundraising events. If you like to bake, this one's for you!*
- **Library Aide (TBD):** *Assist in the library as needed.*

## OTHER AREAS

- **Junior Olympics Coach and/or Crew:** Coordinate, arrange and prepare the participating Ortega Otters for competition during practices and the day of the event.
- **Field Day:** Help set up and run the field events and assist with serving lunch.
- **Staff Appreciation Week:** Assist Activities Coordinators with various appreciation events—May 2-6, 2022.
- **Hearing/Vision Test Assistant:** Volunteers will help with bringing students to and from classrooms on testing day.
- **Talent Show(TBD):** *Volunteers assist with all activities required to make this production a success!*

For more information about volunteer opportunities, contact: [ortegavolunteers@gmail.com](mailto:ortegavolunteers@gmail.com)

**YOUR PARTICIPATION IS GREATLY APPRECIATED!**