

# Maugham School Handbook



Ralph S. Maugham School

111 Magnolia Avenue

Tenafly, NJ 07670

(201) 816-7705

<https://www.tenaflyschools.org/Domain/11>

Courtesy of the Welcome New Families Committee of the Maugham School Home & School Association: [www.maughamschoolhsa.com](http://www.maughamschoolhsa.com)

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## **School Information**

### School Hours:

First Bell (Pupil Entry)	8:30 AM
Late Bell	8:40 AM (proceed to Nurse's office for late pass)
Dismissal	3:10 PM (Kindergarten 3:05 PM)**

Delayed Opening	10:30 AM
Early Dismissal	12:45 PM

## **Contact Phone Numbers**

Main Office	(201) 816-7705
Attendance/Nurse	(201) 816-7708

**Maugham School Website:** <https://www.tenaflyschools.org/Domain/11>

## **Tenafly Public School Staff Email**

Staff member first initial and last name (all lower case) @tenafly.k12.nj.us

## Maugham Home & School Association (HSA) Information

What does the HSA do?

The HSA is devoted to the children of Maugham School and seeks to enhance their educational experience in many ways. The following is only a partial listing.

- Organizes and runs our After School Club programs
- Sends out bi-weekly eNewsletters and eBlasts to keep parents up-to-date with important events and program deadlines
- Subsidizes Cultural Arts and Assembly programs, field trip busing, author visits, Field Day, Fall Event and International Day, to name a few
- Manages our book fairs twice a year
- Raises funds for vital school equipment such as new playground, Smart Boards, iPads, laptops, sound system and the maintenance and landscaping of the school grounds
- Supports teachers with funds for special projects and activities
- Coordinates fun events for entire Maugham community
- Manages the HSA Translator Network to provide assistance to parents, teachers or staff
- Manages the school directory and publishes this handbook

Who are the HSA?

The HSA is all of us—the families and educators of our children. We encourage you to become involved in any way you can. Each of us has something to contribute and we can all make Maugham School the best place it can be.

HSA website: [www.manughamschoolhsa.com](http://www.manughamschoolhsa.com)

HSA Executive Board 2022 – 2023

Co-Presidents: Christina Hart, Vanessa Konstant, Karen Krasman, Soyoung Pak

Co-Treasurers: Daryn Katz, Allison Chertoff

Co-Secretaries: Rachel Goldberg, Jana Ashkenase

HSA email: [maughamschoolhsa@gmail.com](mailto:maughamschoolhsa@gmail.com)

HSA Dues

Dues will be collected online when you participate in our 5<sup>th</sup> grade lunch tasting fundraiser. \$25 per child (\$75 max per family) will be added to your lunch transaction and will be required in order to participate in this HSA run program. If you are not participating in the fundraiser, here are the other ways you can pay your dues:

- We will be sending out an envelope during the first week of school. Please send the envelope back with cash or check with your child's name in their backpack. Your child can have the envelope to their teacher or you can drop it off in the black HSA mailbox located outside in the alcove by the main entrance to the front doors.
- Go to our website: [www.maughamschoolhsa.com](http://www.maughamschoolhsa.com) and there will be a link to pay your dues online
- Back-to-School Night we will have a table where you can pay your dues (cash or check)

## **The Welcome New Families (WNF) Committee**

The WNF publishes this handbook as a way to avoid some of the confusion that new parents often feel their first year at a new school. The WNF plans different projects and events to help welcome those families that are new to Maugham, no matter what grade. If your family joins us in kindergarten or 5<sup>th</sup> grade, we are here to help make your transition a little bit smoother and hopefully, more fun! Should you have a question or a problem or need a suggestion related to school or the Tenafly community at large, and you don't know where to turn, please email one of the committee members below, and we will do our best to assist you.

Maugham Welcome email: [maughamwelcome@gmail.com](mailto:maughamwelcome@gmail.com)

## **Getting Started**

Registration-All residents who are registering new students for the first time must verify their residency. All registration requirements are on the district website along with instructions on how to register.

Board of Education Phone Number: 201-816-4500

Board of Education Website: <https://www.tenaflyschools.org>

## **Essential Forms to Complete**

The HSA website ([www.maughamschoolhsa.com](http://www.maughamschoolhsa.com)) should be your first stop after registering your child at Maugham. Keep checking the website for important updates. Here are the following forms/tasks you will want to complete—each form/task is deadline-sensitive so please complete them as soon as possible.

- Register for our Directory—(Under “Parent’s Place tab)  
The Maugham School Directory is online with a handy app that can be downloaded onto your phone or tablet. Please follow the directions online to add your child and family to the directory. If you already have an older child at Maugham, you can log in to your MobileArq account and go to “Edit Profile” to add your incoming child. All current Maugham families will have access to the online directory and see their own username and password in September. The Maugham School Directory is one of the most valuable resources you as a Maugham parent will have. At your fingertips will be all the important contact information for administrators, teachers, HSA committees and Maugham families. You’ll use it to reach out to your child’s teacher and for keeping in touch with your child’s classmates for playdates, parties, etc. And his/her classmates will use it to keep in touch with you! If you do not go through the registration process, your family may not be included in the directory so please complete as soon as possible! Note: this is an online registration process—please let us know if you do not have internet access and we will help to add you.
- Sign up for the HSA E-News—(on Home page)  
Extra, extra, read all about it! The HSA sends out bi-weekly e-Newsletters, as well as occasional e-Blasts, with all the goings-on at Maugham to keep you in the know. Make sure to look for it every other Sunday, and read it in its entirety—there are often important attachments at the end, so make sure to check these

out, too. This system is an "opt-in" program, so you need to complete this form if you want to receive these important updates. You can sign up from the home page or in the Parent's Place tab. Our Pen & Pencil monthly newsletter will now be sent electronically as part of our GoGreen Initiative.

- Complete the Volunteer Form--(under "About us" tab)—  
Are you interested in making a "Maughamumental" difference in your child's school and being involved in our school community? Please fill out this form to indicate what events/programs you would be interested in helping with—including volunteering to be a class parent. Any help is appreciated and no amount of time is too small
- Order School Supplies—(under "Parent's Place" tab)  
Each student, including entering kindergartners, is required to provide their own school supplies. The HSA provides each grade's required supply lists on their website; click on the Supplies link for the grade lists. At the end of each school year you will have the opportunity to participate in order school supplies for the following year online. The school supplies will be delivered directly to your home over the summer.
- Follow us on Facebook  
Welcome to the Maugham HSA Closed Facebook Group! A place where you can find volunteer opportunities, HSA requests, committee openings, reminders, Tenafly and school events, fundraising, and more! All requests to join and all postings on this page must be approved by the administrator. This is not a place to post real estate listings or promote your business. Only parenting and school related content is allowed. To join this group, log in to your Facebook account and do a search for Maugham HSA. Once you find the group, click Join and wait for approval from the administrator.
- Sign up for our School Reward Programs—(under "Support Maugham" section):

Box Tops—how are you doing this?

#### Stop & Shop A+ Rewards Program

Use your registered Stop & Shop card each time you shop at Stop & Shop, and you will earn cash for our school. Visit [www.stopandshop.com/aplus](http://www.stopandshop.com/aplus) and scroll down to the center of the page to select Register Your Card from the red box on the right marked For Customers. You will need to enter our school code 08983

#### TD Bank Affinity Membership Program

The more members who bank with TD, the more money our HSA can earn. There are no costs involved. This applies to both new and exiting accounts. Please do not forget to mention our school when you open an account.

### Shop with Scrip

Scrip is fundraising while you shop! You buy gift cards for over 750 retailer brands you already shop and earn a rebate on every Gift card you purchase at face value. That rebate goes right to Our organization.

### **Lunch Program and After School Clubs**

Check the HSA website to register your child for our Lunch Program, and/or the After School Clubs Program.

#### Lunch Program

The Tenafly School District is partners with Pomptonian Food Service for our school lunch program at Maugham. A portion of the proceeds will be returned to the HSA. You are able to place an order for a day, a week, a month, up to 8:00 am the same day. You can also plan lunches for the entire month. A simple log-on site with an easy-to-read menu, no service charge, and easy credit card payment system makes ordering a snap. The online link to order will be posted on our website soon. The Food Service department is committed to working with children with allergies so they can participate in the lunch program and have a positive experience. Parents of students with documented food allergies are encourage to contact the School Food Service directly at: [tpslunch@tenafly.k12.nj.us](mailto:tpslunch@tenafly.k12.nj.us) for additional information and/or support. Parents of students with documented serious allergies should not order online; please contact the Food Service Director to ensure all nutrition labels associated with your child's meal are reviewed.

#### Milk Money

There is a state-sponsored milk program. Parents may sign up on a semiannual basis. The form is online on the Maugham Website under Forms & Memos.

#### After School Clubs

The HSA After School Clubs program provides a unique opportunity for students to learn a new skill, discover an enjoyable hobby, get some exercise and make new friends without leaving the building! There are clubs to meet every interest from yoga to chess to cooking to science and much, much more. Clubs run Tuesday through Friday, from 3:15 pm to 4:15 pm. Each club meets one day a week. There are three sessions during the year, with students registering for new clubs at the beginning of each session. Note: this is an online form with deadlines.

### **Blackboard Alert System**

The best way to find out about emergency delayed openings or school closings is to be contacted directly through The Blackboard Emergency Notification Phone System. Sign up for the service online at: <https://tenafly.parentlink.net> Make sure to provide both your home and cell phones so that you can be contacted throughout the day.

## **New Kindergarten Families**

There is a special incoming kindergarten parent meeting May. Parents will meet the principal, members of the HSA and fellow new kindergarten parents. At this meeting, parents will have the opportunity to sign up for a one hour session (during the day on a designed date), wherein parents will bring their children to meet with the kindergarten teachers as well as other Maugham professional staff. In their meeting, the children will engage in activities that will allow the staff to gain some insight into who they are on an academic, social and emotional level.

There will be two backyard Kindergarten Popsicle Socials scheduled in August. All entering kindergartners and their families are welcome. They are usually in the early evening and water and ice pops are provided. Please try to attend at least one, so your child will have a chance to make some new friends before the big day. You should receive a direct email about the dates and times, but you may also check the HSA website and Maugham website for information.

## **All New Parents Welcome Breakfast**

There is a new parent breakfast on the first day of school at 8:45 am in the Maugham Library. This is the perfect time to ask questions, get acquainted with other new parents and get involved!

## **Who's Who at Maugham School**

To leave a voice message for a staff member:

1. Dial 201-816-4500
2. Select Option #3
3. Select either Option #1 (4 digit mailbox number) or Option # 2 (spell name)

Staff Email: staff member's first initial and last name (all lower case)

i.e. [jferrara@tenafly.k12.nj.us](mailto:jferrara@tenafly.k12.nj.us)

	Mailbox Number
Principal: Dr. Jennifer Ferrara	7706
School Secretary: Mrs. Pam Walsh	7706
Nurse: Mrs. Marianne Martin	7708
Guidance Counselor: Mrs. Marie Casteline	8418
Speech/Language: Mrs. Elisa Schwartz	8294



## **A Day in the Life at Maugham School**

### Drop-off

If you live close enough to do so, you can walk to school. Please use the designated crossing guard locations to ensure safety to school. If you do not walk, you may park your car near the school and walk your child(ren) to the appropriate door. Alternatively, there is a drive-up drop-off/pick-up zone along the front of the school on Magnolia Avenue. This zone runs southwest along the school building on the western side of Magnolia Avenue, from a point of 330 feet south of Prospect Terrace and ending at a point located 150 feet north of Sisson Terrace. No Parking is allowed in this area from 7:30 am to 9:00 am and from 2:30 pm to 4:00 pm on school days only. The school parking lot is for staff only. Please do not block the school's or the neighbors' driveways at any time. There is some parking available on the opposite side of the street from the school and on side streets. As you drive up, stay as close to the school-side curb as possible and make sure to drop your child(ren) off south of the school driveway and move on. The school asks that you stay in your car and your child(ren) are to exit the car door by the sidewalk-not into the street. If you cannot be efficient in saying goodbye, say, five seconds per car, or if your child(ren) need(s) help getting out of the car, then it may be best to park your car and walk your child(ren) up to the school.

Be courteous and respectful of the school's neighbors. If you are going to be idling for more than 1 minute, please turn off your engine. Ten seconds of idling uses more fuel than turning off the engine and restarting it. Be nice to the crossing guards—they are here to keep our children safe.

### Where do(es) my child(ren) wait before the school doors open?

At the end of August, you may go on the GENESIS Parent Portal to find out your child(ren)'s class assignment. At 8:30 am, the doors will open and the teachers will welcome their classes and walk them to their respective rooms. There is no adult supervision before 8:30 am.

### Where do(es) my child(ren) go if we are late?

Any child who arrives after 8:40 am (Late Bell) should go to the front entrance of the school and ring the doorbell. S/he will be admitted to school and go directly to the Nurse's Office for a late pass to bring to their classroom teacher.

### Can I walk my child into his/her classroom?

Parents may walk their child (ren) to their designated doors and wait outside with them until the school bell rings. However, the school asks that you say our goodbyes outside of the school building. Parents will not be permitted to escort their children into classrooms. The teachers are very aware of separation anxiety, especially with our little ones, and they take extra care in ensuring a smooth transition.

## **Lunch and Snacks**

Maugham does not have a full-service cafeteria so you have two options: send your own lunch or sign up for the School District's Lunch Program thru Pomptonian. Menus and order forms are available on the HSA website and Maugham website. The lunch sessions are divided as follows:

Lunch Session 1     11:30 am – 12:15 pm  
Lunch Session 2     12:20 pm – 1:05 pm

Your child(ren)'s teacher(s) will let you know about his/her individual policy on classroom snacks at the beginning of the year and about any possible classroom allergy concerns.

## **Recess**

If the weather is fair and the "real feel" temperature is approximately 30° F or above, the students will go outside to the playground for recess. Please have them dress appropriately for the weather: warm coats, snow boots, hats & gloves in cold weather; rain boots and waterproof jackets in wet weather. When the weather required it, recess will be held indoors in their classroom. Families are welcome to donate art supplies and/or new or gently used games for students to use during indoor recess.

## **Pick-up**

All children (except for Kindergartners - see Page 2) will be dismissed at 3:10 PM. Parents who choose to pick up from the curb must wait in their cars for their child(ren) to arrive. PLEASE DO NOT park your car in front of the school and leave it unoccupied—you will be ticketed. Also, PLEASE DO NOT block the school's or the neighbors' driveways at any time. As always, you are encouraged to park away from the school and walk to pick up your child(ren), especially those in K or 1<sup>st</sup> grade. With older children, plan your meeting point carefully.

## **What if my child(ren) is (are) enrolled in an after school club or the School-Age Child Care Program (SACC)?**

All after school clubs let out at 4:15 pm and the children are dismissed from the front of the school. Only kindergarten students are escorted from the after school club to SACC, all other students walk by themselves to the SACC program from the After School Club. Parents picking up children from SACC must go to a designated SACC door and ring the bell for entrance to the building. DO NOT come to the front door for SACC.

## **What about early dismissal or delayed opening days?**

All of the same drop-off and pick-up guidelines listed above apply.

## **Homework Folders**

On the first day of the school year, your student may return home with a homework folder. This folder will be used every day for assignments, and also as a delivery system between you, the school and the HSA. Please make sure to retrieve any flyers and handouts from the folder as soon as possible. If your child's teacher is using the folder system, you may also use it as a way to return completed school and HSA forms, permission slips, class trip money, etc. Please make sure to label your envelopes appropriately (e.g. "Spring Event" for ticket orders, etc.) and your child(ren)'s teacher(s) will get them to the appropriate person. Alternately, there is an HSA mailbox located outside the school building in the alcove of the front entrance for any HSA forms to be dropped off. Some teachers may not use a folder system per se, but be sure they will be sending home important flyers and handouts—please ask your child for these when s/he returns home.

## **Everything In-between**

Your child(ren) is/are in good hands. Their day may include a trip to the school library, a vocal or instrumental music class, physical education, a special assembly or event, a field trip, or a Spanish lesson in addition to excellent classroom instruction and recess.

## **School Safety Policy**

School safety is taken very seriously at Maugham. It is important to note that we all play a role in school safety, we therefore ask each parent to be observant of our school safety procedures.

Here are some of the procedures we have in place:

- If parents need to meet with a teacher/counselor, etc., they need to have a prior appointment made so the office can be notified to expect you.
- Parents should not be escorting their child to the classroom in the morning.
- Students need to make sure they are leaving home each day with what they need: instruments, lunches, sneakers, etc. Students will not be able to call for any item nor can any items be dropped off once school begins. Only medication or a forgotten lunch can be dropped off.
- If there are any HSA club/lunch/dues payments that need to be turned in, your child can give it to the teacher, or parents can place the envelope in the HSA mailbox outside the main front door in the alcove coming up the ramp on the left side.
- We will be decreasing the number of doors that students will come in every morning to 4. They will be:
  1. Main office door
  2. Door by 2nd grade in the front of the building
  3. Door by the swings
  4. Door by the library

In addition, Kindergarteners will go in by the door closest to his/her classroom, not into the classroom itself.

- Students will be allowed to enter the building starting at 8:30, unless there is inclement weather they will be allowed access at 8:20. If it is inclement weather, only the front 2 doors will be accessible until 8:30.

### **I have to pick up my child(ren) early, what do I do?**

Ring the doorbell by the front main doors, say who you are and the child's full name you are picking up. Next, fill out the Student Dismissal Form on the table to the left of the main doors. Your child will be brought out to you. Please make sure to give yourself plenty of time to park and pick up your child. You cannot park in the pick-up zone after 2:30 PM—even if it is for "minute".

### **My child forgot to bring their lunch to school?**

You may drop off a "forgotten" lunch on the table outside the main doors to the left. Please ring the bell to let the school know you dropped off lunch. Your child's name must be on the bag/lunchbox. There is no "sharing" of lunches between students.

### **Special Information for Working Parents**

#### **The HSA Still Needs You!**

Our meetings are held alternately on weekday afternoons and evenings so that all parents can stay involved in their children's school community. Our meetings are listed on the Maugham website calendar.

We hope you will attend meetings, join a committee or two and stay in touch. If you do have to miss a meeting, please check out the minutes on the HSA website, under the "About Us" tab.

### **Bus Transportation**

While Tenafly Public Schools does not recommend or endorse any particular private bus company to use, Rainbow Transportation Inc. (201) 374-1222 does provide private bus service for parents who cannot bring their children to or pick them up from school. Drop-off at local afterschool classes may also be available.

### **School-Age Child Care Program (SACC)**

SACC is a tuition-based, before and after school program sponsored by the Tenafly Board of Education and is dedicated to providing a safe and wholesome atmosphere for children of either working or student parents entering grades Kindergarten through 5<sup>th</sup>. The program is available from 7:30 AM to 8:30 AM and/or 3:10 PM to 6:00 PM daily on school days **and** from 12:45 PM to 6:00 PM on early dismissal days according to the Tenafly Public Schools calendar. SACC may also be utilized on a "per diem" basis. SACC is not in session when school is closed or there is an emergency closing or delayed opening. While parents may enroll their child(ren) throughout the year, in order for a SACC student to begin on the first day of school, registration forms must be completed and received by late August of the upcoming school year. For those children entering kindergarten, SACC also will provide coverage from 12:10-6:00 p.m. during the first two weeks of

school as long as enough kindergarten students register. However, in order for kindergarten children to participate, registration forms must be received by mid-August. For specific dates and more information, go to:

**<https://www.tenaflyschools.org/domain/79>** or call (201) 816-4526 for Joanne Lehman, SACC Director.

### **Other Afterschool/School Vacation Options**

The HSA has no stake in recommending the following, but here are some local programs that some working parents use:

#### **JCC Kids Club**

Afterschool option includes transportation-- you must be a JCC member to participate  
Leron Bensoussan, Coordinator of Children's Programming

(201) 408-1467 [lbensoussan@jccotp.org](mailto:lbensoussan@jccotp.org)

**<http://www.jccotp.org/kids-club>**

#### **Tenafly Recreation Department**

Recky's Winter Camp (February break) and other classes

(201) 871-3008 **[www.tenaflynj.org](http://www.tenaflynj.org)** (Choose "Recreation" under "Departments" tab)

#### **Tenafly Nature Center**

Winter Break Camp (February break) and Afternoon Explorers

(afterschool program) and programs throughout year—lower prices for members

(201) 568-6093 **[www.tenaflynaturecenter.org](http://www.tenaflynaturecenter.org)**

## **Frequently Asked Questions (FAQ)**

### **When will I find out the name(s) of my child(ren)'s new teacher(s)?**

Teacher assignments will be available on the Genesis Parent Portal during the last week of August. You **must** register for the Genesis Parent Portal in advance by going to the Board of Education website and clicking on the Genesis Parent Portal link (under "For Parents" tab).

### **How do I get contact information for my child (ren)'s classmates?**

The school will not release your child(ren)'s classmates' contact information directly to you. Your best bet is to wait until you receive access to the Maugham Directory. If you need to get in touch right away, try to catch the parent at drop-off or pick-up, or check with your child(ren)'s class parent(s).

### **When will I receive access to the directory?**

Our Maugham School Directory is online (and there's even a mobile app for it)! Once you are all set up, you can download the MobileArq app on your phone.

### **How will I find out if there is an emergency delayed opening or school closing?**

The best way to find out about emergencies is to sign up for the Blackboard Alert system at: <https://tenafly.parentlink.net> You will receive a message specific to Maugham sent directly to your home phone, cell phone and/or email.

If there is an emergency closing due to weather conditions, announcements will also be made on the following:

Tenafly Schools Announcement Line: (201) 816-7729  
Cablevision Channel 77

Tenafly Public Schools Website:  
<https://www.tenaflyschools.org/Page/1>

Radio Stations 1010 WINS-AM; 880 WCBS-AM

### **When are Parent-Teacher Conferences?**

Your first real opportunity to get to know your child(ren)'s teacher(s) will be at Back to School Night, scheduled for late September (go to the Maugham School website [www.tenaflyschools.org/Domain/11](http://www.tenaflyschools.org/Domain/11) and click on Calendar on the left side of the home page). During Back to School Night, you will meet with your child(ren)'s teacher(s) and classmates' parents and see the classroom(s) and learn about curriculum, etc. Then, twice during the school year, once in the Fall and again in the Spring, you will have a chance to sign up for a parent-teacher conference. This is where you will meet your child(ren)'s teacher(s) one-on-one, discuss report cards and your child(ren)'s progress.

**What should I do if my child is going to be absent?**

If your child is going to be absent or will be arriving after 9 AM for ANY reason, you need to contact Mrs. Martin, school nurse, at (201) 816-7708. Otherwise, she will have to keep calling you to find out why your child is not in school! You may leave a message if your call is outside school hours—please try to call before 9 AM **each day** your child will be absent.

**How do I know if my child is too ill to attend school?**

From Mrs. Martin, MS Nurse: If your child has a fever over 100°F, diarrhea, vomiting, a sore throat, a rash, red draining eyes, thick yellow or green nasal discharge, please keep them at home until 24 hours AFTER these symptoms are resolved or a note from your doctor is sent to school stating that the child can attend school. If your child is diagnosed with an infection, it is very important to keep him/her out of school for at least 24-48 hours after starting antibiotics to prevent the spread of infection.

**My child has a food allergy—what can I do to make him/her more comfortable at school?**

First, inform the nurse at registration of your child's allergy. You may also want to contact Mrs. Martin, the Maugham School nurse directly at (201) 816-7708 and your child's teacher via email.

**What if I don't have access to email or internet access?**

Families without email or internet access can still receive important information from the school. Contact Mrs. Walsh, the School Secretary.

**What if I need financial assistance?**

HSA Scholarships are available for those in need. Scholarships can be granted for the field trips, lunch program and school supplies. Please ask for a scholarship application at the school office.

**What if I need translation assistance?**

The HSA maintains its own Translator Network—Maugham parents who volunteer to provide assistance with any translation needs to fellow parents, teachers or staff. Contact the HSA for names and phone numbers.

**What is the Multipurpose Room?**

Some of us call it the gym, some of us call it the lunch room, some of us call it the auditorium—as you can see, it really is a multi-purpose room!

**Any other questions?**

We're here for you! Please contact a member of the Welcome New Families Committee and we will try our best to guide you in the right direction.

## **Special Events**

There are so many exciting events to look forward to every year at Maugham, including but not limited to the events listed below. Dates are approximate. Please make sure to check the Maugham School & Maugham HSA websites and your Maugham HSA Email Newsletters for exact dates. If you want more information, or are interested in getting involved in any of these events, contact the HSA at [maughamschoolhsa@gmail.com](mailto:maughamschoolhsa@gmail.com).

### **September:**

**Elementary Back to School Night:** Meet the Principal, the staff, your child(ren)'s teacher(s) and classmates' parents and find out about the class curriculum and upcoming events

### **October:**

**School Halloween Parade:** The students show off their costumes—the whole family is welcome

**HSA Fall Event:** A fun Saturday afternoon party for all Maugham families

### **November/December:**

**Book Fair:** A 2-day event wherein the Maugham library becomes an exciting in-school bookstore for children and families (run concurrently with Parent-Teacher Conferences)

### **March:**

**International Day(s):** Parents and teachers stage a 2-day event featuring costumes, food, games, song and dance from cultures throughout the world, with a special focus on one country each year—we celebrate our incredible diversity

**Book Fair:** A 2-day event wherein the Maugham library becomes an exciting in-school bookstore for children and families (run concurrently with Parent-Teacher Conferences)

### **April/May:**

**Maugham Night Out:** This will be our HSA's major fundraising event for the school year. It will be a fun evening during the week for parents, teachers & staff.

**HSA Variety Show:** Students "show their stuff" in our annual talent show

**Field Day:** A half-day of school-wide team sports coordinated by our Phys. Ed. Department

### **June:**

**HSA Spring Event:** A major family event (Friday evening) with food trucks, arts & crafts, DJ and outdoor games

### **5<sup>th</sup> Grade Promotion**

The last day of school.



## Local Resources

The Borough of Tenafly	<a href="http://www.tenaflynj.org">www.tenaflynj.org</a>	201 568-6100
Tenafly Recreation Dept.	<a href="http://www.tenaflynj.org">www.tenaflynj.org</a>	201 871-3008
Tenafly Nature Center	<a href="http://www.tenaflynaturecenter.org">www.tenaflynaturecenter.org</a>	201-568-6093
Tenafly Public Library	<a href="http://www.tenafly.bccls.org">www.tenafly.bccls.org</a>	201-568-8680
Tenakill Swim Club	<a href="http://www.tenakillswimclub.com">www.tenakillswimclub.com</a>	201-567-8395
JCC on the Palisades	<a href="http://www.jccotp.org">www.jccotp.org</a>	201-569-7900

Tenafly Welcome Committee      [www.tenaflynj.org/content/7630/7930](http://www.tenaflynj.org/content/7630/7930)  
Email: [roxys@optonline.net](mailto:roxys@optonline.net)

Tenafly Education Foundation      [www.tefnj.com](http://www.tefnj.com)  
Parent Guidance Committee (GC) <http://sites.tenafly.k12.nj.us/PGC/>  
Parent Association for Special education in Tenafly (PASET)      [www.paset.org](http://www.paset.org)

Korean Parents Association (KPA) email: [maughamschoolhsa@gmail.com](mailto:maughamschoolhsa@gmail.com)--for this year's representatives' contact information

Chemical and Alcohol Prevention (CAP) <https://www.tenaflyschools.org/Page/7116>

Northern Valley Suburbanite      [www.northjersey.com/towns/tenafly](http://www.northjersey.com/towns/tenafly)  
Our Town      [www.ourtownnews.com](http://www.ourtownnews.com)  
201 Magazine      [www.201magazine.com](http://www.201magazine.com)  
201 Family      [www.201family.com](http://www.201family.com)  
Parent Guide      [www.parentguidenews.com](http://www.parentguidenews.com)

## **Volunteer!**

The HSA provides so many programs and services to Maugham School—in fact, it would be impossible to imagine Maugham School as it is today if not for the incredible contributions of the HSA and its members. This is where you come in—without active member volunteers, there would be NO after school clubs, No Spring Event, No directory. We Need You to make it all happen. If every Maugham parent donated just an hour a month of their time to these worthwhile committees, we could make Maugham an even greater place for our kids and our families. So please do volunteer. Make sure to complete the Volunteer Form under “About Us” on the Maugham HSA website as soon as possible. Here are just some of the ways a little bit of your time can make a big difference:

- 1) Be a Class Parent**
- 2) Join a Committee**
- 3) Serve as a Translator**
- 4) Be an HSA Representative at the District Level**

## **Class Parents**

Three or four parents are chosen per classroom to serve as classroom parents. They assist teachers with holiday parties and field trips. Class parents serve as HSA representatives for the other parents in the class.

## Committees

Believe us, there is a committee for you. Check out this list of amazing opportunities:

- ⊛ **Allergy Awareness and Safety**: This committee provides an important service to all of the children in our school, particularly those with food allergies. They provide education about food allergies to the Maugham community as well as delicious allergy-safe foods at school wide events where food is served.
  
- ⊛ **Book Fair**: Maugham School holds two (2) book fairs each year correlating with Parent-Teacher Conferences (usually in December and March). The committee chairs organize the delivery of the books, the set-up of the book fair, publicity, gathering volunteers to assist the children during the book fair and organizing teachers to select books for their classrooms.
  
- ⊛ **CLASS PARENTS**: Once classroom assignments have been made, this committee sends an email to the Maugham community requesting class parent volunteers. When all requests have been received, they select 3 or 4 parents per class to serve as the classroom parents for that year. Class parents are called upon to assist teachers with holiday parties, field trips, etc.
  
- ⊛ **Clubs/After School Programs**: Clubs are HSA-sponsored, after-school enrichment classes that offer a fun way for students to enjoy learning or doing something new while spending time with friends. The committee sets the class schedule for each 12-week session, coordinates online registration, oversees payment collection, and works with our treasurers to keep records accurate. Committee members also maintain close communication with teacher instructors and outside vendors.
  
- ⊛ **Community Service**: Community Service connects our school community to our own surrounding community through projects that benefit those in need. This committee typically works directly with our elected Student Council to organize and carry out these events.
  
- ⊛ **Directory**: This committee manages our online and printed school directory.

- ✪ **Fall Event:** This fall event committee plans an outdoor fall backyard party for all our Maugham families. This event is an HSA sponsored event that is slated for October; therefore, vendor invoices are submitted to the treasurer's for payment.
  
- ✪ **Field Day:** This committee orders gallons of water, cups and ice pops for Field Day and coordinates their delivery to school. It also secures volunteers and communicates with Mr. Camizzi, the PE teacher, regarding timing and rain delays (as needed).
  
- ✪ **Fine Arts Festival:** This committee works with the art teacher to arrange the children's work throughout the school for the Arts Festival. In addition, the committee organizes the festival which could include an assembly or other medium to expose the children to the Fine Arts.
  
- ✪ **Fifth Grade Chair:** This 5<sup>th</sup> grade chair position acts as lead liaison between the 5th grade families, the HSA and the teachers. This chair position connects all the 5th grade subcommittees back to a central place. The chair helps to coordinate and facilitate 5th grade activities and fundraisers.
  
- ✪ **Go Green and Stay Healthy:** This committee educates and implements recycling programs throughout the Maugham community. This committee also raises awareness about relevant health and fitness issues that affect and concern our children and families.
  
- ✪ **Hospitality School Concerts:** This Hospitality Committee is on-hand at all Musical Concert events throughout the school year and provides refreshments during each nighttime there is a concert.
  
- ✪ **Indoor/Outdoor Recess:** This committee works with the HSA Executive Board, Dr. Ferrara and the Maugham School teachers to determine what materials and equipment they need for both indoor and outdoor recess. They check in twice during the year and place orders accordingly. The teachers typically need paper and games for indoor recess and balls for outdoor recess.

- ⊛ **International Day**: International Day has been a Maugham School tradition for many years. This is a 2-day event in March. One day is dedicated to performances and a lunch buffet. The other day, is for the Festival of Tables.
- ⊛ **Maugham Night Out**: This committee organizes a major HSA fundraising event. The committee is responsible for planning, securing a location, food, entertainment, decoration and advertising of this fundraiser. The committee will need volunteers to solicit donations for raffles and auctions. Parents, teachers and staff are invited to attend.
- ⊛ **Maugham Wear**: This committee designs, orders and sells fun Maugham School wear.
- ⊛ **Photo Committee**: This committee oversees the digital collection of photographs of key events (school trips, plays, etc.) for use in the Maugham Yearbook, and works in partnership with all parents in the grade, teachers and the 5th grade Yearbook Committee. The duties for this committee can be largely done from home, making it ideal for working parents. Members should be open to learning Gmail and Google Drive, and should have access to a computer.
- ⊛ **Rewards Program Committee**: Responsible for setting-up rewards programs with participating merchants and widely publicizing and promoting these programs. Examples include: Box Tops for Education, Stop & Shop A+ Rewards Program, TD Affinity Membership Programs and Shop with Scrips Gift Card Program.
- ⊛ **School Supplies**: This committee works with the teachers in March of each year to update their supply lists as needed for the following year. They contact the supplier to get quotes and set up the online ordering system. All school supplies are shipped directly to the student's home address.
- ⊛ **School Beautification**: This committee works to beautify, maintain and improve the exterior landscaping of Maugham school.
- ⊛ **Spring Event**: The early-to-mid June Family Fun Friday evening event. This committee organizes food, arts & crafts and outdoor games and activities. The committee must organize volunteers, publicize the event and run ticket sales, in advance and/or at the door.

- ⊛ **Teachers' Appreciation Meal(s)**: This committee coordinates the annual teacher & staff appreciation meal(s) during Teacher Appreciation Week.
- ⊛ **Teachers' Conference Meal(s)**: This committee organizes a potluck style spread for our teachers two times a year. Once during fall Parent/Teacher conferences, and again during spring conferences. They are in touch with participating parents prior to each event to determine which dishes will be brought, arrange for set up in the teacher's lounge, and clean up.
- ⊛ **Variety Show**: This committee organizes the annual Maugham Talent Show. The show usually takes place in May. Leading up to the big night, volunteers on this committee help with rehearsal schedules and coaching the students, publicity of the event and the final performance. At the final performance, the committee organizes tickets sales, refreshments and flowers to be sold to give the performers.
- ⊛ **Webmaster**: The Maugham website is constantly improving and changing. This committee can divide the duties monthly to make sure relevant information is on the website. (For instance, club information, lunch information and Maugham events are updated as needed).
- ⊛ **Welcome New Families Committee**: This committee plans different projects and events to help welcome those families that are new to Maugham. This includes the publication of this very handbook! If you like meeting new people then this is the committee for you!

### **Translator Network**

Anyone who speaks a language in addition to English is invited to sign up to help if an occasion arises in which translation is needed.

### **Maugham HSA Representatives**

There are a number of district- and borough-wide organizations to which we send a representative of the Maugham Community. These include: the Board of Education, the Tenafly Education Foundation, the Parent Guidance Committee, the Parent Association for Special Education in Tenafly, the Korean Parents' Association and the Chemical and Alcohol Prevention program. Representatives attend the organizations' monthly meetings and attend Maugham HSA meetings to report. See the Tenafly Public Schools website for more information:

<https://www.tenaflyschools.org/Page/1>