

WELCOME



Maugham School Handbook

Ralph S. Maugham School
111 Magnolia Avenue
Tenafly, NJ 07670
(201) 816-7705

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

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Courtesy of the
Welcome New Families Committee
of the Maugham School
Home & School Association

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School Information

School Hours

First Bell (Pupil Entry)	8:30 AM
Late Bell	8:40 AM
Dismissal	3:10 PM (Kindergarten-3:05 PM) **
Early Dismissal	12:45 PM †

** Kindergarten students have a phase-in period at the beginning of the school year wherein they are dismissed earlier than the rest of the students. Kindergarten parents will receive a letter from the school office with details.

† When there is a previously scheduled early dismissal, the students are dismissed BEFORE lunch. This may not apply during an emergency early dismissal.

Contact Numbers

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

Maugham School Website:

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

TPS Staff Email:

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

e.g. **jferrara@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, stage lighting, turf net 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.maughamschoolhsa.com

HSA Executive Board 2019-2020:

Co-Presidents – *Jiyun Park, Samantha Endick and Linda Heitner*

Co-Secretaries – *Lori Capon and Daryn Katz*

Co-Treasurers – *Sheenam Khosla and Sabrina Malik*

HSA Email: *maughamschoolhsa@gmail.com*

HSA Dues

Dues will be collected online when you participate in our 5th grade buffet 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 buffet fundraiser, here are the other ways you can pay your dues:

1. 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. Your child can hand the envelope to their teacher or you can drop it off at the black HSA mailbox by the ramp to the front of the main entrance.
2. Go to our website, www.maughamschoolhsa.com and there will be a link to pay your dues online.
3. Back to School Night – we will have a table where you can pay your dues (cash or check).

The Welcome New Families (WNF) Committee

What does the WNF Committee do?

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 5th, or in any grade in-between, 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 Tenaflly community at large, and you don't know where to turn, please email the committee below, and we will do our best to assist you.

Maugham Welcome

maughamwelcome@gmail.com

Getting Started

Registration

All residents who are registering new students for the first time must verify their residency at the Superintendent's Office, located at the Board of Education building at 500 Tenafly Road. After proof of residency is established, the Superintendent's Office will register the student(s) and provide residents with copies of documents needed to bring to the school of attendance. Kindergarten Registration generally takes place in early February at the Board of Ed (**not** at Maugham). Registration packets can be usually be picked up at the Board of Ed by the end of January. If you have any questions about registration, contact Mary Nicoletti at (201) 816-4517. **Make sure to inquire about the Genesis Parent Portal.** *This online program will allow you to receive your child(ren)'s teacher assignments in August and report cards. As part of the Board's ongoing mission to go paperless, this may be the only way to receive these crucial documents.*

Board of Education Main Number: (201) 816-4500

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

Essential Forms to Complete

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

- 1) Register for Our Directory**
- 2) Sign up for the HSA E-News**
- 3) Complete the Volunteer Form**
- 4) Order School Supplies**
- 5) Follow us on Facebook**
- 6) Sign up for our School Reward Programs**
- 7) Download our Maugham HSA mobile app**

1) 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 School, you can log in to your MobileArq account and

go to "Edit Profile" to add your incoming Kindergartner. All current Maugham families will have access to the online directory and set 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 play dates, 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.

2) Sign up for the bi-weekly 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 will now be sent electronically as part of our Go-Green Initiative. **Note:** this is an online form for an e-mail only service.

3) 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. (For more information, see the **Volunteer!** section on page 25)

4) School Supplies Ordering (under "Parent's Place" tab)

Each student, including entering kindergartners, is required to provide their own school supplies on the first day of school. The HSA provides each grade's required supply lists on their website; click on the **SUPPLIES** link for the grade lists and there will be a link to place an order through our online vendor. Ordering through the HSA is a convenient way to get all your supplies purchased at once. All school supplies will be mailed to your home address. School supplies should be brought to school during the first week of school.

5) Follow us on Facebook

Welcome to the Maugham HSA Closed Facebook Group! A place where you can find volunteer opportunities, HSA requests, committee openings, last minute lunch server replacements, 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.

6) Sign Up for our School Reward Programs (under "Support Maugham" section)

Box Tops: Earn extra cash for Maugham by clipping Box Tops at home and sending them to school in your child's backpack. Box Tops can be found on hundreds of quality products from brands like General Mills, Ziploc, Kleenex, Hefty, Pillsbury and Betty Crocker. Visit btfe.com for a complete list. This year, the class who submits the most coupons will win a prize!

Stop and 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 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**. **Customer registration begins beginning of September. Program dates** to earn cash for our school runs from **September-March**.

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 existing 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. We will be sending out a flyer with more details on how to purchase these gift cards.

7) Download our Maugham HSA mobile app

We now have a brand new way to keep parents up to date on the most recent news and events at Maugham Elementary.

Search for “Maugham” in the Apple or Google Play stores to download and go!

Lunch Program and After School Club Forms

Check the HSA website in mid August and beginning of September to register your child for our Lunch Program, and/or the After School Clubs Program, all of which will have deadlines during the first two weeks of September.

1) Lunch Program

The Tenafly School District is partnering with Pomptonian Food Service to provide 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 or up to 8am 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 encouraged to contact the School Food Service Director, Cathy Mascarelli, at 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.

2) 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 two sessions during the year, with students registering for new clubs at the beginning of each session. **Note:** this is an online form.

Milk Money

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

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.

Kindergarten Orientation

There is a special Kindergarten parent meeting in 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 either a morning or afternoon session (date to be determined), 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.

Kindergarten “Ice Cream Social” Play Dates

There will be two backyard play dates 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 for details in August.

All New Parents Welcome Breakfast

There is a new parent breakfast on the first day of school, immediately following drop-off 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

Staff Voicemail:

- 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) + *@tenafly.k12.nj.us*

e.g. **jferrara@tenafly.k12.nj.us**

	Mailbox
Principal: Dr. Jennifer Ferrara	7706
School Secretary: Mrs. Pamela Walsh	7706
Nurse: Mrs. Marianne Martin	7708
Guidance Counselor: Mrs. Maria Casteline	8418
Speech/Language: Mrs. Elisa Schwartz	8294
Librarian: Mrs. Luiza Herbst	7709
Vocal Music: Mrs. Cordelia Bergamo	8287
Instrumental Music: Ms. Alecia Dejoseph	8441
Spanish: Mrs. Anny Tellez	7705
Physical Education: Mr. Vincent Camizzi	8292
Special Education: Ms. Suzanne Bassett, Asst. to the Superintendent for Special Services	4532
English Language Learners (ELL): <i>Call the Board of Education for more information</i> (201) 816-4500	

A Day in the Life at Maugham School

Drop-Off

If you live close enough to do so, please *walk* to school. If you do not, 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 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 PM on school days only. The school parking lot is for staff only and 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*; 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.

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're 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 by the office, **given a late pass**, and sent to class.

Can I walk my child into his/her classroom?

Parents are more than welcome to escort their child(ren) to their designated doors and wait with them until their teachers come to get them. However, the school asks that you say your goodbyes outside of the school building. Parents will **not** be permitted to escort their children into classrooms and help them get settled for the day. The teachers are very aware of separation anxiety, especially with our little ones, and they take extra care in ensuring a smooth transition.

What can I do to make drop-off and pick-up a more pleasant experience for everyone?

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're here to keep our children safe.

Lunch & Snacks

Maugham was built without 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 will be available on the HSA website in late August/early September. 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

Note: K/1st/2nd graders have lunch in the same session and 3rd/4th/5th graders are in a different session.

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 or there is just a light drizzle, and the "real feel" temperature is approximately 28°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 requires it, recess will be held indoors in the multipurpose room or 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 1st 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.
- 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 in the vestibule by the main office.
- Safety Patrol students will no longer be opening doors in the morning. Staff members will now be doing this.
- 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.
- As always, please make sure that if you come into the building, that you first stop in the main office to sign in and get a visitors pass. The staff has been notified if they see any adult in the building without a visitors pass to notify the office and send them back up to get a pass.

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 usually held on the following months: September, November, January, March and May.

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 5th. 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

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

Tenaflly Recreation Department

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

(201) 871-3008

[**www.tenafllynj.org**](http://www.tenafllynj.org) (Choose "Recreation" under "Departments" tab)

Tenaflly Nature Center

Winter Break Camp (February break) and Afternoon Explorers (afterschool program) and programs throughout year—lower prices for members

(201) 568-6093

[**www.tenafllynaturecenter.org**](http://www.tenafllynaturecenter.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). Contact Mary Nicoletti at (201) 816-4517 for more information.

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. The directory will be updated with current class assignments by mid-September.

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 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, the 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: A few sniffles or a dry cough are okay, but 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?

Inform Mrs. Martin, the Maugham School nurse directly at (201) 816-7708 and your child's teacher via email.

How will the school celebrate my child(ren)'s birthday?

At Maugham School, we celebrate each child by recognizing their birthday with a special book, craft or fun, short activity (10-15 minutes) to be held during the school day. Parents are welcome to join in the celebration of their child. There is no food or party favors allowed during the birthday celebration in order to keep in line with the Maugham Health and Wellness initiative. Please speak to your child's teacher for more details.

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 at (201) 816-7705 as soon as possible, complete a form and hard copies of all important forms will be made available to you in the main office.

What if I need financial assistance?

HSA Scholarships are available for those in need. Scholarships can be granted for the field trips and various other programs. 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 the Welcome New Families Committee and we will try our best to guide you in the right direction. Our contact information is on Page 5 of this handbook.

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***.

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)

Winter Holiday Concert

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:

Fine Art Festival: A 1-day event to support our art programs and our children's creativity

Earth Day at Maugham

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

Spring Concert

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

4th Grade Living Museum

Jr. Orchestra and Suzuki Violin Concert

Super Orchestra Concert: Performance at Tenafly Middle School

5th Grade Promotion

Local Resources

The Borough of Tenafly www.tenaflynj.org	(201) 568-6100
Tenafly Recreation Department www.tenaflynj.org	(201) 871-3008
Tenafly Nature Center www.tenaflynaturecenter.org	(201) 568-6093
Tenafly Public Library tenafly.bccls.org	(201) 568-8680
Tenafly Welcome Committee www.tenaflynj.org/content/7630/7930/ email: roxys@optonline.net	(201) 568-6100
Tenakill Swim Club www.tenakillswimclub.com	(201) 567-8395
JCC on the Palisades www.jccotp.org	(201) 569-7900
Tenafly Educational Foundation (TEF) www.tefnj.com	
Parent Guidance Committee (PGC) http://sites.tenafly.k12.nj.us/PGC/	
Parent Association for Special Education in Tenafly (PASET) www.paset.org	
Korean Parents' Association (KPA) Email: 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

Our Town
www.ourtownnews.com

(201) Magazine
www.201magazine.com

(201) Family
201family.com

Parent Guide
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) Be a Lunch Volunteer or Day Chair**
- 4) Serve as a Translator**
- 5) 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:

- ✧ **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.

- ✧ **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 AWARENESS & GIVING:** This committee connects our school community to our own surrounding community through projects that benefit those in need. The committee also 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.

- ✧ **FALL & SPRING EVENTS:** This committee plans two events for the school year for our Maugham families. One in October which will be a fall outdoor backyard party. The other one is in early-to-mid-June Family Fun Friday evening event. The committee organizes food, arts and crafts and outdoor games & activities. The committee must organize volunteers, publicity of the event and ticket sales. It is also their responsibility to submit vendor invoices to the Treasurer for payment.

- ✧ **FIELD DAY:** This committee orders gallons of water and cups 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 ART 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 5th 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.
- ✧ **HOSPITALITY (ORCHESTRA):** The Orchestra Hospitality Committee is on-hand at all Orchestra events throughout the school year and provides refreshments during each nighttime orchestra concert.
- ✧ **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.
- ✧ **LUNCH VOLUNTEER COORDINATOR:** This committee manages the lunch volunteers and creates a sign up genius to find servers that will help out during lunch on Fridays only.
- ✧ **MAUGHAM WEAR:** This committee designs, orders and sells fun Maugham School wear.
- ✧ **MARKETING:** This committee designs flyers for HSA events and initiatives.
- ✧ **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 & BEAUTIFICATION:** This committee works with the HSA Executive Board, Dr. Ferrara, and the Maugham School teachers to determine what they need for both indoor and outdoor recess. They check in twice during the year and place orders accordingly. 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. Throughout the year, this committee also works to beautify, maintain and improve the exterior landscaping of Maugham school.

- ✦ **TEACHERS' APPRECIATION 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. During Appreciation Week in May, the committee coordinates breakfast, luncheon and other creative ideas to show our Teachers we appreciate them!

- ✦ **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 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). The webmaster is also in charge of our closed group page in Facebook as well as our Maugham HSA mobile app.

- ✦ **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>