



# Summer 2017 Membership Memo

## ***What is the Membership Committee? A Primer for New Families***

We are looking forward to welcoming all of our new families in September. At the Co-op, the parent body is called the "Membership". The Membership Committee's role is to facilitate communication and problem solving and to support parents in the work they do within the school. We address concerns ranging from "What do I do when I assist?" to "What's the school's mission again?" We help orient new families and provide opportunities for our community to get to know each other, and to hear about and discuss a variety of school matters. We also convene the Co-op's General Membership Meetings (called GMM's), which are held three times a year. The main goal of the Membership Committee is to help foster a sense of pride and community for all members of the Co-op.

The Membership Committee includes the Membership Vice-Chair, Class Coordinator Team Leaders and the Family Jobs Team as well as other parents and board members. In collaboration with our Head of School and faculty, we developed changes to our parent assist program over the course of the last school year. We've spent the summer working on implementing these changes, and ask for your patience and consideration as we iron out glitches and deal with any unanticipated issues throughout this school year. The parent assist program will continue to be coordinated by class coordinators who will communicate with you about everything you need to know to sign up for field trips, classroom assists and flexible tasks that help our classrooms to run smoothly and allow you to participate and witness your child's educational experience in meaningful ways. A communication about all changes to the assist program will go out at the beginning of September. In addition, please look out for an email and survey link about family jobs to be sent from our Family Jobs Team, Dara Goldberg-Spar and Munira Bootwala towards the end of August. Dara and Munira have been busy matching families with family jobs and need your help to complete this process. THANK YOU in advance.

This year, I am planning to provide monthly Membership updates to you via the Weekly Memo and email. My hope is to cut down on email traffic and frequent reminders while continuing to make sure that you are aware of what's happening in our school community. We'd like to hear from you, too. We welcome comments and suggestions at any time.

Feel free to contact anyone on the Membership Team (contact info below) if you have questions or need info before the start of school. We are here to help.

- For questions regarding parent assists, please contact Lesley Hayes, [lesleydhayes@gmail.com](mailto:lesleydhayes@gmail.com)
- If you are a new parent and need information, clarification, or a helping hand, please contact our New Family Liaison, Paige Fisher, [phfisher4@yahoo.com](mailto:phfisher4@yahoo.com).
- For questions regarding Board Committees or Board business please contact Andrea Blumenthal, [Andrea@AndreaBlumenthal.com](mailto:Andrea@AndreaBlumenthal.com) or Brian Spar, [sparbd@yahoo.com](mailto:sparbd@yahoo.com).
- If you have a question or concern and are not sure to whom to speak, please contact Vice Chair of Membership Andrea Blumenthal, [Andrea@AndreaBlumenthal.com](mailto:Andrea@AndreaBlumenthal.com).

I look forward to working with all of you in the 2017-18 school year. See you soon!

Andrea Blumenthal  
Vice Chair, Membership  
[Andrea@AndreaBlumenthal.com](mailto:Andrea@AndreaBlumenthal.com)

## STUDENT WELCOME VISITS

**Wednesday, August 30, 10:00 a.m. - Noon**

### **Early Childhood “Meet and Greet” in the classrooms**

If you are in town on August 30, we would love to have you and your child drop in any time between 10:00 a.m. and 12 noon to say hello. This meet and greet is for the whole class (both new and returning students) in Barbara and Mara’s Early Ages, Jennifer and Emilee’s Early Ages, Debbie and Andrea’s PreK, and Hilary and Lisa’s PreK/K. Parents or caregivers should accompany children for this visit.

**Wednesday, September 6, 9:30 a.m. – 10:30 a.m.**

### **First Grade through Fourth Grade New Student Welcome**

This is a chance for new children of first, second, third and fourth grades to meet other new families and Co-op teachers in grades one through four. The morning will start with a meet and greet in the library followed by an opportunity to visit individual classes. Parents welcome.

**Wednesday, September 6, 9:30 a.m. – 10:30 a.m**

### **Upper School New Student Orientation**

For all Fifth Grade students and new 6th and 7th graders: Come to Room 303 for an introduction to life as an upper schooler!

## SEPTEMBER EVENTS AT A GLANCE

**Thursday, September 7, 8:00 a.m. – 10.00 a.m.**

### **First Day of School Bagels and Coffee**

Please join other Co-op parents at our annual first day Bagels and Coffee. We will set up just outside the Forest Street entrance. If it rains, we’ll gather in the Annex.

**Friday, September 8, 6:00 p.m.**

### **Back-to-School Picnic**

Bring your blanket and your picnic and come hang out on the Co-op grounds. This is a great way for children to enjoy themselves and for you to catch up with friends and meet new families.

**Monday, September 11, 9:15 a.m.**

### **\*New Parent Orientation for Early Ages-7<sup>th</sup> Grade**

Come meet other new parents and learn more about your parent role at the Co-op.

**Thursday, September 14**

**\*6:00 p.m. - 6:30 p.m. New Parent Orientation for Early Ages-7<sup>th</sup> Grade**

**6:30 p.m. – 7:30 p.m. Early Childhood (EA-K) Parent Assist Workshop**

Childcare available. \*New parents need attend only one of the two New Parent Orientations.

**Thursday, September 21**

Rosh Hashanah: SCHOOL CLOSED

**Monday-Wednesday, September 25 - 27**

Picture Days

**Tuesday, September 26**

### **First Souper Tuesday**

*Note for new parents:* Souper Tuesday is a fundraiser that runs every Tuesday through the end of March. Each week a menu is emailed home and children in all grades have the opportunity to order soup/pasta and dessert for Tuesday lunch.

**Thursday, September 28**

### **Back-to-School Night and Curriculum Night: Early Ages – 8<sup>th</sup> Grade**

Early Ages - 1<sup>st</sup> Grade starts at 6:30 p.m.; Grades 2<sup>nd</sup>-8<sup>th</sup> starts at 7:00 p.m. Childcare available for children aged 4 and up.

<b>SCHOOL HOURS</b>	
<b>Early Ages through 4th grade</b> – doors open at	8:45 a.m.
Early Ages Barbara	9:00 a.m. - 12:00 p.m.
Early Ages Lunch Bunch	12:00 p.m. - 1:00 p.m.
Early Ages Jennifer	9:00 a.m. - 1:00 p.m.
PreK-4 <sup>th</sup> Grade	9:00 a.m. - 3:15 p.m.
<b>5<sup>th</sup> and 6<sup>th</sup> Grade:</b> Homerooms open at 8:45 a.m.	8:45 a.m. – 3:15 p.m.
<b>7<sup>th</sup> and 8<sup>th</sup> Grade:</b> Homerooms open at 7:45 a.m.	7:45 a.m. - 3:35 p.m.
<b>Before School Program</b>	7:30 a.m. - 9:00 a.m.
<b>After School Program</b>	3:15 p.m. - 6:00 p.m.

<b>ADMINISTRATIVE STAFF</b>		
<b>SCHOOL PHONE NUMBER: (973) 783- 4955</b>		
Head of School, Namita Tolia	Ext. 114	<a href="mailto:namitat@montclaircoop.org">namitat@montclaircoop.org</a>
Administration: Prita Moti	Ext. 110	<a href="mailto:pritam@montclaircoop.org">pritam@montclaircoop.org</a>
Administration: Mary Wade	Ext. 211	<a href="mailto:maryw@montclaircoop.org">maryw@montclaircoop.org</a>
Admissions: Ana Younghusband	Ext. 428	<a href="mailto:anay@montclaircoop.org">anay@montclaircoop.org</a>
Business Office: Donna Ellwood	Ext. 416	<a href="mailto:donnae@montclaircoop.org">donnae@montclaircoop.org</a>
Director of Development: George Hayes	Ext. 212	<a href="mailto:georgeh@montclaircoop.org">georgeh@montclaircoop.org</a>
School Nurse: Rita Olcay	Ext. 419	<a href="mailto:ritao@montclaircoop.org">ritao@montclaircoop.org</a>
Technology: Steve Schaller	Ext. 217	<a href="mailto:steves@montclaircoop.org">steves@montclaircoop.org</a>
Before School Program: Janine Coppola	Ext. 420	<a href="mailto:janinec@montclaircoop.org">janinec@montclaircoop.org</a>
After School Program: Jennifer May	Ext. 420	<a href="mailto:jenniferm@montclaircoop.org">jenniferm@montclaircoop.org</a>

### **SCHOOL FORMS**

Part One of the Co-op Summer Mailing, which contained several time-sensitive forms, was emailed to families on July 19. You can also find these at:

<http://montclaircoop.org/news-and-events/enrollment-forms-2017-2018/>. Be sure to return the required forms to the Co-op by **Friday, September 1**. Also, please respond to your class coordinators when you hear from them about assist schedules for the fall.

### **PARKING AND SAFETY**

Forest and Chestnut Streets get very congested at the beginning and end of the school day, especially in the first couple of weeks of school. Finding a parking space right outside school is sometimes impossible. **Please help ensure the safety of our children and others by finding a safe and legal parking spot.** Walk your children to the corner to cross the street with the help of Harry, our crossing guard. Please be a good neighbor and keep in mind that if you park too near a driveway or corner you are creating unsafe conditions and incurring the ire of some of our neighbors. They will call the police and you will be ticketed. Please observe the following guidelines:

- Do not double park, park at the yellow-painted curbs, block driveways, or park too close to driveways or intersections.
- Do observe the No Parking sign on Chestnut Street directly in front of the Co-op. Parking there blocks visibility on the corner and creates an unsafe condition.
- Do not park in the staff parking lot during the day. Spaces are assigned to faculty & staff.

## **DRIVE THROUGH AND DROP OFF**

In the morning, until 9:00 a.m., you also have the option of using our drive through to drop off your children. You enter through the Chestnut Street gates and exit from the Forest Street parking lot. **From 8:30 am until 9:30 am you may only make a right turn onto Forest Street** from the parking lot.

## **FAMILY JOBS**

Your Family Jobs Coordinators, Munira Bootwala and Dara Goldberg-Spar, are committed to ensuring that every family has a job that is both meaningful and that fosters engagement with the community.

This summer you'll receive two items: the Family Jobs Survey and the Family Jobs Book. When we send out the Jobs Survey this year it will inquire about your skills and preferences pertaining to a Family Job. The jobs book will be a comprehensive listing of all Family Jobs at the school, some of which will already be filled by returning parents. This will enable parents, especially new parents, to see jobs that they may want to do in the future. It is our hope to have all roles assigned by the start of the school year. We consider finding a workable and satisfying family job a collaborative process. Please reach out to Dara ([daracgold@hotmail.com](mailto:daracgold@hotmail.com)) and Munira ([Munira.Bootwala@gmail.com](mailto:Munira.Bootwala@gmail.com)) at any stage with questions, input, or concerns.

## **PARENT HANDBOOK AND SCHOOL DIRECTORY**

The 2017-2018 Parent Handbook will be available on the SCOOP in September. When you have a question, the handbook is a font of information on the ABCs of Co-op life. The 2017-2018 School Directory listing all families will be distributed in October. Your individual class list can be found on your class page on the SCOOP at any time.

