



EAST RUTHERFORD PUBLIC SCHOOLS
Office of the Principal
125 Carlton Ave.
East Rutherford, NJ 07073
Phone: (201) 531-1235 ♦ Fax: (201) 531-1491
bbarrow@erboe.net

September 1, 2022

Dear Pre-K Program Parents & Guardians:

I hope that you are enjoying your summer and are excited to begin another school year. I look forward to greeting the parents/guardians and students at the PTA-sponsored ice cream social on Thursday, September 8th from 5:30 P.M. – 7:00 P.M. at McKenzie School. **School will begin on Monday, September 12, 2022. September 12th – 13th will be one-session days.** Please note that September 14th will be the first full day of school if your child is a full-day program student. Kindly click on the following links for the 2022-2023 [School Calendar](#) and [McKenzie School's Arrival and Dismissal Times](#) for a Full Session Day, One-Session Day Dismissal, and Delayed Opening for all programs.

Additionally, McKenzie School Pre-K Teachers and I welcome you to our Pre-K Orientation that will take place at McKenzie School on Wednesday, September 7, 2022.

- **Pre-K 3 Program: 11 A.M.**
- **Pre-K 4 Program: 12 P.M.**

You may have noticed that some forms have been loaded to your [Genesis Parent Portal](#) account for you to complete. Please log in and begin to complete those forms as soon as possible to ensure that all available policies, procedures, and services are understood and made available to your child(ren). All required documents, policies, regulations, and agreements must be read, reviewed, and acknowledged accordingly prior to **Thursday, September 8th**. Additional forms will be loaded to your account as we near the start of school, so please be sure to check back often and complete them at your earliest convenience. **Homeroom teacher assignments are now available to you through the Genesis Parent Portal. Only accounts that have their forms and acknowledgments completed will be able to see this information, so please be sure to log in to complete all required forms in advance.** Any outstanding forms or acknowledgments on your account will restrict you and your child's access to the Genesis platform. If you are unable to log in, first troubleshoot using the Forgot My Password link on the Genesis homepage. If you continue to experience difficulties, please contact Mrs. Carol Mosquera at (201) 804-3100 ext. 4003 or Mrs. Cindy Velez at ext. 4002 for assistance.

Please see below for a few important reminders that are essential to help your child transition back to school for the first day and for the school year:

- Please review [McKenzie School's Pick Up and Dismissal Procedures](#) with your child
- Please review [McKenzie School's Drop-off and Arrival Procedures](#) with your child
- Please review [McKenzie School's Pre-K to 3 Student/Parent Handbook](#) with your child
- [McKenzie School Suggested Pre-K Supply List](#)
- [YMCA Before and After School Care Information](#)
- Please note that all Pre-K students should arrive at our Totland Entrance with one parent/guardian as all of the Pre-K teachers will be greeting your children at your designated program start times. Please follow all signage and communications to line up at the designated area at Totland. All
- Lunch and breakfast services will begin Wednesday, September 14th for full-day students only. Please see the "[Food Services](#)" tab on our district website for additional information. McKenzie maintains a closed lunch policy. Therefore, students will not be allowed to leave the building for lunch unless a parent signs him/her in and out at the office. Additionally, parents are required to inform homeroom teachers by sending a note.

If you have any additional questions or concerns, please do not hesitate to call. In the meantime, I hope that you have a healthy and safe Labor Day Weekend. I am looking forward to an exciting year with your children.

Sincerely,

Brian Barrow

Principal