



**EAST RUTHERFORD PUBLIC SCHOOLS**  
**Office of the Principal**  
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September 1, 2022

Dear Kindergarten to 3rd Grade 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 8<sup>th</sup> from 5:30 P.M. – 7:00 P.M. at McKenzie School**. School will begin on Monday, September 12, 2022. September 12<sup>th</sup> – 13<sup>th</sup> will be one-session days as drop-off will begin at 8:15 A.M. and doors will be closed at 8:34 A.M. with early dismissals at 12:30 P.M. Please note that September 14<sup>th</sup> will be the first full day of school. Kindly click on the following links for the 2022-2023 [School Calendar](#) and [McKenzie School's Bell Schedule](#) for a Full Session Day, One-Session Day Dismissal, and Delayed Opening.

You may have noticed that some forms, including our District Bussing Survey (if eligible), 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 8<sup>th</sup>**. 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.** Bussing assignments will follow shortly thereafter if applicable. 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 of this date. 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 Supply List K to 3rd Grade](#)
- [YMCA Before and After School Care Information](#)
- Please note that all kindergarten students should arrive at our Totland Entrance with one parent/guardian only on the first day of school, as all of the kindergarten teachers will be greeting your children at 8:30 A.M. at Totland Entrance. Please follow all signage and communications to line up at the designated area at Totland.
- Lunch and breakfast services will begin Wednesday, September 14<sup>th</sup>. 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

