



**EAST RUTHERFORD PUBLIC SCHOOLS**  
**Office of the Principal**  
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East Rutherford, NJ 07073  
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August 23, 2023

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 **Tuesday, September 5<sup>th</sup> from 5:30 P.M. – 7:00 P.M. at McKenzie School. School will begin on Thursday, September 7, 2023. September 7th & 8th will be one-session days.** Please note that September 11th 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 2023-2024 [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 Multipurpose Room on Tuesday, August 29, 2023.**

- **Pre-K 3 Program: 10 A.M.**
- **Pre-K 4 Program: 11 A.M.**

Required District 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 **Friday, September 1st. Homeroom teacher assignments will be available to you through the Genesis Parent Portal on Friday, September 1st. 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.** 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) 531-1235 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 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.
- 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
- Breakfast services will begin on Thursday, September 7th, and lunch services will begin Monday, September 11<sup>th</sup>. Please see the ["Food Services"](#) tab on our district website for additional information.
- Please review [McKenzie School's Pre-K to 3 Student/Parent Handbook](#) with your child
- Please review [McKenzie School Food Allergy Letter](#)
- Please review the [Parental School Security Letter](#) for important security information.
- [McKenzie School Suggested Pre-K Supply List](#)
- [YMCA Before and After School Care Information](#)

If you have any additional questions or concerns, please do not hesitate to call. In the meantime, enjoy the rest of your summer as I hope to see you on Tuesday at our Pre-K Orientation. I am looking forward to an exciting year with your children.

Sincerely,

Brian Barrow