Totowa Borough Public Schools

MEMORIAL SCHOOL
"Where Little People Learn Big Things"
294 Totowa Road, Totowa, NJ 07512
Phone: 973-956-0010 Fax: 973-553-2257 E-Mail: Timothy.Tracy@totowa.k12.nj.us
www.totowa.k12.nj.us

Timothy Tracy
Administrator in Charge

Patricia Capitelli
Superintendent of Schools

August 2026

Dear Parents/Guardians of Memorial School,

Welcome to the 2026-2027 school year. We are very excited for the opening of the school year that will begin on Tuesday, September 8, 2026. Please be advised that due to changes in enrollment, bus route numbers and stops may have changed from previous years.

You may access student information for the school year through the Parent Portal that will be accessible on September 1, 2026. Please be reminded to log in to the Parent Portal and **edit/add ALL** information as necessary on the contact verification page by **September 11, 2026**. Please make sure we have **two** telephone numbers for the "Notification Alert Automated Phone System", parent contact information with current phone numbers and email addresses, as this is the way of communicating with parents. You will also be able to add additional contacts. Also, please update important insurance information. In addition, if you need to update this information throughout the school year, please email the office.

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If you need to contact Memorial School, dial the main district number **973-956-0010** and listen to the prompts, in their entirety, to get the extension of the party you wish to speak with. If you receive a call from school and find that a message has been left for you, please listen to the complete message prior to calling school. This will help the office in connecting you to the correct party. Several of Memorial School's extensions are as follows:

Principal's Office:	Ms. Gutekunst/Mr. Tracy ext. 1101
Attendance Office:	Ms. Arena ext. 1102 – Reminder: If your child is unable to attend school, please make sure you enter the absence on the portal, **BEFORE** 9:00 AM, email msattendance@totowak12.nj.us or call ext. 1102.
Nurse's Office:	Ms. Pierro ext. 1200

I would also like to provide the following information:

- Preschool through grade 2 students may bring a drink and a snack to school every day.
- Cafeteria service will start on **Tuesday, September 8, 2026**. Please go to www.payschoolscentral.com for the cashless payment system information.
- **Transportation:** For information regarding transportation, please go to the "Parents" tab then "transportation" on the website.
- **Kops 4 Kids** before and after school program will begin on Tuesday, September 8, 2026. Please see the Totowa website www.totowa.k12.nj.us for the registration forms. ("Schools" tab) **(MUST be registered by Thursday, September 3, 2026)**
- Please be reminded that an email/note is **always** required when your child's transportation plans are changed. We **will not** release a student to others or allow a student to change plans **without** this note.
- **Arrival:** Students should not arrive to school prior to 8:45 A.M.
  TPK will enter through the front door closest to William Place. All other students will enter through the door closest to Elizabeth Place.
- **Dismissal**: **TPK half-day** students will be dismissed out the front door closest to William Place at 12:00 noon. **TPK Full Day** students will be dismissed out the front door closest to William Place at **3:00 P.M**. **Kindergarten students** in rooms 109 and 110 will be dismissed out the front door closest to William Place at 3:12 P.M. **Kindergarten students** in rooms 111 and 112 will be dismissed out the front door closest to Elizabeth Place at 3:12 P.M. **The first-grade students** will be dismissed out the front doors at 3:15 P.M. **Grade 1 students** in rooms 107 and 108 will be dismissed out the front door closest to William Place. **Grade 1 students** in room 105 and 106 will be dismissed out the front door closest to Elizabeth Place. We ask that parents wait for the children at the base of the stairs to allow the teachers to safely dismiss the children.
  The second-grade students will be dismissed out the playground door closest to Elizabeth Place at 3:12 P.M.
  The third-grade students will be dismissed out the playground door closest to Elizabeth Place at 3:15 P.M.
- **Please be reminded that the Laurel Grove Cemetery is private property. Parking for drop-off and pick up is not permitted there. Thank you for your cooperation.**

In closing, we hope you have a wonderful Labor Day weekend and look forward to seeing you on **September 8, 2026**, for the opening of school. As always, please contact me with any additional questions or concerns at any time.

Sincerely,

Timothy Tracy, Administrator in Charge