

# **Kindergarten Registration Q&A**

**Q. I submitted the online registration, but didn't receive the email with hyperlinks. Why is that?**

- A. Please check your spam folder. If you do not see it in your inbox or spam folder, please email the registrar at [registrar@motsd.org](mailto:registrar@motsd.org) Thank you.

**Q. Can I email the forms instead of uploading them to the hyperlinks?**

- A. It is best to upload the documents as it is a more secure option which links the forms directly to your child's registration.

**Q. Can I wait to submit the Universal Health Form for my child if he/she turns 5 over the summer?**

- A. The examination shall be conducted within 365 days prior to the first day of school and must comply with the required immunizations listed on the website and instructions document. For children whose birthdays occur during the summer, parents are asked to submit the forms immediately after the wellcare appointment.

**Q. Does my child need to see an ophthalmologist for the eye exam or can the pediatrician complete the form?**

- A. The pediatrician can complete the form, if they provide eye exams. If not, then the exam will need to be completed at an eye care center.

**Q. My child went to the dentist in the Fall of 2023. Do I need to take him/her to the dentist again?**

- A. The dental form should reflect a dental exam administered within 365 days prior to the first day of school.

**Q. Does the school offer before/after school care?**

- A. Before and After Care is available at all four elementary schools. The service is provided by an outside company called "Right at School".

You will find the link to "Before & After School Care" under "Parents" on each elementary school's homepage. Please contact the company directly with all questions pertaining to before/aftercare.

**Q. What are the hours of operation at my child's school?**

- A. Hours of operation are posted at the bottom of each elementary school's homepage. The post includes regular hours of operation, delayed opening hours and early dismissal times.

**Q. Will there be a Kindergarten Orientation? If so, when? How will I be notified?**

- A. Yes, there will be Kindergarten Orientation at each of the elementary schools. The actual dates are yet to be determined but generally occur within a few days of the start of school. Your child's school will contact you directly with details.

**Q. When will I find out who my child's teacher is?**

- A. This information will be available sometime in August and is determined at the building level. The information will be available in the Realtime Parent Portal.

**Q. When will I receive bus information for my child?**

- A. Bus information will be available in the Realtime Parent Portal. The information is available approximately one week prior to the start of school.

**Q. How do I access the Realtime Parent Portal?**

- A. The login credentials will be provided to you via email prior to the posting of bus information, around mid-August.

**Q. Who do I contact if I have problems accessing the Realtime Parent Portal?**

- A. Email all questions/concerns regarding the Realtime Parent Portal to [realtime@motsd.org](mailto:realtime@motsd.org) Please allow 48 hours for a response.

**Q. I'm having trouble uploading documents to the hyperlinks. What else can I do?**

- A.
- Double check you are using the correct file format options, ie. JPEG, PDF, PNG
  - Try an alternate web browser, ie. Chrome, Firefox, Safari
  - Try a different device. Cell phones may be problematic when trying to upload documents to the hyperlinks.
  - You can request new hyperlinks from the registrar.

**Q. Who are the points of contact at my child's school?**

**Chester M. Stephens Elementary School**

Phone: 973-691-4002

Principal: Ms. Nicole Musarra

Instructional Supervisor: Ms. Ashley Lopez

Secretary: Ms. Kelly Lippe

School Nurse: Ms. Kathleen Olup, RN

[nicole.musarra@motsd.org](mailto:nicole.musarra@motsd.org)

[ashley.lopez@motsd.org](mailto:ashley.lopez@motsd.org)

[kelly.lippe@motsd.org](mailto:kelly.lippe@motsd.org)

[kathleen.olup@motsd.org](mailto:kathleen.olup@motsd.org)

**Mountain View Elementary School**

Phone: 973-927-2201

Principal: Mrs. Melissa Kolenski

Instructional Supervisor: Ms. Jennifer Olsyn

Secretary: Mrs. Theresa Basciano

School Nurse: Ms. Suzanne Menta, RN

[melissa.kolenski@motsd.org](mailto:melissa.kolenski@motsd.org)

[jennifer.olsyn@motsd.org](mailto:jennifer.olsyn@motsd.org)

[theresa.basciano@motsd.org](mailto:theresa.basciano@motsd.org)

[suzanne.menta@motsd.org](mailto:suzanne.menta@motsd.org)

**Sandshore Elementary School**

Phone: 973-691-4003

Principal: Mrs. Jennifer Curry

Instructional Supervisor: TBD

Secretary: Mrs. Sheila Watral

School Nurse: Mrs. Suzanne Herbst, RN

[jennifer.curry@motsd.org](mailto:jennifer.curry@motsd.org)

[sheila.watral@motsd.org](mailto:sheila.watral@motsd.org)

[suzanne.herbst@motsd.org](mailto:suzanne.herbst@motsd.org)

**Tinc Road Elementary School**

Phone: 973-927-2203

Principal: Mr. Mark Grilo

Instructional Supervisor: Dani Marangon

Secretary: Mrs. Angela Aaron

School Nurse: Ms. Lilibiana Duque-Dejesus, RN

[mark.grilo@motsd.org](mailto:mark.grilo@motsd.org)

[dani.marangon@motsd.org](mailto:dani.marangon@motsd.org)

[angela.aaron@motsd.org](mailto:angela.aaron@motsd.org)

[liliana.duquedejesus@motsd.org](mailto:liliana.duquedejesus@motsd.org)

**Q. How do I reach the transportation department?**

**Transportation**

Phone: 973-691-4005

Transportation Supervisor: Patricia Trojanowski

Email: [transportation.dept@motsd.org](mailto:transportation.dept@motsd.org)