



## EAST RUTHERFORD PUBLIC SCHOOLS

### McKenzie School

125 Carlton Avenue

East Rutherford, NJ 07073

Phone: (201) 531-1235 ♦ Fax: (201) 531-1491

[www.erboe.net](http://www.erboe.net)

September 2025

Dear McKenzie School Families,

As we are in the fall season, I wanted to take a moment to review some important life safety protocols that impact the safety and well-being of all students and staff. Please review the following Board of Education policy regarding allergies in the school environment: [Policy 5331 - Management of Life-Threatening Allergies in Schools](#).

McKenzie School would like to continue the East Rutherford tradition of celebrating birthdays and special occasions in the classroom as appropriate, and we understand that with those circumstances comes the possibility of foods and snacks being consumed in the classroom setting. In order to ensure the safety and well-being of all students and staff, the following protocols have been put into place when requesting a celebration inclusive of food/snacks for your child to share with their homeroom:

- Requests to bring in **SAFE** food/snacks for a classroom celebration must be submitted at least **one week** in advance to the homeroom teacher via email.
- All food/snack items must be commercially prepared and packaged, and the nutritional information must be provided with the original request (Please note: no Dunkin Donut products as they are not store packaged with the nutritional information on it). District staff will evaluate whether or not the food/snack is suitable for that class, and communication will be made if the choice would not be acceptable.
- A confirmation will be provided to authorize the food/snack distribution to the child's homeroom class.
- The parents of students in that particular homeroom will be notified of the anticipated celebration and must provide consent for their student to consume the food/snack provided by the day of the celebration. If the food/snack is not safe for your child, at that time you may discuss an alternative food/snack for your child to eat during the classroom celebration.

As is best practice in **all** circumstances, I urge you to consider the following when sending any food or drink into school with your child: Each year, it is possible that students and staff with severe, life-threatening allergies may be in your child's presence. We encourage all families to be considerate of these emergent situations by recommending avoiding sending food and drinks that contain/have traces of peanuts or any nut product into the classroom. We will continue to make accommodations as appropriate to ensure that the entire McKenzie School community can enjoy a safe and worry-free school experience.

If you have any questions about food allergies, please contact your child's teacher or School Nurse and they will be happy to be of assistance. Thank you for your part in keeping our classroom safe for all students.

Sincerely,

*Brian Barrow*

Brian Barrow