



PEMBERTON TOWNSHIP SCHOOLS

PEMBERTON EARLY CHILDHOOD EDUCATION CENTER

DEBORAH CEPLO, Assistant Director of Early Childhood/Principal
CORDALIA SULLIVAN, Assistant Principal

TONY TRONGONE

Superintendent

Dear Parent/Guardian,

To give a greater flexibility in scheduling Parent/Teacher Conferences, Pemberton Early Childhood Center has now made scheduling available via the internet. Starting January 31, 2019, you will have the opportunity to access our calendar and pick an available time that best fits your schedule. If you have not made an appointment by February 8, 2019, we will make an appointment for you and notify you by sending a letter to your home after February 8, 2019. The following simple instructions are necessary to help you to select an available time and create an appointment.

1. Navigate to <http://pemberton.schoolwires.net/PECEC> and click on the "Online Scheduler" icon at the top of the page.
2. Under "Elementary Schools" select "Pemberton Early Childhood ED Center" and click "Go"
3. In the yellow highlighted box type in the password "**preschool**"
4. You will need your student's ID to continue. If you don't know it click on the "**Lookup Student ID**" button and enter the information it asks in the pop up box making sure your students' birthdate is correct.
5. You will then see a list of your student's teacher(s). Check the box for the teacher you would like to schedule an appointment with. If you have more than one student in the school click "Yes" and repeat the steps above for the addition students.
6. Once you see your student's teacher click on the time slot you wish to reserve.
7. Enter in your e-mail address for appointment reminder(s). Your e-mail is confidential.
8. Confirm your appointment(s) and print the schedule.
9. It is **important** you write down the confirmation number for that student conference. This is required for conference cancellation. Write it on the schedule printout or take a note of it on your phone etc.

For assistance please contact the scheduling service by email at support@canyoncreeksoftware.com or call them at 1-866-784-3981

You will find this is an easy way to make and change appointments. Please take full advantage of the system.

Sincerely,
Deborah Ceplo

Assistant Director/Principal



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Pemberton Learning Community: Pursuing Excellence One Child at a Time