

**Walter B. Howard Elementary School
1478 Route 20
New Lebanon, NY
(518) 794-8554**

Welcome to Preschool!!

August 2024

Dear Families,

Whether you are new to Walter B. Howard Elementary or a returning family I want to welcome you to our school community. New Lebanon is thrilled to be able to offer a **full day** preschool program to our families. We are excited to nurture, motivate, challenge and guide your child throughout his or her preschool year. As partners in education, we will work together to support your child's success.

To welcome you and your child to our school community we planned a brief Pre-K orientation on **Thursday, September 5th**. You and your Pre-K student will be able to ride the bus together to the open house and share that important milestone. This orientation will help prepare your child for the **first full day of Pre-K on Friday, September 6th**.

The orientation will run from 9:30 am to 11:00 am. If you are not planning on taking the bus, please arrive at WBH by 9:30 am. You and your child will be picked-up by the school bus at your child's regularly-scheduled pick-up location. Once at school, we will have a brief welcome in our cafeteria, you and your child will then have an opportunity to explore their classroom, and meet our Pre-K teachers. At 11:00 am you both will board the bus to be transported back home. The Transportation Department will soon be mailing your bus route information for the first day of school and for the orientation.

During this orientation you will hear from Mr. Noble, Ms. Watts and Mrs. Gallucci. We will explain classroom procedures, the schedule of a typical day, and more. Our goal is to create a smooth transition for your preschooler and to create excitement for the start of school.

At this time I want to review a couple preschool procedures:

- 1.) Our preschool is a **full day** program and will run from 8:25am to 3:15pm
- 2.) You will either ride the bus (must be at least 4 years old) or you will drop your child off at 8:25am at the secure vestibule where your child will be met by the teaching assistant and or teacher who will walk the students to their classroom.
- 3.) If you are picking your child up you will do so at the secure vestibule at 3:15pm after completing sign out procedures. If your child is riding the bus they will be walked to the bus at the end of the school day. Buses leave the school at approximately 3:25pm.
- 4.) Please make sure you let us know who has permission to pick your child up from preschool. This must be put in writing and all names should be included on your child's emergency contact sheet.

Your Child will Need the Following for Preschool:

- 1.) A backpack
- 2.) A plastic 2 pocket folder
- 3.) A change of clothes in a labeled zip lock bag (Please bring with you the day of orientation)
- 4.) A daily snack
- 5.) Sneakers (the children will participate in PE and will have time on the playground)

During the school year, there are many opportunities to stay informed at Walter B. Howard Elementary. You will receive regular communication from your child's teacher, updates on our district web-site, and you can find us on Facebook. I also encourage you to join our school PTA. If you have any questions, be sure to contact your child's teacher or send me an email at jnoble@newlebanoncsd.org. Additionally, we send out emails and use telephone notifications for timely updates and any emergency information.

Enjoy the remaining days of summer, and I look forward to working with you and your child.

Sincerely,
Joshua Noble - Elementary Principal

**Your Child's Preschool Teacher is:
Ms. Watts and TA Ms. Gallucci**