



## **Arbor Hill Elementary School**

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Albany, NY 12207  
Phone: 518-475-6625  
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### **Rosalind Gaines-Harrell Principal**

rgaines-harrell@albany.k12.ny.us



### **Janet Escoto-La Voie**

Assistant Principal  
jescoto-lavoie@albany.k12.ny.us  
518-475-6629

### **Jerome Perkins**

Home School Coordinator  
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518-475-6634

### **Shanae Lawrence**

Community Site Coordinator  
slawrence@albany.k12.ny.us  
518-475-6628

### **Susan Fouhy**

School Nurse  
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Nurses Office: 518-475-6632  
Nurses Fax: 518-475-6633

### **Arbor Hill Elementary School's Mission:**

To stimulate and nurture the intellectual, emotional, social and physical growth of every child.

### **Arbor Hill Elementary School's Vision:**

At least one year of growth for one year of education.

### **Pre-Kindergarten – Grade 5**

Breakfast Begins ..... 8:35 a.m.  
Classes Start ..... 9:05 a.m.  
Classes End ..... 3:35 p.m.

August 15, 2017

## **Dear AHES Parents and Guardians,**

I hope that you are enjoying the time that you are able to spend with your children. Before you know it, they will be returning to AHES for another year of learning and on behalf of all of the staff here that work with your children, I would like to thank you for choosing us with the great responsibility of educating your child(ren).

I am sending you this letter to inform you of the things that you need to know to prepare for September.

## **What important improvements should I know about going into the start of this school year?**

- ✓ We have more help to better support our students and parents!
- ✓ I now have an Assistant Principal, Mrs. Janet Escoto-La Voie. She will work with myself and Mr. Perkins to support all of our school building needs.
- ✓ I have also added a Community School Site Coordinator, Mrs. Shanae Lawrence. Her role will be to directly work with parents and host activities and events that will connect fun activities for your children and educational opportunities for both you and your children. The first event is coming on Sept. 15, 2017 from 4–7 p.m. A Save the Date Flyer is enclosed.

## **When is Pre-K Orientation?**

Pre-K Orientation will be held at Arbor Hill Elementary School on Thursday, Aug. 31, 2017 from 1:30 – 2:30 p.m. Pre-K parents and guardians, please see the enclosed flyer.

## **When is Kindergarten Orientation?**

Kindergarten Orientation will be held at Arbor Hill Elementary School on Thursday, Aug. 31, 2017 from 2-3 p.m. Kindergarten parents and guardians, please see the enclosed flyer.

## **When is the first day of school for all students?**

The first day of school for all students (Pre-K – Grade 5) is Tuesday, Sept. 5, 2017. This is a full day of school. Attendance will be taken. Breakfast and lunch will be served. School hours are from 9:05 a.m – 3:35 p.m. The doors open at 8:35 a.m. for breakfast.

## **Will I meet my child's teacher on the first day of school?**

All parents/guardians of students will be able to meet with their child's teacher at Open House/Meet the Teacher Night on Wednesday, Sept. 20, 2017.

## **What materials will my child need for the school year?**

Materials for AHES are conveniently listed on the district web-site, ([www.albanyschools.org](http://www.albanyschools.org)). Teachers will provide any other details regarding supplies on the first day of school. Parents/guardians, please be sure to complete and return all the documents sent home in your child's folder by Sept. 6, 2017.

## **Where do I send my child on the first day of school?**

- *All students are eligible for breakfast at 8:35 a.m.* For the first week of school there is typically a long line as everyone gets adjusted to the new system.
- Students in prekindergarten will go to the top level of the cafeteria and will be escorted by teaching assistants attached to the room.
- Students in kindergarten will sit at the second level and will be assisted by the teaching assistants in kindergarten.
- Once the students in grades 1-6 have eaten breakfast, they will be moved to the gym. They will stay in the gym until their classroom teacher arrives at 8:55 a.m.

## **Can I bring in lunch/snacks for my child?**

You may bring lunch/snacks for your child but keep in mind that we have a district wellness policy. No candy, cookies, sodas, junk food of any kind are permitted. Upon sight, all junk food items will be collected from your child and returned at dismissal. Please speak with your children about the importance of making healthy food choices. Also, please discourage your children from buying junk food at the store on their walk to school.

## **What about birthday parties?**

Birthday parties, cakes and cupcakes are not permitted. We will do everything to make your child feel special on their very special day without junk food as it violates the wellness policy.

## **What if I forget my child's teacher's name?**

There will be additional staff at the front of the building guiding the students. They will have class lists and will be able to assist if you can't remember the teacher's name.

## **What if my child needs before or aftercare?**

- Early Bird Program is for working parents. The program is limited to 50 students. The program starts at 7:30 a.m. and will begin on Sept. 7, 2017. You may sign up to receive an application for the Early Bird Program at the reception desk.
- Aftercare: We are serviced at this time by the Boys and Girls Club and the YMCA for aftercare. These programs do not begin until the end of the month. No specific date has been provided for either program. Please plan on picking your child up daily for the month of September at 3:35 p.m.

## **What are the pick-up times for students at the end of the day?**

- Pre-K: cafeteria pick up at 3:15 p.m. **You must sign your child out.**
- K: Front-lobby/gym pick up at 3:25 p.m. **You must sign your child out.**
- 1st-5th: Side Door pick up (At the bridge) at 3:35 p.m.
- Bus students: Cafeteria for loading at 3:25 p.m., special needs students, 3:15 p.m.

## **Can an older sibling pick up a Pre-K or K student?**

There must be written permission by the parent and the student **must be in at least third grade** to sign the child out.

## What if I need to pick up a child EARLY from school?

Please send a note in with your child on the day of an early pick up. This will assist us with minimizing your wait time. All children must be picked up **prior to 3 p.m.** Parents will **not** be permitted to pick up their child after 3 p.m. without a written doctor's note. No exceptions. After 3 p.m. parents/guardians will have to follow our school's regular dismissal schedule. (Please see "What are the pick-up times for students at the end of the day?")

## What if my child needs transportation?

- Our school district has a new transportation carrier. If your child received school bus transportation last school year and your family has not moved, please contact our school district's **Transportation Office at: 518-475-6170** to confirm that your child has correctly been routed for school bus transportation for the upcoming school year.
- If your family has moved, your child is new to Arbor Hill Elementary School or your child was a Pre-K student last school year and you live 1.5 miles or more away from Arbor Hill Elementary School, please complete the enclosed 2017-2018 yellow bus application and immediately return it to the school district's **Transportation Office at: 75 Watervliet Avenue, Albany, NY 12206.** When you hand in your child's completed yellow school bus application, our school district's Transportation Office will let you know when your child's school bus transportation will begin. While waiting for school bus transportation to begin, please make arrangements to have your child safely transported to and from school. If you run into difficulty being able to make safe transportation arrangements for your child, please contact our assistant principal.
- If your family did not live 1.5 miles or more away from Arbor Hill Elementary School but your child received school bus transportation last year because of a medical emergency or extenuating circumstance, and that circumstance still exists, please do the following:
  - Contact our school district's Transportation Office at: 518-475-6170 to see if your child has been correctly routed for school bus transportation. If your child has been routed for transportation, then, your child is all set. You will not need to complete the enclosed yellow bus application and there is no further action required on your part.
  - If your child is not routed for transportation and that circumstance still exists, please complete the enclosed yellow school bus application, write a letter explaining your circumstance to our new assistant principal, Janet Escoto-La Voie and call **Arbor Hill Elementary School at 518-475-6625** to make arrangements to hand your letter and your child's application in to the main office. Our assistant principal will review your letter and application.

## When is Open House/Meet the Teacher Night?

Open House is scheduled for Wednesday, Sept. 20, 2017, 5:45-8:00 p.m. Get ready, there will be opportunity to meet your child's teachers, sign up for parenting classes, visit with community vendors and participate in raffle drawings! You will also be able to sign up for the parent-teacher report card meetings that will take place in November.

## How will I be able to communicate with my child's teacher?

Daily point sheets come home for all students regarding student progress and behavior. Scores between 20-24 points (grades 1-5) or ALL blue or ALL green days (Pre-K, K) means that your child had a good day at AHES.

If you have any other questions that were not answered here, please feel free to ask them by sending in a note to your child's teacher or when you meet with them personally at Meet the Teacher Night, September 20, 2017.

**What type of construction is going on at Arbor Hill Elementary School?**

Our school is receiving a new parking lot, ventilation system, ramp and railings. All renovations will be completed by the opening day of school.

Thank you,

A handwritten signature in black ink, appearing to read 'Rosalind Gaines-Harrell', with a large, stylized flourish at the end.

Rosalind Gaines-Harrell  
Principal