



Dear Parents/ Guardians,

Welcome to the 2026-2027 school year at Napoleon Elementary Preschool located in the Napoleon Elementary School. **We will be having an open house on August 24 from 4:30-5:30.**

Attached are just a few quick reference points for this school year. Please feel free to contact me at the school at (419) 592-6991, M-F from 8:00-3:15. The two best ways to reach me is through email at choward@napoleonareaschools.org or through the free Class Dojo App, which will allow you to receive classroom information. I am able to share pictures, information, messages, etc. Please join our classroom on Class DoJo. Information will be attached.

Sincerely,
Carrie Howard

General Information

Attendance: Parents need to notify Napoleon Elementary School if a child will not be attending or will be late on a particular day. If you do not notify the school, you will receive a phone call or message inquiring about the whereabouts of your child. I would appreciate a message sent to me through class dojo letting me know that your child will not be at school.

Communication:

Paper: I will send home monthly newsletters and a weekly paper with information. Check folders often.

App: I strongly encourage you to download the free Class Dojo App. I send out class reminders, newsletters, photos, and videos through this app. You can also message me through this app. The best way to reach me is through Class Dojo. I will send you a code to connect to my class.

Email: I also have an email address which is choward@napoleonareaschools.org.

Phone: Another option is leaving a voicemail at the school. The school's number is 419-592-6991 my extension is 3104.

Drop off/Pick up:

A.M. Session Drop off: Drop off for your child is between 7:45-8:00. Please walk your child to the vestibule and an aide will meet you and your child there. Your child will be escorted to the gym until 8:00 and then escorted to the classroom. **Please have your child at school no later than 8:00.**

A.M. Session Pick up: You may pick up your child from 10:50-11:00. Please pick up your child from our classroom outside doors, weather permitting. At 11:00, your child will go to the office to wait if they are not picked up by then.

P. M. Session Drop off: Drop off for your child is between 11:35-11:45. Please walk your child to the vestibule and an aide will meet you and your child there. Your child will be escorted to the gym until 11:45 and then escorted to the classroom. **Please have your child at school no later than 11:45.**

P.M. Session Pick Up: You may pick up your child at 2:35-2:45. Please pick up your child from our classroom outside doors, weather permitting. This will keep the vestibule area from being crowded.

Transportation: Any changes to bus transportation need to be communicated to the bus garage from you. Teachers do not handle bus transportation issues. You also need to inform me about the changes to transportation in **writing or on class dojo** at the beginning of the class session. If your child does not ride the bus and there is a change in transportation it must be in **writing or on class dojo** at the beginning of the class session.

Delays and Cancellations: I try to put this information on Dojo when we delay or close. This information can also be found on the local news stations.

Two hour Delay Schedule:

A.M. Session: On a two hour delay day preschoolers can be dropped off between 9:45 and 10:00. The A.M. session will be 10:00-11:50. A snack will be provided.

P.M. Session: On a two hour delay day preschoolers can be dropped off between 12:35 and 12:45. The P. M. session will be 12:45-2:35. A snack will be provided.

Snack Rotation: I will create a snack calendar and write your child's name on the day to provide snacks during the month. The goal is for parents to only have to remember to bring in snacks a few times a month.

What to Bring: Materials on the class list are appreciated, the list is attached. Please provide your child with a backpack and folder for his/her belongings. It makes for a much easier departure. Please provide an extra set of clothes. **Please make sure your child's clothes are in a plastic bag and labeled with your child's name.**
These will stay in your child's backpack or locker.