



# Smithtown Central School District

## Mills Pond Elementary School

246 Moriches Road, St. James, NY 11780

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Irene Westrack  
Principal  
(631) 382-4305

Mark Secaur, Ed.D.  
Superintendent of Schools

March 2, 2026

Dear Parents,

Everyone at Mills Pond Elementary is excited to welcome you and your children to our School Family. Kindergarten serves as a part of the foundation of your child's education and a place for the wonderful school memories to begin. With that in mind, we plan to make your child's transition to kindergarten an exciting, happy memory.

In partnership with our PTA, we begin this journey by offering a Pre-Kindergarten Orientation Program for all children entering kindergarten in the fall of 2026. The program will consist of two sessions plus a bus ride.

***Session 1 will be held on Thursday, April 23 and Thursday, April 30. Session 2 will be held on Friday, April 24 and Friday, May 1.*** Children should wear **RED** on the first day (**April 23 or April 24**) and **BLUE** on the second day (**April 30 or May 1**). Each session will run from 10:30 to 11:30 a.m. ***During these sessions, you will be dropping off your child. If your child attends our UPK program, there is no need for you to come in on these dates.***

Parents will have an opportunity to sign up for the session that best fits their child's schedule. ***Unless you receive a call, the session you choose is the one your child will attend.*** Additionally, the children will have the opportunity to ride the bus and participate in a physical education class on Wednesday, May 6 from 10:30-11:30 a.m. For the bus ride on May 6, all children should wear **YELLOW**. At this session, the parents will attend a workshop during the bus ride. Parents of UPK children should attend this session.

Sometime in May you will also be receiving information to register your child for a Kindergarten Screening appointment which will take place the week of June 8, 2026. ***UPK parents do not have to register for this program as your child will attend during their school day.*** The screening process is a multi-step one in which your child will be asked to complete a series of tasks and activities as a means to assess readiness for kindergarten. This screening is important as it enables us to plan a quality educational program for your child. While your child is being screened you will be completing a questionnaire. ***UPK children will bring the questionnaire home for parents to complete and return to the school as soon as possible.***

Once again, we are excited that your family will be joining our school family on this educational journey, and we look forward to meeting you during our Pre-K Orientation Program.

Sincerely,

Irene Westrack  
Principal

# Mills Pond PTA

## Kindergarten Orientation Program



Mills Pond Elementary PTA is happy to announce that we will be offering a Pre-Kindergarten Orientation Program for all children entering Kindergarten in the fall of 2026. As stated in Mrs. Westrack's letter, The program will consist of two sessions (drop off your child if not enrolled in UPK program) plus a bus ride (remain for a parent workshop). Session 1 will be held on Thursday, April 23 and Thursday, April 30. Session 2 will be held on Friday, April 24 and Friday, May 1. Children should wear **RED** on the first day (**April 23 or April 24**) and **BLUE** on the second day (**April 30 or May 1**). Each session will run from 10:30 to 11:30 a.m. Parents will have an opportunity to sign up for the session that best fits their child's schedule. Additionally, the children will have the opportunity to ride the bus and participate in a physical education class on Wednesday, May 6 from 10:30-11:30. On May 6 ALL children should wear **YELLOW** and **ALL parents should attend the Parent Workshop**.

This program is designed to help your child become acquainted with their new school and to help prepare them to enter Kindergarten. Each week your child will stay for one hour (10:30 a.m. - 11:30 a.m.) visiting different areas of the school. Through classroom activities and socialization, we hope to make their arrival in September a positive and happy experience for all.

Enclosed in this packet you will find a registration form which you can drop off or mail to Mills Pond Elementary:

Mills Pond Elementary  
246 Moriches Road  
Saint James, NY 11780  
Attn: Kindergarten Orientation

This program is for all children entering Kindergarten in September 2026. **If you have not registered your child for Kindergarten yet, please visit the District website at <https://www.smithtown.k12.ny.us/Parents/Enrolling-Your-Child> or contact the Smithtown Central Registration Office at 631-382-2024 BEFORE registering for this orientation program.**

We look forward to meeting you. If you have any questions please feel free to contact one of us.

PTA Pre-K Coordinators:

Brittany Odackal [bodackal@gmail.com](mailto:bodackal@gmail.com)

Jenny Winter [jennyjenz17@aol.com](mailto:jennyjenz17@aol.com)

**Kindergarten Orientation  
Mills Pond Elementary PTA Pre-K Registration Form**

**Please mark your choice.**

The session you choose will be the one your child will attend unless you are notified otherwise.  
For Sessions 1 & 2, parents whose children do not attend our UPK program will drop off their children.

**Session 1; Thursday, 4/23 & 4/30; 10:30-11:30 a.m.**

**Children should wear RED on 4/23 and BLUE on 4/30.**

**Session 2; Friday, 4/24 & 5/1; 10:30-11:30 a.m.**

**Children should wear RED on 4/24 and BLUE on 5/1.**

Please note that **ALL** students and at least one parent should attend on  
**Wednesday, May 6 from 10:30-11:30 a.m. (bus ride & parent workshop)**  
**All children should wear YELLOW on May 6th.**

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Allergies: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_

Does your child attend our UPK program at Mills Pond?  YES  NO

Emergency Contact Names and Phone Numbers

(the following persons have my permission to pick up my child).:

\_\_\_\_\_  
\_\_\_\_\_

Please list any special concerns or allergies you think we should be aware of:

\_\_\_\_\_  
\_\_\_\_\_

**RSVP BY WEDNESDAY, April 1, 2026**

Please mail to: Mills Pond Elementary, 246 Moriches Road, Saint James, NY 11780  
Attn: Kindergarten Orientation

Or drop off at Mills Pond Elementary School, Attention, Kindergarten Orientation