

Park Layne Elementary School General Information 17/18 School Year

The following information is provided to help your child's transition to kindergarten go as smoothly as possible. If you have any questions regarding any of this information, you may discuss them with your child's teacher at open house or at the group conference, or feel free to call the Park Layne School office.

Important Phone Numbers

Park Layne School 845-4470
Board Office 845-3576
Bus Garage 845-4492
Absence Line 845-4483

Website - www.tecumseh.k12.oh.us

Building newsletters, calendars, and other important information can be found on the Tecumseh Local School District's website.
Park Layne Fax (937) 849-6750

Office Hours - Monday through Friday, 7:50 a.m. to 3:20 p.m.

Student Time Schedule

7:50 a.m. Shuttle buses depart from all elementary buildings
8:10 a.m. Breakfast begins for students eating breakfast at school
8:25 a.m. Students may enter classrooms
8:40 a.m. Tardy bell
3:00 p.m. School dismissed

Open House at Park Layne Elementary

Tuesday, August 15 from 4:30 – 6:00 pm

First Day of School/Kindergarten Phase-In

The first day of school for students in grades 1-12, will be Wednesday, August 16. Students entering kindergarten will start school on a "Phase-In" schedule. Your specific schedule will be mailed to you in June. Students will attend a group conference with their parents at either 9:30 am or 1:00 pm on either, Wednesday August 16 or Thursday August 17 (Morning only on Thursday.). This group conference will give students an opportunity to meet their teacher with a parent nearby, spend sometime in their classroom, and get a tour of the building. Half of our kindergarten students will attend school on Friday, August 18 and the other half of our kindergarten students will attend school on Monday, August 21. The letter you receive in June will let you know which of those two days your kindergarten child will attend. All Kindergarten students will then begin the regular school schedule on Tuesday, August 22.

Latchkey

Latchkey is available for our students before school 6:30-8:25 a.m. and after school 3:00-6:00 p.m. every day school is in session at both Donnelsville Elementary and Park Layne Elementary. Students may attend latchkey at either location. When there is a delay for weather or other emergency, latchkey will open at 8:30 a.m. Latchkey will be closed on days when school is closed for weather or other emergency including early dismissals. On **scheduled** 2-hour delays for teacher inservice, latchkey will open at 6:30 am.

Latchkey fees: \$10 registration fee; \$3.50 per hour per child (10% discount for more than 1 child).
Registration forms and guidelines are also available at the kindergarten assessment registration tables or at the school office.

Absences

If your child will be absent or tardy, you are asked to call the Tecumseh Education Connection automated absence line to report the absence or tardy before 10:00 a.m. each applicable day. Please call the absence line at 845-4483 and follow the prompts to report an absence for a Park Layne student. This line is available at all times.

Breakfast and Lunch Money

Breakfast is free for all students and lunch is currently \$2.10. If your child will be packing, milk is available for 50¢. Applications for free/reduced meals will be available online in early August. Parents must pay for lunches until applications are approved which can take several weeks if you wait and fill out applications sent home the first day. Filling out an online application can expedite the process. If your child will be buying meals at school, we recommend that you take advantage of the prepaid accounts set up for each individual student. You may prepay as much as you choose to your children's accounts. This eliminates the need to remember every day to send money with your children. Students are assigned a PIN number for their individual account and they enter that number as they go through the cafeteria line; younger students are assisted with their accounts. The amount of their meal is then deducted from their prepaid account balance. Parents have online access to their child's account balance and activity history by accessing Meal Magic online through the Tecumseh website, and may also set up an EZ-Pay account through the website. An informational letter regarding how to set up access to the online account will be sent home with each child when school begins.

Payments for Fees, Meals, Latchkey, Etc.

Payments for workbook fees, meals, latchkey fees, etc. must be deposited by school staff into separate applicable accounts due to the accounting guidelines we must follow. Because of this we ask whenever possible that separate payments be made for each individual payment required. Also keep in mind we are not permitted to keep money in the building and are therefore unable to make change. Please try to pay the exact amount of each payment if paying in cash. We do, however, recommend payments be made with checks as it is easier to identify if it should get lost. Checks should be made payable to "Tecumseh Local Schools." Please be sure to send a note with each payment stating your child's name and what it is for. School fees are currently \$25.00. School fees and lunch payments can be made through the EzPay system online.

Transportation

Parents are asked at the beginning of each school year to complete a transportation form stating their child's daily transportation plans. Any changes to those plans throughout the school year should be made in writing and include all necessary information. All kindergarten and first graders will have a "bus" tag on their book bag with their transportation information. Kindergarten parents are asked to confirm their child's transportation during kindergarten assessment so that a bus tag can be ready for students at the group conference. Students should have their bus tag on their book bag when they arrive the first day.

Students in grades K-5 will ride buses in their home attendance area to their home schools and then take a "shuttle bus" to their grade level building. The reverse will happen in the afternoon. If your child is a "walker," he/she must be at their "home" school by 7:45 a.m. to catch the "shuttle" bus to their grade level building.

Early Release of Student

Custodial parents picking a child up early from school must provide a photo identification to do so. If the person picking a child up is not the custodial parent, the school must have written permission from the custodial parent and the person picking up the student must provide photo identification.

Communication

We strive to keep lines of communication open. We do call arounds (mass automated phone calls) several times a month to inform parents of upcoming events. More often, we send quick text messages to parents with reminders. Please sign up now for these Remind messages following the directions on the attached form. In addition, your child's teacher may also have you sign up for messages from their class. Our website has other information you may find helpful.