

Park Layne Elementary School

Parent Information 18/19 School Year

Important Phone Numbers

Park Layne School	845-4470
Board Office	845-3576
Bus Garage	845-4492
Absence Line	845-4483
Park Layne Fax	849-6750

Website - www.tecumseh.k12.oh.us

Building newsletters, calendars, and other important information can be found on the Tecumseh Local School District's website.

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

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 14 from 5:30 – 7:00 pm

Latchkey (Before and After Childcare for Tecumseh students in Grades K-8)

- **Before school** - Beginning at 6:30 am
- **After school** - 3:00-6:00 pm
- **Locations** - Donnelsville Elementary and Park Layne Elementary. Students may attend latchkey at either location.
- **Weather Delays or other emergencies** - Latchkey will open at 8:30 am
- **Monthly Scheduled 2-Hour Delays for Teacher Inservice** - Latchkey opens at 6:30 am
- **School Closings** Latchkey will be closed on days when school is closed for weather or other emergencies including early dismissals.
- **Latchkey fees:** \$10 registration fee for your first child, \$1 for each additional child; \$3.50 per hour per child (10% discount for more than 1 child). Registration forms and guidelines are also available in the school office, at Open House and in Latchkey.

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 to send money with your children each day. 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. Parents may also sign up for email alerts when their child's balance reaches a set amount. Parents choose that amount. If a student does not have money on his/her account, their meal will be charged and must be paid off as soon as possible. Students are only permitted to charge three meals. After the third charge, students will be given a turkey and cheese sandwich and milk only. Please make sure your child is not put in this position by keeping money on their account.

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 payments and lunch payments can also be made through the EzPay system online. During August and September the fee to use the EZPay system will be waived.

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.** Do not make changes in the online registration system as this system does not communicate daily with the transportation dept. or the school office.

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 tag prior to their 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 through Remind both from the school office as well as from individual teachers. Our website has other information you may find helpful. Please contact your child's teacher or the school office with any questions or concerns.