

## Park Layne Elementary School General Information 20/21 School Year

**Realize all of this is subject to change with the current COVID19 situation. At anytime, should you have questions or concerns, please call the school office and leave a message if no one answers. Someone will then return your call as soon as possible.**

### 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](http://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, 8:20 a.m. to 4:00 p.m. during the school year

### Student Time Schedule

8:40 a.m. Breakfast begins for students eating breakfast at school  
8:55 a.m. Students may enter classrooms, and begin their morning work  
9:10 a.m. Tardy bell rings. Students arriving after this time must be brought to the office by an adult.  
3:30 p.m. School dismissed

### Latchkey

Latchkey is available before school 6:30-8:25 am and after school 3:00-6:00 pm every day school is in session at both Donnelville 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 emergencies including early dismissals. On **scheduled** 2-hour delays for teacher inservice, latchkey will open at 6:30 am.

**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 at the kindergarten assessment registration tables or in 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

The cost of breakfast will be \$1.75 and lunch will be \$2.60. 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. Filling out an online application in early August can expedite the process. Students qualifying for the reduced price will pay \$.30 for breakfast and \$.40 for lunch. If your child will be packing, milk is available for 50¢. 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. 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 payments 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. Changes to a child's transportation plan will only be made out of necessity. Please do not ask to change a child's transportation plan on a particular day just out of convenience.

### **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. Tecumseh Local Schools has an app that can be downloaded through the Google Play Store or through the App Store. Our website has other information you may find helpful. If you are in need of a Spanish interpreter, please call the school office. If the interpreter is unavailable, you will be asked to leave a voicemail and the interpreter will call you back as soon as possible.