

## **Park Layne Elementary School General Information 23/24 School Year**

**At any time, 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 6:30-8:30 am and after school 3:25-6:00 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.

**Latchkey Registration** - Must be filled out online through Procure Solutions. Link available through Final Forms under Transportation or on the website under Parent Resources

### **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 and Lunch have been free for all students the last several years through the federal government but this will NOT be the case for 23/24. You are encouraged to go to the Child Nutrition Tab on the Tecumseh Website in July and fill out an application for Free/Reduced Lunch. Lunch and Breakfast prices for the 23/24 school year have not been set.

### **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 must fill out transportation plans through Final Forms, our online registration program, prior to the start of each school year. Any changes to those plans throughout the school year should be made in Final Forms. Parents are also required to call the school office and the transportation office regarding any changes. 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.

If your child is a "walker," he/she must be at their "home" school at 8:30 a.m. to catch the "transport" bus to their grade level building.

Each child must have the same morning plan all five days of the week and the same afternoon plan all five days of the week. These plans may be different from each other. (i.e. A child may ride the bus to school each morning and go to latchkey each afternoon.) 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.

### **Extra Set of Clothes**

Please send in an extra set of clothes in a baggy for your child to keep in their book bag/cubby at school in cases of accidents or food spills. We also accept clothing donations sizes 6-12.

### **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. Our main form of communication is messages sent through Parent Square. Please check your email in August for information on setting up your preferences within the ParentSquare app. You will be able to choose whether to receive notifications via email, text or in the app. This will be our main form of communication. 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.