

## Park Layne Elementary School General Information 24/25 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, 8:30 a.m. to 4:00 p.m. during the school year

### Student 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

### 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

Prices for the 24/25 school year are \$2.00 for Breakfast and \$3.50 for Lunch. Students who qualify for Reduced Priced Meals for the 24/25 school year will receive free meals. You may put money on your child's account through PaySchools Central before the start of the school year and throughout the year as needed. Within PaySchools Central, you can set spending limits, indicate if your child should eat breakfast, etc. You will also be able to set up your account to receive alerts when your child's balance falls to a certain level, which you will determine. Applications for Free/Reduced Meals will be available through PaySchools Central and the Tecumseh Website after July 1. We encourage all families to fill out an application for Free/Reduced Meals even if you think you may not qualify.

### 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 can 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.

### Early Release of Student

Custodial parents picking a child up early from school must provide photo identification. 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.

### **Extra Set of Clothes**

Please send in an extra set of clothes in a bag for your child to keep in their book bag/cubby at school in cases of accidents or food spills. We are always in need of clothing donations in sizes 6-12. Sweat pants are our most needed item. When cleaning out clothes, please keep us in mind for your donations.

### **Latchkey**

Latchkey is available before school 6:30-8:30 am and after school from 3:25-6:00 pm every day school is in session at both Donnelleville Elementary and Park Layne Elementary. Students may attend latchkey at either location. When there is a delay due to weather or other emergencies, 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 available online and 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.

**Latchkey Balances must be paid IN FULL at least every two weeks or students will not be permitted to continue to use latchkey services.**

### **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 that separate payments be made for each payment required. Checks should be made payable to "Tecumseh Local Schools" and are the preferred payment method over cash. If paying in cash, an exact amount is required as no cash is kept in the building for making change. Please send a note with each payment stating your child's name and what it is for. School fees are \$25.00. School fee payments and lunch payments can be made online through PaySchools Central. There is no Technology Fee for Kindergarten and First Grade students as they will not be issued their own Chromebook but will instead have access to Chromebooks only at school. **Please note that students will not be permitted to attend field trips, purchase school pictures or participate in events like the Book Fair until all school fees have been paid.**

### **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 must also call the school office and the transportation office regarding any changes.** All kindergarten and first graders will have a "bus" tag with transportation information on their book bag. 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 on 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 and afternoon plans all five days of the week. These plans may be different from each other. (For example, 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.