

Park Layne Elementary School

Kindergarten Parent Information 20/21 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 during assessment, or feel free to call the Park Layne School office. **Realize all of this is subject to change with the current COVID19 situation.**

Important Phone Numbers

Park Layne School 845-4470
Park Layne Fax 849-6750
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.

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

Kindergarten Phase-In and Assessment

The first day of school for students in grades 1-12, will be Wednesday, August 26. Students entering kindergarten will start school on a "Phase-In" schedule. Your specific schedule will be emailed to you in late July. Kindergarten Assessments will take place by appointment August 19 - 21. During assessment parents will participate in a parent training regarding technology students will use this school year. Half of our kindergarten students will then attend school on Monday, August 31 and the other half of our kindergarten students will attend school on Tuesday, September 1. All Kindergarten students will then begin the regular school schedule on Wednesday, September 2. The letter you receive via email in late July will provide your child's assessment time and first day of school.

Latchkey

Latchkey is available before school beginning at 6:30 am and after school until 6:00 pm every day school is in session at all elementary buildings. Park Layne students may attend latchkey at any location. When there is a delay for 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 still 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 required 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 24 hours a day every day.

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Breakfast and Lunch Money

The cost of breakfast is \$1.75 and lunch is \$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 will be asked to confirm their child's transportation during kindergarten assessment. If this information has changed since you registered your child, please email Mrs. Strader with the updated information. Students should have their bus tag on their book bag when they arrive the first day.

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.

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. Those messages will be delivered through our own Tecumseh app beginning with the 20/21 school year. 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.