

West Liberty-Salem Elementary

Fall Newsletter 2018



WELCOME BACK!

I hope you have all had a great summer. If you are anything like me, you are ready to get back to school! Included in this newsletter is important information I'd like to share as we approach the first day of school. See you soon! Aaron Hollar, Elementary Principal



FIRST DAY OF SCHOOL: Everyone in grades K-5 will be on a "staggered start" for the first three days of the school year. Therefore, your student will report to school on two days the first week of school. Our goal is to work through procedural information on these days, which will include safety drills for fire and tornado, STAR testing, etc. **The school day is 7:45-2:57.** The schedule for 1st-5th grade students is based on last name. **Tuesday, Sept. 4th: A-G | Wednesday, Sept. 5th: H-M | Thursday, Sept. 6th: N-Z | Friday, Sept. 7th: ALL students.** Kindergarten students should follow the schedule mailed separately.

NOTE: If your student cannot attend on the date noted above, please contact Mrs. Cotrell in the office to schedule their first day on a different day of the week.



OPEN HOUSE WEDNESDAY, AUGUST 29: 4 PM-6 PM

SCHOOL FEES: Fees may be paid the evening of August 29. OR Mrs. Cotrell will be available to collect school fees from 7:30 a.m. until 2:30 p.m. beginning Tuesday, September 4. **Cash or check only, no credit/debit cards.** You may send a check to school with your student. Please note their first and last name in the memo line.

FEE PRICES: K = \$36 1st = \$35 2nd = \$35 3rd = \$44 4th = \$46 5th = \$45

SCHOOL SUPPLIES: Students may bring school supplies during Open House. On the first day of school, please ensure they have essentials (pencils, paper, folders). Supply lists can be found on our website at wlstigers.org or at Walmart in Bellefontaine and Urbana.

IMPORTANT INFORMATION

SECURE FRONT ENTRY: The main entry doors will automatically lock beginning at 7:45 a.m. each day. This helps ensure the safety of our children, and impacts a few items noted below:

ALL VISITORS MUST BE BUZZED IN: Since the front entry doors will be locked during the school day, all visitors will need to buzz in at the main entry and await a response from the building secretaries. All visitors must then check in at the office for additional direction.

TARDY STUDENTS MUST BE ACCOMPANIED BY AN ADULT: Since the front entry doors will be locked after 7:45 a.m., an adult must buzz in at the main entry and escort the student to the office for sign in with the attendance secretary.

STUDENT DROP OFF AND PICK UP: Buses will park and drop off/pick up in the back of the school and will use both the north and south entrances.

MORNING PROCEDURES: Parents who are dropping off students will use the curb in front of the school by the main entrance. Continue in the left lane (one-way traffic) until a parking spot along the curb (to your right) is available. Then pull to the curb. If no space is available, you may park in the visitor parking spots in the front. **ALL STUDENTS SHOULD EXIT THE PASSENGER SIDE OF THE VEHICLE.** To exit the drop off area, enter the left lane (one-way traffic) and proceed to the four-way stop. Turn left to use the north exit ONLY, or continue straight to use the south exit ONLY.

AFTERNOON PROCEDURES: For Elementary students, park along the curb in front of the building (or in visitor spots in the front lot) and come into the Elementary cafeteria to sign out your student(s). Please DO NOT park in the designated fire lane.

ELEMENTARY STAFF ANNOUNCEMENTS: I'm happy to announce and welcome new additions or moves in the WL-S Elementary staff! Mrs. Emily Price to KG (from 1st) | Miss Alison Dunn to KG (new) | Mrs. Kristy Spring to 1st (previously Ms. Staten from KG) | Mrs. Jenny Patton to 1st (from Title I) | Mrs. Allissa Creager (previously Miss Ware) | Ms. Betsy Kale to 4th (new) | Mr. Matt Sertell to full time 5th | Mrs. Christiana Beres (previously Miss Lehman) | Miss Abbie Henry to Title I (from KG)

CAFETERIA: The cost of a Type A school lunch is \$2.75 for Elementary students and \$3.95 for adults, \$.40 for reduced lunch and \$.55 for a milk carton. Visitors are welcome to join us for lunch – just stop by the Elementary Office to sign in!

BREAKFAST: Every student has the option to receive breakfast at school. The cafeteria will offer breakfast daily, which will be available for purchase in the hallways for those who would like to receive it. Breakfast is free for students on free lunch, \$0.30 for students on reduced lunch, and \$1.65 for a regular breakfast. Breakfast will start on Monday, September 10. If you do not wish for your student to purchase breakfast, please contact Kathy Smith (ksmith@wlstigers.org or 937-465-1060 ext 136). In the past, students have purchased breakfast against their parent's wishes. Mrs. Smith can block a student's ability to purchase breakfast if necessary.

LUNCH ACCOUNTS: WL-S utilizes a digital lunch program called PayForIt.net. Parents may add funds to their student(s) account online using the student ID number. For questions, please call Kathy Smith.

SUBSTITUTES NEEDED: If anyone is interested in substitute work in the cafeteria, contact Kathy Smith.

YMCA AFTER CARE: Please call or email Nicky Naylor at the Champaign County YMCA to enroll or re-enroll your student(s) in the After Care program (2:55-6:00 p.m.). Phone: 937-484-3564 Email: ymcabac@ctcn.net.

WEBSITE REDESIGN: We know how important it is to get you the information you need in a simple way. This summer, we redesigned wlstigers.org to provide our community a better user experience. Check it out!

CONTACT US: To report a student absence, please email attendance@wlstigers.org or call Mrs. Wilcoxon at ext 103. To submit a transportation change or for other questions, please email k5@wlstigers.org. OR, contact Mrs. Cotrell in the Office at 937-465-0060 ext 101 or email alcotrell@wlstigers.org.