

Kolling parents,

Welcome to the start of the 2021-2022 school year. I know it has been another rocky start to the school year, but please know that our staff members are doing an amazing job so that your children have an incredible experience learning and forming relationships with their classmates and teachers this year. Please see the information below for answers to beginning of the school year FAQs.

### **Building Access August 5<sup>th</sup>**

All LC buildings will be open on Thursday, August 5<sup>th</sup> from 10:00am – 6:00pm. Buildings are open for book rental questions, lunch account payments, nurse questions, to drop off medication, or to sign up for after school care with Adventure Club. Do not forget that you can pay book fees online through Skyward. This day is not for purchasing bookstore items.

### **Bookstore Items**

Please send your bookstore payment to school with your child any day the first week of school. **Please make check payable to Kolling Elementary.** As with any money ever sent to school, please label the envelope clearly by making sure to write your child's first and last name and his/her teacher name on the envelope and specify bookstore on the envelope as well.

### **Open House for Grades 1-4**

We will have an Open House opportunity for parents to meet your child's teacher on the evening of Monday, August 16<sup>th</sup>. The August 16<sup>th</sup> event will only be for students in grades 1-4 (Kdg is Aug 5<sup>th</sup>). Please be sure to mark your calendars. **The grade 1-4 Open House event is for Kolling parents only – children should not attend.** A copy of the schedule is attached here: If you cannot attend Kolling's Open House, teachers will also post important information on their Canvas page.

### **Parent Drop-off / Pick-up**

If you will be dropping your child off, or picking your child up, please become familiar with our procedures that are strictly enforced. You can find procedures on our website: [https://kolling.lcsc.us/wp-content/uploads/sites/8/2021/08/drop\\_off\\_pick\\_up\\_updated.pdf](https://kolling.lcsc.us/wp-content/uploads/sites/8/2021/08/drop_off_pick_up_updated.pdf)

### **Bus Information**

If your child will be riding the bus, please check the transportation website on the link provided for pick-up and drop-off times and bus stop locations. Make sure to read the directions carefully on the link for how to enter your address.

<http://lcweb.lakecentral.k12.in.us/livewq/webquery/>

If there is an issue with the information listed in this section of your Skyward account, please contact a secretary from the transportation department to assist you ([gflores@lcscmail.com](mailto:gflores@lcscmail.com), [vmadvek@lcscmail.com](mailto:vmadvek@lcscmail.com), [jmccullo@lcscmail.com](mailto:jmccullo@lcscmail.com)).

### **Write Note or Call for Dismissal Changes**

The most convenient way to communicate dismissal changes is to write a note and send it in with your child. Make sure the note is big enough that it will not get lost between larger papers, includes your child's first AND last name, includes the teacher's name, and includes the date for the changes. If you are not able to write a note, you must call the office and leave a message on the voicemail or with a secretary. Most importantly, please make sure changes are in by 2pm each day. If it is an Adventure Club change, remember to notify Adventure Club AND our school. The Adventure Club call off number is 219-365-1391.

### **Dismissal - Older children getting younger siblings**

Please do not direct your older child to go to a younger child's classroom when they are dismissed at the end of the day. If children are going to Adventure Club or being picked up, there is no reason to do this and it often leads to confusion. The adults waiting at these locations will make sure each child gets there. If your children ride the bus tell them to go to the bus and look for their younger sibling there and to let the driver know if they do not see their sibling.

### **Sick Students MUST be Picked Up**

If your child is exhibiting an illness (or a serious injury), they must be picked up right away. It is the responsibility of the parent to have arrangements in place in case your child must be sent home without notice.

### **Label Everything**

Things get lost all the time and many students have identical belongings, so make sure to put your child's first and last name on everything you can, especially backpacks, lunch boxes, and water bottles. If it is properly labeled, it will find its way back to your child.

### **School Lunch**

Students can bring a lunch from home or get a school lunch. Lake Central Food Service has been approved to offer one free breakfast and one free lunch daily to all students enrolled in LCSC. The program will continue until USDA funds are depleted. No action is required to participate. If you would like your child to purchase milk only, they will need to have funds in their lunch account. Milk only is not part of the USDA approved free lunch. You can add lunch money through Skyward. If you are sending a check, put it in an envelope labeled with your child's first/last name and indicate lunch money on the envelope and check. Please visit the Lake Central Food Service web page for FAQs and menus.

<https://schoolnutritionandfitness.com/index.php?sid=2906101804231915>

### **Send a Healthy Snack Each Day**

It is a long day and students get hungry. Send a healthy snack to school each day for your child or put something extra in their lunchbox. We do not want students eating unhealthy items during class. Please refer to our healthy snack guidelines here:

### **Send a Water bottle with Your Child**

Students will not be permitted to drink from the water fountains. They can refill their water bottles from the fountain, but they cannot drink directly from it. Please make sure your child has a water bottle each day and make sure it is labeled with your child's first/last name. Disposable cups will be available if your child forgets their water bottle.

### **Dropping Items Off for Your Child**

Our building enforces strict safety procedures for building access for guests. Safety procedures include that a table is provided in the foyer for parents to drop off items that they are delivering for their children. If you are dropping off things like school work or lunch, please label it and leave it on the table in the foyer. Our staff regularly checks the table and makes deliveries throughout the day. If you are leaving something for the nurse, you will use the intercom to let the secretaries know (do not leave medication at the table).

### **No Birthday Treats or Goodie Bags**

All Lake Central elementary schools are continuing to limit extra food in buildings this year. We are also limiting items being sent home with students that came from someone else's home. Therefore, we will not permit parents to send in birthday treats or goodie bags to be passed out to classmates. Teachers will find alternative ways to celebrate your child's milestones with their classmates.

### **Summer Reading Challenge**

This summer, students were encouraged to participate in the Lake Central Summer 2021 Reading Challenge. If your child participated, please make sure forms are turned in by Friday, August 13<sup>th</sup>.

### **A few other reminders:**

- Parents of elementary students will be able to view teacher assignments on Skyward at 11:00am on Monday, August 9<sup>th</sup>.
- The first day of school for students is Tuesday, August 10<sup>th</sup>.
- Our staff will be in full affect to assure that all children make it class. If you would like to help your child find their class easily, write your child's first/last name and grade on a slip of paper to show a staff member once they enter the building.
- A copy of school supplies can be found on our website: [https://kolling.lcsc.us/wp-content/uploads/sites/8/2021/08/2021\\_2022\\_Kolling\\_Supply\\_List\\_updated.pdf](https://kolling.lcsc.us/wp-content/uploads/sites/8/2021/08/2021_2022_Kolling_Supply_List_updated.pdf)

- If you purchased a supply bundle through the PTO, it will be in your child's classroom before the first day of school.
- If your child cannot carry their school supplies in all at once on the first day of school, you can send items with your child a little at a time throughout the week. Be sure to label large supplies with your child's first and last name (backpack, lunch box, water bottle).

Enjoy your last few days of summer break!

Sincerely,  
Cassandra Cruz - Kolling Principal