

# ABC's of Back to School

Welcome to Our Lady of the Presentation School



## All About Drop-off and Pick-Up

**Morning Drop-Off** takes place in the North Parking lot, beginning at 7:30 a.m., and continuing until about 8:00 a.m. Enter at the northern most drive and continue around the perimeter of the parking lot in a counter-clockwise pattern. You will be directed into one of two drop-off lanes. **Pull all the way forward to the crosswalk** - please DO NOT stop at the door. This allows each lane to fill up completely with cars, unload children in batches, and move on for the next batch of cars to fill the lane. This is the most safe and efficient way to handle drop-off for 475+ children in a short period of time. If you are in the closest lane, your child(ren) should go directly to the sidewalk by the building, and walk to the north school entrance door. If you are in the 2<sup>nd</sup> lane, your child(ren) should walk to the crosswalk, where they will be directed when to cross to the sidewalk by the building.

Adult staff members are always in the parking lot to assist your child(ren) from 7:30 – 8:00 a.m. Please make every effort to arrive by 7:50 a.m., so your child(ren) can get to his/her classroom before 7:55 a.m. If you arrive later than 8:00 a.m., and there is no staff member in the parking lot, **you must walk your child(ren) into the school office and sign him/her in**. Never leave a child unattended in the parking lot. NOTE: If you drop off your child(ren) before 7:30, they will be signed into the ACED morning care program and you will be charged for that day's attendance, even if you are not registered with the ACED program. **If you will routinely arrive earlier than 7:30, please register with ACED.**

**Afternoon Pick-Up** normally\* takes place in the North Parking Lot, at 3:15 p.m.\*\* Kindergarten usually dismisses a few minutes earlier. Students in grades K - 5 will be lined up with their classrooms by grade. Please make eye contact with your child's teacher before leaving with your child(ren). Children are NOT allowed to walk through the parking lot unattended. You must walk up to your child's group to pick him/her up. Students in grades 6 - 8 stand in a group beside the building, between the North School Entrance and the Gymnasium Entrance.

\*In the case of inclement weather, you will be notified to pick up your child(ren) in the school gym, in a similar manner as described above. **ALL students, (K - 8), must be dismissed individually from the gym.** Students are not allowed to exit the building unattended.

\*\*Make every effort to pick up your child(ren) promptly! We understand that unexpected circumstances arise, which may cause parents to be late on occasion. Please keep in mind, however, that staff members routinely have after-school meetings, lessons, practices, or other obligations. Therefore, children who are not picked up in a timely manner will be signed into the ACED afternoon program, and you will be charged for that day's attendance, even if you are not registered with the ACED program. **If you will routinely arrive later than 3:15, please register with ACED.**



## Bank on your Payments

**Please keep current** on all financial obligations to the school. Quarterly Report Cards will be held for outstanding accounts, including tuition, lunch accounts, ACED accounts, and other obligations such as library books or fines, and athletic uniforms or equipment. ALL PAYMENTS are accepted at the school office in the form of cash or check. Additionally, payments are accepted online, as follows: **Tuition, ACED and Lunch payments** can be made online in Sycamore. Parents should have received an email in June with Sycamore log-in information. Questions? Contact information is listed below.

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## *Calling the right people*

**OLP School and Parish Staff** are available to help with any questions you have! Follow the list below to find out who can help you best, or where to start with your questions.

**Payment questions** should be directed as follows:

- ❖ Tuition Questions - Karen Storck, Finance Coordinator, at the Parish Office. [kstorck@olpls.org](mailto:kstorck@olpls.org)
- ❖ Lunch Account Questions - Melissa Wade, Cafeteria Manager, [mwade@olpls.org](mailto:mwade@olpls.org)
- ❖ ACED Account Questions - Sharon Cornell, ACED Accounts Director, [aced@olpls.org](mailto:aced@olpls.org)

**Absences and Late Arrivals.** Please call the school office at 816-251-1150, or send a group email including Mary Kay Hayde, [mkay@olpls.org](mailto:mkay@olpls.org), Janice Drake, [jdrake@olpls.org](mailto:jdrake@olpls.org), and your child's teacher. **Your call or email message should be received by 9:00 a.m.** \*If you are planning to arrive late, be sure to give your child(ren)'s lunch order to Mary Kay or Janice at the school office by 9:00 a.m. Lunch orders received after 9:30 a.m. cannot be accepted.

**Classroom related questions** should be directed to your child's homeroom teacher, for grades K - 3. Beginning with 4<sup>th</sup> grade, contact the teacher who teaches the subject-matter in question. If your question applies to the grade-level as a whole, contact the homeroom teacher. Middle School questions can be addressed to Assistant Principal, Mrs. Marianne Organ, [mailto:morgan@olpls.org](mailto:mailto:morgan@olpls.org) or your student's teacher.

**Event related questions** should be directed to the chairperson(s) heading the event. Office staff can always lead you in the right direction; but, may not have answers to detailed questions. Check weekly newsletters for contact information, as each event approaches. For questions about OLP's three largest fundraising events and the Panther Partner committee, use the following email addresses:

- ❖ OLP PTO Annual Golf Tournament: [golf@olplsschool.org](mailto:golf@olplsschool.org)
- ❖ OLP Annual Turkey Trot 5K Run/Walk: [turkeytrot@olplsschool.org](mailto:turkeytrot@olplsschool.org)
- ❖ OLP Annual Auction: [auction@olplsschool.org](mailto:auction@olplsschool.org)
- ❖ Panther Partners Committee: [pantherpartners@olplsschool.org](mailto:pantherpartners@olplsschool.org)

**Almost everything you need to know** can be found on the school website, at [www.olplsschool.org](http://www.olplsschool.org), including the school calendar, handbook, and links to ALL the weekly newsletters and associated flyers and forms. The Parent Handbook is available in Sycamore in the Documents section.

