

# Lee Hill Elementary School Informational Items

Each year, we tend to get several questions about the following items. We hope this list of informational items is helpful. As always, please contact your child's teacher or the school should you have questions. Thank you in advance for your help!

- If your child's morning transportation to school **DIFFERS** from his/her transportation home in the afternoon, please send a **DETAILED** note to your child's teacher describing how your child will get to/from school. (For example, a child might ride bus "50" in the morning, but in the afternoon, he will go to "DAYCARE ACADEMY" Monday – Friday.) This will assist us greatly in avoiding any transportation conflicts. Please do not send calendars. We ask that you send a note for each day that your child's transportation will be different.
- Please have your photo I.D. ready to present when picking up your child or requesting specific information about your child. Please remind all persons who have permission to pick up your child to have their I.D. with them as well. **(Persons authorized to pick up your child must be listed on your child's emergency card.)**
- Should you need to drop off items for your child, i.e. lunch money or a note for the teacher, please drop these items off at our main office. We are working diligently to minimize disruptions in our classrooms. In addition, we ask that you schedule an appointment with your child's teacher in advance should you need to speak with him/her. This will ensure that you have the teacher's undivided attention.
- Should you have changes in any of your emergency information (telephone numbers, etc.), please send a detailed note explaining the changes to your child's schedule.
- Please return all required "beginning of the year" forms promptly. This assists us in having all needed information for your child as quickly as possible.
- Be aware of school signs, especially in regard to parking in the bus lane or coming through the bus lane during school hours. Vehicles cannot access the bus lane for any reason during the following hours:  
  
8:15 a.m. – 9:00 a.m. and  
2:45 p.m. – 3:45 p.m.  
During these hours, you must park in the parking lot.  
\*Reminder: It is against state law to pass a school bus while the bus is loading or unloading children.
- In order for our nurse to give **ANY medications** to your child, we **MUST** have a doctor's note on a MEDICATION REQUEST FORM detailing what medication your child is to take, how much, and how often. Please **DO NOT** send medications to school with your child. All medications must be delivered to school by a parent/authorized guardian. Medication must also be delivered in the original container.
- Instructional hours for students are 8:45 a.m. – 3:30 p.m.

Sincerely,  
Mrs. Lewter, Principal