

Dear kindergarten parents,

Welcome to Kolling Elementary. We are happy that you have entrusted us to educate your child and we look forward to meeting him/her on the first day of school, **which is Tuesday, August 15th, 2023.**

The contents of this attachment include some important information about events that will help you and your child transition to kindergarten. [Please be sure to read the contents of this letter carefully before contacting the office with questions that may already be answered here.](#) For all other inquiries, please contact our main office.

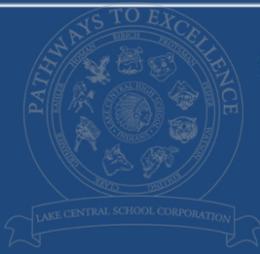
You will also be receiving separate information from the Lake Central School Corporation (LCSC) about ONLINE REGISTRATION. Please note that your child is only enrolled at this point and [you must go through the steps of online registration to complete the process.](#) You will complete online registration every year for every LC student regardless if they are new or returning. You may complete online registration between the dates of July 31st - August 3rd.

We encourage you to use bus transportation, including on the first day of school. If you plan to drop-off or pick-up, please become strongly familiar with the procedures included below.

[Click here](#) for a copy of our supply list. You can also find the list on our school website.



♥ Welcome to
Kindergarten



LAKE CENTRAL SCHOOL CORPORATION

8260 WICKER AVENUE, ST. JOHN, INDIANA 46373

(219) 365-8507 WWW.LCSC.US

Dear Newly Enrolled Parent/Student:

Welcome to the Lake Central School System! We are happy that you have entrusted us to educate your child and we look forward to having him/her with us.

Your student is officially enrolled for the 2023/2024 school year. The information you provided during the ENROLLMENT PROCESS reserved a spot for him/her in the fall. The process will be complete once you complete the ONLINE REGISTRATION in late July along with the rest of our student body.

What you can expect:

If you are a new family to the Lake Central School District, Skyward Family Access Login ID and temporary password will be emailed to you by mid-July. This email will also have instructions on how to set up your account, how to officially “online register” and how you will use the system to access your child’s grades, report cards and student information throughout their time in the Lake Central School System. If you do not receive a code by July 24th, please go to www.lcsc.us and click on the Skyward Link. Click the “forgot password link” and enter the email address you enrolled your child with and the system will email your login and a temporary password. If that does not work, you can email skywardaccess@lcscmail.com with your child’s name and school, and activation information will be emailed back to you.

If you already have a Skyward Family Access account for an older child, the newly enrolled student has been added to that account. If you do not see him/her when you login, please email skywardaccess@lcscmail.com so we can resolve that for you.

Remember, your child is only enrolled at this point; you must go through online registration to complete the process.

Important Dates:

July 24th – Skyward Codes emailed out to parents of all students new to the corporation and kindergartners. LCSC will email all parents, explaining online registration dates and times.

July 31st - August 3rd - ONLINE REGISTRATION

Online Registration begins after 10:00 a.m. July 31st and closes at 11:59 p.m. August 3rd

August 8th and 9th – Registration Help in LCSC Tech Training Lab (10AM - 3PM)

August 14th – Elementary Schedules Available Online at 11:00 a.m. (see teacher assignments)

August 14th – Kindergarten Students Trial Bus Ride (you will receive information about this from transportation)

August 15th – FIRST DAY OF SCHOOL (full day)

Thank you,
Lake Central School Corporation

Kolling Elementary School Kindergarten Meet the Teacher Social



Kolling Kindergarten teachers will host a **Meet the Teacher Social** on **Thursday, August 10th from 5:30-6:30 pm**. Each kindergarten student is invited to attend and is limited to only one adult per classroom. Since teacher assignments will not be listed in Skyward, we will have several places in the building where class lists will be posted the night of the event. Please follow the schedule below.

Boys Schedule (Enter at Door C):

- 5:30-6:00 pm - Meet Principals and PTO Board in Café
- 6:00-6:30 pm - Meet Teacher in classroom

Girls Schedule (Enter at Door A):

- 5:30-6:00 pm - Meet Teacher in classroom
- 6:00-6:30 pm - Meet Principals and PTO Board in Café

We invite you to use this time to show your child where his/her classroom will be, learn about what experiences your child will have in kindergarten, and enjoy a treat in our café- compliments of the Kolling PTO.

Parents are asked to bring all school supplies to the event so that children will have a lighter load on the first day of school. Please put all supplies in a large paper bag with your child's name on the bag. Larger supplies should be labeled.

This opportunity is being offered to kindergarten students only as a means to ease the anxiety of starting school for the first time. In order for kindergarteners and parents to get the most out of the evening, we strongly encourage families to arrange for a babysitter for young, non-kindergarten age children when possible.

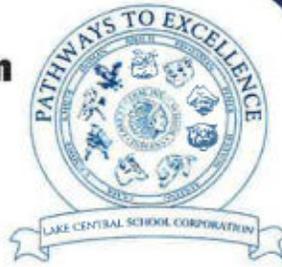
As noted above, each child is limited to 1 adult. The purpose of the event is to ease kindergarteners' anxiousness about starting their new school. Large crowds and unfamiliar places are likely to add to their anxiety, so we are trying to keep the crowd as simple as possible for our newest students at this event. There will be plenty of other opportunities for both parents to be involved in their child's school experience - but this one is all about the kid 😊

For safety reasons, parents will not be permitted to walk children to classrooms on the first student day or any other day of school. For this reason, we highly encourage you to participate in this event.

Lake Central School Corporation

8260 Wicker Avenue St. John, IN 46373
Tel: (219) 365-8507 Fax: (219) 365-6406

website: lsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
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Yolanda Bracey, Ed.D.
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Director of Secondary Education

Rebecca Gromala
Director of Student Services



To: Parents of 2023-2024 Kindergarten Students
From: Charles Strebar, Director of Transportation; Dr. Larry Veracco, Superintendent
Re: Kindergarten School Bus Practice Run
Date: May 5th 2023

This fall your child will be coming to a Lake Central elementary school for the first time. A Kindergartner's anxiety (and yours) may be high as formal education begins. We have found that riding a bus prior to the first day can significantly reduce a child's apprehension regarding riding the bus to school, and we strongly encourage all families to participate. Additionally, our drivers really like the opportunity to introduce themselves to their new riders and their parents. Each kindergarten student will be allowed to ride the school bus with his/her parent or another adult the day before the start of the regular school year. Brothers or sisters under school age will not be allowed to participate in the school bus orientation due to Child Safety restraint laws.

This opportunity for the 2023-24 school year will begin with the buses **leaving the Transportation Center at 10:00 a.m. on Monday, August 14, 2023** to start picking up kindergartners. If you and your child are planning on participating in this orientation program please be at your bus stop at 10:00 to ensure your child does not miss the bus. If you are unsure of your stop please call the Transportation Department at 219-365-3141. Remember that the buses are running their entire route and it depends on where you are located on that route as to what time your actual pick up time will be.

All kindergarten and adult riders will arrive at their respective school and will be shown the arrival location of their buses and the entrance to the school that the child will be using on his/her first day of school.

Currently the transportation routes are being finalized for the 2023-24 school year. By Thursday, August 3rd you will be able to obtain information on your specific route at the following web address:

<https://www.infofinderi.com/ifi/?cid=LCSC2LER0606T>

We hope you participate in our practice bus ride on August 14th.

2023/2024 Kolling Parent Drop-Off/Pick-Up Procedures

The First Day of School and Beyond

The first student day is Tuesday, August 15th, 2023. The school day begins at **8:10am** for in-person learning and dismissal begins **at 2:35pm**. The district has planned for 7 half-day school days. Half-day dismissal will be at 12:10pm. In addition to the directions below, our staff has also created a video to help explain the important drop-off and pick-up procedures. [Click here](#) to access the video.

All Grades Drop-Off Directions:

If you choose to bring your child to school, you **MUST** use curbside drop-off. We anticipate a large number of car riders, so it is **CRITICAL** that you help us out by staggering your arrival time as follows. This means **your vehicle cannot enter our parking lot until the assigned time**. If you have children in multiple grades, pick a time slot.

7:45 Grade 4

7:50 Grade 3

7:55 Grade 2

8:00 Grade 1

8:05 Kindergarten

ALL parents must cooperate with these staggered drop-off times. Students will enter through Door B or C, depending on which is closest to where your car is designated to stop.

Even on the first day of school, parents are not permitted to park and walk their child to the sidewalk. With the number of vehicles in our parking lot, it is not safe to allow so much pedestrian traffic. **Safety First!** We will have plenty of staff to help ease every single anxious student that comes our way. We **ALWAYS** do! Students being dropped off will not be marked tardy until we have reached the end of the drop-off line.

All Grades Pick-up Directions:

You MUST use curbside pick-up and wait in your vehicle for your child to be dismissed. We will begin loading cars at approximately 2:35pm. You MUST use the staggered times below to enter our parking lot. When you arrive early, you are putting your/our community at risk if we are blocking town roads. Emergency vehicles cannot get through and if traffic is not flowing on Kolling Road, cars try to go into oncoming traffic to go around and this is also extremely dangerous. Therefore, we will be using staggered times for pick-up as well. This means **your vehicle cannot enter our parking lot until the assigned time**. If you have children in multiple grades, pick a time slot.

Full Day Pick-up Times	Half Day Pick-up Times
2:25 Kindergarten	12:00
2:30 Grade 1	12:05
2:35 Grade 2	12:10
2:40 Grade 3	12:15
2:45 Grade 4	12:20

You must enter the parking lot from the Kolling access road and enter the loading zone along the sidewalk in the front of the building. You cannot enter from US 41 for curbside pick-up. **You must have a sign with your child's name showing in your windshield.** The sign should be written dark enough and big enough for our staff to read from far. Even if you feel the staff knows you well, we ask that **EVERY VEHICLE** have a sign. Subs fill in and adults draw blanks.

Students will be loaded by staff.

All cars are to remain in park when in the unloading/loading zone and NO CAR CAN LEAVE the zone until our staff has directed you to do so. This is especially important for the first car in the line. We may still be unloading/loading vehicles behind you and if you leave, everyone will start moving when we are still loading children.

- Cell phone use is not permitted while in the loading zone.
- The loading zone will be closed with barriers until pick-up begins. Cars are not permitted to pull up to the barriers and park in front of them. Cars are not permitted to stop/park at the access road stop sign and wait for the loading zone to open. If you arrive before the loading zone opens, you can either come back at your assigned time or pull into the parking lot and park in a designated parking spot.
- Smoking is not permitted on any Lake Central School grounds.

The first few days of school may take longer as we get familiar with students and parents, but I am confident that pick-up will run just as quickly, smoothly, and safely as it always has. Remember - **Safety First!**

Kolling Elementary Student Drop-off & Pick-up Map



 Green arrows show the flow of traffic when coming into the lot for drop-off or pick up.

 Yellow arrows show the flow of traffic when leaving the parking lot after student drop-off or pick-up.

If you are the first vehicle in the line, you must stop at the STOP BAR that is painted on the parking lot. You MUST NOT move from that spot until the staff member tells you that you can. Once all vehicles in the unloading/loading zone are clear from students, the staff member will direct when the first car can move.

STOP BAR

Welcome Elementary Parents

The Lake Central Food Service Department works hard to create fun ways to liven up meal time for your child. We want your child to enjoy their time with us! We would like to cover just a few of the exciting Food Service details. First, and foremost, all children are offered a nutritious and fresh meal containing all of the recommended dietary requirements your child needs.

Choosing Breakfast: Start your child's day off right with a healthy school breakfast! Breakfast will give your child more energy, keep them healthy and help to improve their grades. We have several items to choose from. There is a different hot item daily, along with yogurt parfaits and several cereals in addition to fresh fruit, juice and milk. School breakfast is served daily between 7:50 and 8:10. The cost is \$2.25 and is deducted from your child's food service account in Skyward. Everyone is welcome - bus riders, car riders and walkers. If your child arrives late make sure to tell the office they need to eat. We will accommodate late arrivals.

Choosing Lunch: Each day we offer different meal options for your child's lunch. Be it hot or cold, all lunches come with fresh fruit, vegetables and milk. Your child's teacher will ask them in the morning what their choice is for lunch and place the order for them so there is no stress for your child. It is best to review the choices with them the night before, that way they know exactly what their options are. Once they come into the cafeteria, the student grabs their lunch card and goes through the serving line. The cost for lunch in elementary school is \$3.00. If they choose to purchase only milk it is \$.55. A la carte items are available for all children to purchase whether they're purchasing a school lunch or bringing a home lunch.

Special Dietary Needs: We will work with any parent who has a child with a special dietary need. The school's Food Service Manager can make substitutions based on a doctor's recommendation. Diet order forms are available on our website. We must have a diet form filled out in order to accommodate substitutions.

Theme Days: We have at least two theme days per month to keep the children interested in lunch time and to teach them better nutritional choices. For example: we just had "camping day" where we decorated the serving lines in a camping theme and served a healthy version of the s'mores dessert. So yummy! To find out what's next, be sure to check out the lunch menus found on our website at www.lcsc.us.

Celebration Treats: Would you like to make your child's birthday special with a healthy treat option for their classmates? Birthday Treats are available through Food Service. Check out our website for treat options, additional information and order forms. Allergy information is also provided.

Visit our website at www.lcsc.us, click on "Departments" and then "Food Services" for all the above and much more exciting information from your Food Service Department. There you will find information like:

- Monthly Breakfast & Lunch Menus • Nutritional Information
- Program and Contact Information • Making Skyward Payments
- Birthday Celebration Treats • Special Accommodations
- Free & Reduced Applications
- Food Items and Pricing

We encourage parents to email or call any of the Food Service Managers or myself with any suggestions or questions pertaining to the food program. All pricing and menus are subject to change. We hope you find this information useful.

DeAnn Alleva
LCSC Food Service Department

This institution is an equal opportunity provider.

MEAL CHARGE GUIDELINES:

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines for meal charges. Lake Central School Corporation will adhere to the following meal charge guidelines:

1. All cafeteria purchases are encouraged to be prepaid before meal service. The following options are available:
 - Online Payment**
Parent/guardian may prepay student lunch accounts online 24 hours a day, 7 days a week with the Skyward payment feature. Click on the Skyward icon link located on the front page of the district website.
Parent/guardian may view their student's account balance online as well.
 - Check Payment**
Parent/guardian may send a check with their student. On the check, please mark clearly your student's first and last name, their ID #, and your driver's license number. Deposit boxes are located in the Elementary, Middle School, and High School main offices.
 - Cash Payment**
We ask you refrain from sending cash if possible, but parent/guardian may send cash with their student in an envelope clearly marked with their student's first and last name, ID #, grade, and dollar amount. Deposit boxes are located in the Elementary, Middle School, and High School main offices. High School students may also make a deposit in the North Cafeteria, at the designated area, during breakfast only.
2. Charging is allowed for one reimbursable meal at breakfast and lunch. A la carte items may not be charged. Individual milk purchases are considered an a la carte purchase and may not be charged. The parent/guardian of the student is responsible for all debt incurred by the student. Lake Central School Corporation staff are not allowed to charge.
3. If a student repeatedly comes to school with no lunch and no money, the manager will report this to the Building Administrator. It could be a sign of abuse or neglect and the proper authorities will be contacted.
4. The Food Service Director and the Business Office will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
5. An automated email and/or call system will notify parents on Sunday, Tuesday and Thursday of any outstanding negative balance.
6. All accounts must be settled at the end of the current school year. Negative notices will be emailed after the last day of school to the parent/guardian. Negative balances of \$50.00 or more may be sent to collections. The District may take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District. Under the National School Lunch Program, the Food Service Program is not allowed to write-off debt.
7. Parents/guardians who have students graduate or withdraw from the district and have more than \$10 left in the Food Service account will be notified by the Food Service Department. Families with a positive balance will be given the option to transfer the funds to another student or to receive a refund. Before any funds are returned, money will be applied to other outstanding fees owed to Central Office.

Board Approved 7-11-2022

Kolling Elementary School Website



[Click here](#) or scan the QR Code above to visit the Kolling Elementary Website Page for important information, including:

Lake Central
Elementary
School Policies
and Handbook

Parent
Drop-off +
Pick-up
Procedures

Beginning of
the Year FAQ

School Supply
List

Procedures for
Building Access

Weekly Emails
from the
Principal

Technology
Help Page

Building
Calendar

School Safety
Information

Useful District
Quick Links

Kolling Elementary School

