



Oak Creek Elementary
1256 Westwood Drive
Lewis Center, OH 43035

Phone: 740-657-4700

Fax: 740-657-4749

Attendance E-mail: OCESattendance@olsd.us

Building Contacts:

Principal: Julie Lather

Assistant Principal: Jennifer Sabo

Counselor: Tim Hawk

Secretary: Emily Frazee

Daily School Hours: 8:50 a.m. -3:30 p.m.

Building Opens: 8:35 a.m.

Start of School Bell: 8:50 a.m.

Dismissal: 3:30 p.m.

Daily Office Hours: 8 a.m. - 4:30 p.m.

Transportation:

Contact the Transportation Department at 740-657-4080 with any questions about your child's bus, route or driver. Bus numbers and route information will be posted in PowerSchool no later than Thursday, August 8.

Absences/Late Arrival/Early Dismissal:

Parent/guardian must call or e-mail the school at 740-657-4700 or OCESattendance@olsd.us, if his/her child will be absent, no later than 10 a.m. the day of the absence. A call may be made anytime and a voice message left. Please include the child's name, grade level, teacher's name, and reason for the absence.

- If your student will be late arriving or leaving early because of an appointment or any other reason, please call the school to notify us by 10 a.m. for arrival and 1 p.m. for dismissal (normal absence protocol codes/minutes will be applied).
- Upon a child's return, a school excuse is required for all absences for doctor, ortho, dentist, etc. Appointments.

Dismissal:

All teachers/office must be notified of any changes to your child's normal dismissal plan. The child's normal dismissal plan will be followed without a note, phone call or email from a parent. The students may:

- Ride school bus, daycare bus, walk home, Y-Club or parent pick-up* see below.
- *Parent pick-up will be via a continuous car line in the front of the building. Family signs will be provided and must be displayed in the driver side window. Parents are to remain in their vehicles. Please follow prompts of staff members.
- Y-Club before/after school care program (Parents must pre-register their child for this YMCA program)

Recess:

Children are expected to be properly clothed for daily outside play. Students will be outside for recess when:

- The temperature is 20 degrees or above
- Or, the wind chill is 15 degrees or above

Communication:

Olentangy Local Schools website: olentangy.k12.oh.us

District mobile app: Olentangy Schools