



Olentangy Preschool
814 Shanahan Road
Lewis Center, OH 43035
T: 740 657 4360 F: 740 657 4696

July 2024

Dear Olentangy Preschool families,

It is my pleasure to welcome back students, parents, and staff for a great school year ahead! I am looking forward to the 2024-2025 school year and all that it will bring for our school family. Our teachers and staff have been hard at work preparing our buildings, classrooms, and lesson plans to fulfill our District's mission to facilitate maximum learning for every student. While it is not quite time yet, please know we will be ready and waiting with enthusiasm for all to return in August.

Preschool Placements for the 2024-25 school year are to be communicated via email.

Timelines:

- Returning Peer Models Peer Models: Sent via email on May 22
- New Peer Models: emails were sent out on various dates June 5, June 20, June 27 and following the July 11 screener (assignment did not include teacher name)
- IEP Students: Week of July 15
- New IEP Students: individual basis pending special education evaluation timelines

The email includes your child(ren)'s preschool location, program type and session times. **ONLY** returning students will have information with their child's teacher name. On August 8, all parents/guardians of students can access PowerSchool to see their preschool teacher name. IEP students can also access transportation assignment when applicable, peer models do not get transportation.

If you have questions or cannot access PowerSchool to see official assignment, contact below based on whether your preschool child is a peer model or a student with special needs.

Peer Models: Kim Haynes kimberly_haynes@olsd.us or 740-657-4644

Students with Special Needs: Charlotte Davis charlotte_davis@olsd.us or 740-657-5047

New Preschool Students: must register with the New Student Welcome Center. Information was shared in the placement letters. Please note this process can take approximately 2-3 weeks.

Back to School Forms/Emergency Medical Form/PowerSchool

By the week of July 29, all parents will have received an email from Olentangy Preschool about the required Back to School Forms. The Emergency Medical Form can only be accessed in PowerSchool, which can be accessed on August 8.



Emergency Medical Contacts: PowerSchool information also drives our clinic and staff's ability to reach you or your other contacts during a clinic visit from your child or an emergency. Please enter your information and two (2) additional emergency contacts. In addition, *please complete the doctor and dentist information for phone and address* as this is part of our preschool specific licensure requirements.

PowerSchool is a frequently used resource, and parents will be able to complete and update important electronic forms at the start of the school year, pay peer tuition fees, access IEP progress reports, find bus transportation details for our student with special needs, as well as district-level reports and letters.

PowerSchool access is provided after a child has completed the registration process with the New Student Welcome Center. If you need access codes to set-up your parent PowerSchool account or to add a preschool student to your current account, please email one of the following based on your preschool child's enrollment status:

Peer Models: Kim Haynes kimberly_haynes@olsd.us or 740-657-4644

Students with Special Needs: Charlotte Davis charlotte_davis@olsd.us or 740-657-5047

Email Communication: PowerSchool information drives the communication that we use for IEP Anywhere and automated messages. Be sure to update your email address in PowerSchool. If you have emailed a preschool staff member to change your email address, that was only a temporary fix. *Parents must update the information directly in PowerSchool to make the change permanent.*

Understanding and using these communication tools is the best way to stay informed about events and information for our preschool program and all Olentangy schools.

Once again, I am excited for another year at Olentangy Preschool. Our staff looks forward to seeing all of you on our first day back-to-school. If you have any questions, please contact our preschool office at 740-657-4360.

Enjoy the rest of your summer!

Sincerely,

Jaclyn Roscoe
Preschool Director
Olentangy Preschool