



# Ottawa Hills Elementary School

## Back to School Student & Family Checklist

- Complete [PowerSchool](#) Registration by updating your returning student or enrolling you new student** (Opens August 5)
- Pay Fees:** Please pay all school fees and extracurricular fees via PowerSchool or by check in the main office. [Review course fees and extracurricular fees here.](#) (All course fees are required)
- Read the [Parent Handbook](#)**
- [School Supplies](#)**
- [Complete Summer Homework:](#)** Complete all required summer homework.
- Immunizations:** State-mandated vaccines for school entry in Ohio can be found [here](#).
- Submit Administration of Medication Form:** Any student required to take medication during the school day must have the [Administration of Medication Form](#) on file, signed by the family physician. See updated [health office information here](#).
- Change of Address/Custody Agreement:** If you have moved within the Village and haven't shown proof of residency for your new address, please do so before the beginning of the school year. You must bring a photo ID, lease/rental agreement or mortgage statement and a utility bill to the district office. If there has been a change in marital status, you need to bring a copy of the custody agreement to the district office. For questions regarding these matters, contact Karen Mayfield in the superintendent's office at 419-536-6371.
- Attend Open House:** Monday, August 19. Last names A-J attend 5:30-6:15 p.m. Last names K-Z attend 6:15-7 p.m.
- First Day of School:** Students in grades 1-6 begin school on Tuesday, August 20. Kindergarten will follow the staggered start schedule:
  - Last names A-E attend first day of kindergarten on Tuesday, August 20
  - Last names F-M attend first day of kindergarten on Wednesday, August 21
  - Last names N-Z attend first day of kindergarten on Thursday, August 22
  - All kindergarten students attend on Friday, August 23
- School Photos:** Picture day will take place on Thursday, September 5.
- School Messenger:** Ensure you are signed up to receive emergency notifications from the school on your mobile device. You must opt in to receive these notifications.
- Update Directory Information:** [Please update all information in the Membership Toolkit on the OHSPA website.](#) This is different from PowerSchool Registration.
- Hot Lunch Program:** Don't forget to sign up for hot lunches on the [OHSPA website](#).
- Sign up for the Back to School 5K:** Sunday, August 25. [Register here.](#)
- View the [District School Year Calendar](#) & subscribe [District Events Calendar](#)
- Update your OH Connections:** Choose to receive support organization emails



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### MORE INFORMATION

**Report your student absent:** Email [ohesattendance@ohschools.org](mailto:ohesattendance@ohschools.org) and copy the homeroom teacher every time your student is absent.

**Drop-off and Pick-up** (OHLS does not provide bus transportation to/from school)



**School Lunch:** OHLS does not provide school lunches. Lunchtimes are as follows:

GRADE LEVEL	LUNCH	RECESS
1st & 3rd Grade	10:35-11:00 a.m.	11:00-11:25 a.m.
5th & 6th Grade	11:05-11:30 a.m.	11:30-11:55 a.m.
2nd & 4th Grade	11:35-12:00 p.m.	12:00-12:25 p.m.
Kindergarten	12:05-12:30 p.m.	12:30-12:55 p.m.

**Y-Care after school program:** The YMCA of Greater Toledo offers an After-School Child Care Program inside the Elementary School. See their flier for more information [here](#).

**Office of Village Life:** provides many extracurricular activities for elementary students, which can be registered for [here](#).