



## Hillsdale PK-6 Kindergarten Newsletter 2026-2027

**Welcome to Hillsdale PreK-6!** We are excited to welcome your child to kindergarten this August. Below is important information to help ensure a smooth transition. We look forward to a fantastic year with your child at Hillsdale! Please feel free to reach out with any questions. **Take Flight Falcons!**

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### Transportation Information

- Your bus driver will call a day or two before your child's first day of school. Please ensure your transportation details are updated by the end of July. **We will be unable to accommodate any transportation changes from August 1st until August 26th.**
  - Make sure your voicemail is set up to receive messages.
  - If you don't receive a call by the day before school starts, contact the Transportation Supervisor at 419-368-8519.
  - Your child will have a bus tag attached to their book bag with their bus number and/or pickup information. These tags should remain attached and unchanged.
  - Students are allowed only one pick-up address and one drop-off address. Morning and afternoon locations may differ but must remain the same every day of the week unless you are transporting your child.
  - Please send a written note with your child in advance if you have a transportation change. Last-minute changes by telephone are discouraged. Please contact the transportation office with any permanent changes and allow 3 business days for the change to be in effect.
  - Students are unable to ride home with another student on a different bus.
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### Health & Safety

- **Immunizations:** Ensure your child's vaccinations are up to date. Upload summer immunizations into Final Forms or send a copy with your child in August.
- **Medication:** Students cannot transport medication via the school bus.
- Parents must complete an "Administration of Over-The -Counter Medication" form (available at [www.hillsdale.k12.oh.us/district/policies-regulations/forms](http://www.hillsdale.k12.oh.us/district/policies-regulations/forms)) for any medications to be administered at school. Both the doctor and parent must also sign the "Administration of Prescription Medication" form before the nurse can administer prescription medication.

- An **Asthma Action Plan** must be completed prior to being administered at school. The doctor needs to stipulate that the child must self-carry the inhaler in the action plan in order for the student to keep the inhaler on their person.

## School Fees & Lunch Accounts

- **School fees** are \$50 per student (subject to change) and due by October 1st. Payment can be made:
    - Online at [www.payschoolscentral.com](http://www.payschoolscentral.com) (fees may apply)
    - Sent to the office in an envelope labeled with the student's name and school fees.
    - These fees are waived if eligible for free/reduced lunch or Medicaid..
  - Breakfast and lunch are served daily. If you drive your child to school and plan for them to eat breakfast, please have them at school by 7:30 AM to ensure they finish by 7:55 AM when students are taken to class.
  - Your child's 9-digit Student ID (provided by the teacher at open house or found by their name in their Final Forms account) is needed to set up a [payschoolscentral.com](http://payschoolscentral.com) account (fees may apply). This account allows you to:
    - Track cafeteria purchases
    - Add funds
    - Apply for free/reduced lunches
    - Pay school fees
  - **Lunch PIN#** - the last five digits of your child's student identification number is also their PIN# to purchase food in the cafeteria. Please take some time over the summer to help your child memorize this number. This will help move the lunch line more efficiently and give students more time to eat their meal.
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## Important Dates & Events

- **Safety Town** (August 3rd-6th): Teaches bus and fire safety. Graduation will be Thursday, August 6th at 11:00 AM. Parents are welcome to attend. Registration with a \$25 payment is due by June 8th.
- **Kindergarten Screening & Open House** (August 12th & 13th):
  - Teachers will contact you to schedule screening appointments.
  - Bring school supplies, meet the teacher, and tour the building.
- **Kindergarten Staggered Start**
  - First half of the alphabet starts on Wednesday, August 19th.
  - Second half of the alphabet starts on Thursday, August 20st.
  - All students attend together on Friday, August 21st.
  - More details to follow in early August.

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## Daily Schedule

- **Arrival:**
  - Students must be in class by **8:00 AM** to avoid being tardy.
  - If eating breakfast, arrive by **7:30 AM** to ensure enough time.
- **Dismissal:**
  - Our staggered dismissal begins at 2:45 PM with our youngest students first. Please arrive promptly. If you have another child who is in 5th-12th grade, please arrive closer to 3:00 PM to pick up all of your students at one time and avoid disrupting the flow of the pick up lane.
  - Follow the arrows on the pavement for the pick-up/drop-off lane.
  - You will receive 2 copies of a placard with your child's name and homeroom teacher. Place the placard with your child's name on your dash to expedite the pick up lane and help staff get students to the correct car.
- **Label Belongings:** Please write your child's name on all personal items (coats, lunchboxes, water bottles, etc.) to prevent loss.

## Attendance

- Please contact the school by 8:30 AM if your student will be absent or late 419-368-4364
- Absences remain unexcused until the school has been notified by phone, a written note or doctor excuse.
- We request parents come in to sign students in or out of school if arriving late or leaving early.
- Kindergarten students receiving 5 tardies (arriving at 8:00 AM or later) in one semester will receive an excessive tardiness warning. After 10 tardies in the same semester, the student will incur a noon detention. The tardy count resets at the beginning of the next semester.

## School Delays & Emergency Contact Updates

- **School Closures/Delays**
  - Parents will receive a text or phone call using emergency contact information in Final Forms.
  - A two-hour delay means buses run two hours later than usual, and parent drop-off should be no later than 9:50 AM.
  - We are allowed five calamity days per year. Any closures beyond five will become remote learning days.
- **Final Forms**
  - Set up your child's Final Forms account for the school year by **June 1st** to complete enrollment. Please be sure to choose the correct school year. **Your child is not enrolled until this step is completed.**
  - This account is used for emergency contacts, bus routes, and communication with parents.
  - Check your email regularly for school updates and information.

- Update this information every summer for the following school year.
- Verify early dismissal information in Final Forms at the beginning of November.
- The parent listed as Parent #1 in Final Forms will be the first contact for absences or illness.
- All calls from the school will show 419-368-8500. Please have your voicemail set up and available storage to receive messages as there is no way for the office to know which staff member tried to contact you unless they can leave you a message.

## Contact Information

- **Busing Questions:** Transportation Supervisor **419-368-8519**
  - **Food Service Questions:** Food Service Supervisor **419-368-8520**
  - **Tom Williams, Principal PreK-6** – 419-368-4364
  - **Angie Sigler, Secretary PreK-6** – 419-368-4364
  - **Becky Austin, Superintendent Secretary** – 419-368-8231
  - **Tammy Hoverstock, School Liaison** – 419-651-4520
  - **PreK-6 Guidance Counselor** – 419-368-4364
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## Website Information

- **Hillsdale Local Schools** – [www.hillsdale.k12.oh.us](http://www.hillsdale.k12.oh.us)
- **Enrollment** – [www.finalforms.com](http://www.finalforms.com)
- **Meals** – [www.payschoolscentral.com](http://www.payschoolscentral.com)