



# Hilltop Elementary

September 2020

Website: <http://www.hilltop.k12.oh.us/>



## Fundraiser Pick Up

Our **fundraising** items will be here:

Wednesday, October 7

Please pick your items up between 3:30-5:30 p.m.

This will be a touchless pickup. Form a line and pull up outside the cafeteria doors by the picnic tables and we will bring everything to your car. If you have your trunk or back door open we will take care of loading and shutting the door.

## Label Your Child's Belongings

Every year we have **MANY** unclaimed "lost and found" items!

Please label your child's coat, lunchbox, book bag, etc. so we can get it back to him/her when it is found.

## COVID Information

- Please make sure your child has a **water bottle** at school daily. We are not using drinking fountains.
- Unfortunately, we are not able to let any **visitors** in to our building this year. If your child has an early dismissal please call from your car to let us know you are here. For the current time, we will not be able to have parents/guardians go to lunch with their child.
- Make sure your child has a **clean mask** each day.
- All **birthday/class snacks** must be store purchased and individually wrapped.



Fourth grade took a walking field trip to Wabash and Memorial parks to gather water samples and look for life in the waterways. This is done in collaboration with the Williams County Soil and Water Conservation District.



### Medications, Vision and Hearing Screenings

If your child needs medication at school, you must fill out a form for prescription or non-prescription medication. If it is prescription medication, the form must be signed by a physician. Non-prescription medication such as Tylenol, Advil, or cough drops can be kept in the clinic to be used as needed. All medication must be in its original bottle/package.

Nurse Kristen will be conducting vision and hearing screenings on all students in grades K, 1, 3 and 5 (in addition to grades 7, 9, 11), plus any new students or to fulfill requests from parents or teachers. You will receive a letter if your student needs to visit an eye doctor. If you have any questions you can call Nurse Kristen on Tuesdays or Thursdays at 419-924-2365 Ext.2323



# Snapshots of Hilltop Policies

## Dismissal Policy

If your child has an appointment, please send a note to school notifying us of the time you will be here to pick him/her up. If the appointment is first thing in the morning it helps if you leave us a telephone message or send a note the day before.

**Due to COVID we are asking all parents to call the school office when you arrive in front of our building and we will send your child out to your car.**

## Attendance

If your child is absent for any reason you must call our school office to report this. Our attendance line is open 24 hours a day. Please leave a detailed message (fever, cough, vomiting) as we have a basic report to file with the health dept.

If your child is going to be out for a doctor's appointment or vacation please let us know in advance. After the appointment it is necessary to send in a doctor's excuse so that the absence can be marked as excused, otherwise it will be marked unexcused. If you get too many of these you can run into problems and need an attendance plan.

Vacations must be approved by the office in advance or these days will be marked as unexcused.

## Picture Retakes



**Friday morning,  
October 16**

**If your child was absent or not attending Hilltop when pictures were taken, we will send a form home.**

**If you did not like your pictures, please send them back on retake day and another picture will be taken.**

## Student and Parent Handbook

The Student/Parent Handbook that contains our school policies is available on our website. Please take the time to read it with your child.

School fees for the year are \$50.00 for grades K-6.

Chromebook fees, which cannot be waived are \$15.00