



Hilltop Elementary

September 2021

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



IMPORTANT!!!

Final Forms Registration Paperwork
Each year we send home a set of registration papers for each student. We are now doing this online through Final Forms.

Initially, this is time consuming but next year you will only make changes within the system. You should have gotten an email/instant alert with this information. It is imperative that we have emergency medical information on each child. Please check your email for a link to these forms. If you do not have the email, call or email Mrs. Kuney and she will send you another email.

kkuney@hilltopcadets.org

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, to avoid germs from the water fountain.
- 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 **mask** each day on the bus. We are hoping to take field trips again, which will require a mask for transportation.
- All **birthday/class snacks** must be store purchased and individually wrapped.



Upcoming Events

Sept. 13- No school (Fair Day)

Sept. 14- No school (Teacher In-service Day)

Sept. 23-Third grade field trip to Sauder Village



FIELD TRIPS

A field trip form is included in your final forms (web-based registration) paperwork. This **MUST** be completed for your students to attend a field trip.

A Note from Mrs. Welling

The 2021/2022 school year is off to a great start! It is great to be back at Hilltop and see all the smiling faces. I am Amy Welling, Care Coordinator in grades K-12. I am continuing my social emotional lessons in grades K-6 this year. Grades 3-6 will be completed the first semester and K-2 the second semester. I love being in the classroom and interacting with the students.

Food pantry will continue this school year, pick up this school year will be on Wednesdays from 3-4. Please let me know if you are in need.

The temperature outside is hot but that will change in a few short months. If your child is in need of a winter coat, hat or gloves, please let me know, we have resources available. Many families need different support at various times of the year. There are many resources available in our community, which I am able to assist, link or walk you through those needed services. I can be reached at 419-924-2365 ext. 2377, 419-551-7112 (call or text) and by email at awelling@hilltopcadets.org.

Medications, Vision and Hearing Screenings

Medications

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. Medication forms are available on the school website>parent tab>school nurse.

Vision and Hearing Screenings

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, please notify us in advance. After a Dr. appointment it is necessary to send in a doctor's excuse so that the absence can be marked as excused

Vacations (up to 5 days) must be approved by the office in advance or these days will be marked as unexcused.

If you get too many unexcused days, you can run into problems and need an attendance plan. An attendance plan could result in parents needing to attend court. The judge in Williams County takes this very serious so we want you to be aware of this right away when school starts.

Picture Retakes



**Friday morning,
October 22**

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

If you do 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 and in Final Forms. 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 for grades 3-6.