

**2022-2023
School Year
Information Sheet**



SCHOOL HOURS

First Bell:	8:50 a.m.
Classes Begin:	8:55 a.m.
Dismissal:	4:00 p.m.
½ Day Dismissal:	12:25 p.m.

24-HOUR ATTENDANCE HOTLINE

If your child is going to be late to school or absent from school, please call Pleasant Lake's 24-hour attendance hotline number at 248-956-2890 by 9:00 a.m. Our voicemail system will record your message. You will be contacted in order to assure your child's safety and to determine his/her whereabouts if a message has not been left.

BREAKFAST PROGRAM

Pleasant Lake Elementary offers a host of breakfast items each morning school is in session.

BUS TRANSPORTATION

Bus service is provided to designated Pleasant Lake Elementary attendance areas. Students must ride their assigned bus. The WLCSD Transportation Department can be reached at 248.956.3090. For information about late buses, please call Transportation's School Bus Hotline at 248.956.5199.

FAMILY ACCESS

Family Access is an informational resource made available to every family. This resource provides access to real-time information about your child's grades, attendance, report cards, schedule, payment/balance information on his/her food service and childcare accounts. Family Access provides safe, secure and easy access to your child's records. To obtain a Family Access username and password, please email FamilyAccess@wlcsd.org or contact the Family Access hotline at 248-956-2190. Please be sure to include your name, the name of each child in the district, your email address, and a daytime phone number.

LUNCH PROGRAM

Children may purchase milk, juice, or snacks. Menus will be provided and are also available online. Please click on <https://wlcsd.org/food-service/>. Students may also bring lunch from home.

MEDICATION POLICY

An “Authorization To Administer Medication” form is required for your child to receive any type of medicine at school. This form must be signed by you and your child’s doctor and is retained in the school office. School Board Policy prohibits school personnel from administering any medication without physician approval. This includes cough medicine, cough drops, aspirin, and all other over-the-counter products. [Authorization Forms](#) can be found on our school website and in the main office.

PRIME TIME CARE

The Prime Time Care Program provides childcare before and after school. Childcare services are available from 6:30 a.m. – 8:50 a.m. and from 4:02 p.m. – 6:00 p.m. Registration materials are available online at www.wlcsd.org under the Programs tab or at the WLCSD Community Education Center. The Prime Time Care Program district office can be reached at 248.956.5110. Pleasant Lake’s Prime Time Care Program can be directly reached at 248.956.2898.

TWITTER

Follow us on Twitter at <https://twitter.com/PleasantLakeEl>

WEBSITES

Please Lake Elementary’s website may be accessed at:
<https://wlcsd.org/schools/elementary/pleasant-lake/> .

Walled Lake Consolidated Schools’ website may be accessed at www.wlcsd.org

ANCHORS AWAY DISMISSAL PROCESS

The Anchors Away Dismissal Process is an effort to ensure that our children are dismissed in a safe and organized manner. Students not riding the bus and not enrolled in Prime Time Care must be registered in the Anchors Away Dismissal Process. This process is required for all students picked up at dismissal time. This is not an optional program.

Cars must follow the posted signs and pick up their children at the back of the school. Please remember to have your car sign visible to staff members. Your child(ren) will be accompanied to your car for pick up. Parents must register each school year. You can discard the previous school year car signs.

- ✓ The Anchors Away Pick Up area is located outside of our gym doors in the rear of the building.
- ✓ Your child will be escorted from his/her classroom to the gym and will be supervised by staff members.
- ✓ Your child will be accompanied to your car.
- ✓ Once your car is loaded you will be able to safely pass on the right.
- ✓ Students not picked up at dismissal will go to Prime Time Care.
- ✓ Please note that our school office closes at 4:30 p.m. so be sure to register for Prime Time Care in case an emergency arises and you are not able to pick up your child on time. Also be sure to have several emergency contacts noted in Skyward Family Access that can pick up your child in the case of an emergency.
- ✓ In the case of appointments or similar engagements please make every effort to sign your child(ren) out of school prior to 3:30 p.m. Please note that any child signed out of school prior to dismissal will be marked as an “early dismissal” on their attendance records.

- ✓ Please consider having your child ride the bus if he/she is eligible for this safe and convenient mode of transportation provided by our school district.
- ✓ **Please be patient, safe and courteous to other drivers, children and staff members who are volunteering their time to help your child(ren).**

Anchors Away registration information will be provided in August.

Please contact the main office at 248.956.2800 with any questions you may have.