

Welcome to Will L. Lee Elementary Kindergarten

Below are some frequently asked questions with answers that may help you as your child begins their Kindergarten journey here at Lee. For the most up to date information, please visit the district website.

Q What are the office hours of operation?

A: The Lee office is open from 7:00 a.m. – 3:15 p.m. The office phone number is: 586-727-2509. We recommend that you save this number into your phone for easy access.

Q: What are the start times and dismissal times for students?

A: School begins at 7:50 a.m. and ends at 2:50 p.m. Students are allowed to enter the building at 7:40.

Q: If my child is unable to attend school, what should I do?

A: Please call the office at 586-727-2509 and press 1. This will automatically connect you to the attendance line. Please spell your child's name and provide us with their grade, teacher and a reason for the absence. If you do not report your child's absence, our secretaries will need to call to verify the reason they are not in attendance.

Q: What should I do if I need to pick up my child up early from school or have a change in transportation on a particular day?

A: If there are any changes to the normal dismissal routine you need to send in a note addressed to your child's teacher or you need to call the office by 2:00 p.m. if possible. We ask that you do not email your child's teacher about dismissal as there is the potential that they may not see it in time. If you pick your child up early, you must come in and sign them out and they will be called down to the office.

Q: Does Lee Elementary provide before and after school care?

A: Yes. Child Care Center hours and rates:

6:30 AM - 7:50 AM -\$4.50 an hour

10:50 AM - 2:50 PM -\$4.50 an hour

2:50-PM - 6:00 PM -\$4.50 an hour

Q: My child has a food allergy. How does Lee handle allergies?

A: If your child has a food allergy, an allergy action plan needs to be submitted to the office prior to your child beginning school. The action plan form can be picked up in the office and needs to be filled out by your child's doctor. It should state the allergy and the procedure to follow in the event that an exposure occurs. Any medication related to this allergy needs to be brought to the office by an adult in the labeled prescription bottle or box and a medication form will need to be filled out. We also offer peanut free tables during lunch.

Q. How do I know what bus my child will ride and who my child's teacher will be for the school year?

A: In August you will be getting a packet of information which includes the name of your child's teacher and a transportation form that includes the name of their bus as well as the bus route information including pick up and drop off times.

Q: What is the procedure if my child gets dropped off at school in the morning?

A: Due to upcoming construction, this information will be provided prior to the start of the school year.

Q. Am I allowed to walk my child down to their classroom in the morning or pick them up from their class room at dismissal?

A: In order to maintain a secure and safe learning environment, parents are not permitted to walk their child to their classroom in the morning or pick them up from their classroom for dismissal. We will have staff available to walk your child to class in the event that they need help, especially during the first weeks of school.

Q: What is the procedure if my child gets picked up for dismissal in the afternoon?

A: Due to upcoming construction, this information will be provided prior to the start of the school year.

Q. My child rides the bus. How do I know they will get on and off the bus safely?

A: Lee has its own Bus Buddies made up of responsible, trained third-grade students. At dismissal, the Bus Buddies come to the kindergarten classrooms and escorts the students back to the bus. These procedures are done a few minutes before the rest of the students are dismissed.

Q. What do I do if my phone number, emergency contact information or address changes during the course of the school year?

A: It is very important to keep your child's emergency information as up to date as possible so that we can get in contact with you in the event of an emergency. You must update your information by contacting the office secretaries by phone or by coming into the office. If you do move, please be sure to provide the office with two new proofs of residency.

Q: How does the breakfast and lunch program work at Lee?

A: The students will go to recess and lunch daily except on half days of school. Each class is assigned to lunch tables by class. Lunchroom supervisors are assigned classes to help during this time. Menus and payment options are located on the Food Service tab on the district website.

Q: What special classes will my child participate in during their school day?

A: Your Kindergarten student will receive either Art, Music, Physical Education, STEAM, or Technology instruction in an 8 week block. Each week, your child will have the opportunity to check out books from our media center.

Q: Can my child bring birthday treats to distribute to classmates?

A. Due to food allergies, your child's teacher will provide you with information on how birthdays will be celebrated in their classroom.

Q. I am excited about my child starting school but also worried. What can you say to a worried parent?

A: Please know we fully understand how you are feeling. School is an exciting time, however it also brings a lot of questions and concerns knowing your child is leaving home. There is nothing more important to us than your child's safety and well-being and we want to assure you that this is our top priority. Once a school routine is established and kids settle into their classroom and begin learning, your worries will disappear and in fact, the school year will fly by! Just know we will be here to help you along the way.

