



Lakewood Elementary

2134 W. Lakewood Blvd.
Holland, MI 49424

Michael Ghareeb, Principal

Jenine Elzinga, Secretary

Sue Noble, Clerk

(616) 786-1300

www.westottawa.net

Important Dates:

Tuesday, August 27

Welcome Back!

First Day of School!



Class assignments and transportation information will be available in the Parent Portal on Monday, August 19.

Contact the main office for help setting up Parent Portal.

No School
Friday, August 30
Monday, September 2

August 19, 2019

Dear Lakewood Families,

I hope you all had a wonderful summer and were able to spend quality time with family and friends. My name is Mike Ghareeb and I am the principal at Lakewood Elementary. I am very grateful to be able to work with your children, our exceptional staff, and the amazing families and community here at Lakewood. I'm very proud of the awesome progress that we made as a school last year and am looking forward to another great year!

Our goal, as always, is to provide your child with a safe and secure learning environment while preparing them to be College, Career, and Life Ready. We recognize that the partnership we are about to begin with you, the parents of our students, is vital to our success. We are looking forward to another great year!

As a reminder, school begins on Tuesday, August 27. Our start time is 8:35 and our dismissal time is 3:38. Please remember that regular attendance is a major indicator of student success.

Our theme this year is once again "Unleash the Superhero in You". I am extremely excited to see how we all can grow as superheroes in all that we do.

I am pleased to introduce to you some new staff members to our Lakewood Family. Jennifer Hopkins will be teaching 2nd grade replacing Courtney Corbin. Jennifer has been with West Ottawa for 19 years and most recently as a second grade teacher at Great Lakes. Also, Bailey Clark will be joining us as our new School Social Worker replacing Todd Tracy. In addition, we are fortunate this year to have two new staff members to support the mental health of the all of the students at Lakewood. Please welcome Erin James as our new Behavioral Education Assistant and Erika Dvorak as our new Mental Wellness Facilitator.

Attached to this letter you will find important back to school information including a suggested school supply list. If you are able to contribute in this way, that would be great. However, if these requested items create a burden for your household, please know that needed items will be provided for your child.

We look forward to seeing you at Open House on Monday, August 26 from 5:00-7:00.

I Truly hope the rest of your summer is wonderful!

Sincerely,

Michael Ghareeb
Principal
Lakewood Elementary
2134 W. Lakewood Blvd.
Holland, MI 49424
(616)786-1300

LAKEWOOD ELEMENTARY TIDBITS

West Ottawa Public Schools

2018-2019

Welcome Back!

Welcome to a new school year at Lakewood Elementary. Below you will find some helpful hints and reminders about our school's procedures. If you have any questions please ask your child's classroom teacher or call the office. We would be happy to help!

School Hours

School begins at 8:35 and ends at 3:38. Buses are scheduled to arrive 10 minutes before the start of the school day. Children who arrive by some method other than busing should arrive no earlier than 8:25. There is no playground supervision before 8:25. All students should go to the playground once they arrive at school unless they will be eating breakfast at school. In that case, they should go directly in to school and go to the cafeteria.

Attendance Etiquette

Please call the attendance line (786-1300) before 9:00am whenever your child is going to miss school due to illness, appointments, family outings, or ANY reason. Our voicemail is available 24 hours a day. In the event that you are not able to call, we will make every effort to contact you. This is to make sure your child is safely with you.

In the event your child is late for school (either tardy or appointments) please accompany your child in to school and sign him/her in. If your child is not signed in we have no way of knowing they've arrived, and they will be considered absent.

Please notify the office before 3:00 pm if you need to make a change in the way your child would normally go home. This gives us adequate time to deliver all messages prior to dismissal. You may call the classroom directly when absolutely necessary to let a teacher know about a needed change in after-school arrangements; however, our classes stay busy right up until the end of the day and are not necessarily in the classroom so there is no guarantee that the teacher will receive the message.

If you are picking up your child before the end of the school day you must enter the building through the office and we will call for your child to come down. You will need to sign out your child any time you are taking them from school before the end of the day.

Bus Passes

Bus passes for students riding a different bus are given only for emergency situations as our buses are filled to capacity. Students who are going home with another student must be transported by parents. A note to this effect must be sent to school so the teacher and office are notified.

In the TIDBITS

- School hours
- Attendance Etiquette
- Bus Passes
- Illness and injuries at school
- Medication Policy
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- Lost and Found
- Communications from School
- Parent Portal
- Important Dates
- Student drop-off and pick up
- Walking or Rolling to School

Visiting and Volunteering

All visitors and volunteers must enter the building through the main office (all other doors are locked when school is in session.) Everyone will be required to sign in as either a visitor or a volunteer and will be asked to wear a visitor's ID badge.

Volunteering is an opportunity to make a difference in your child's school. © **A new volunteer profile form must be filled out each year if you wish to volunteer in the school setting or on field trips.** Please, even if you are not sure you will be able to volunteer due to work schedule or other reason, fill one out anyway. A volunteer form needs to be completed even if you come to visit the classroom or other activity. Every year, especially in the spring, parents find out they did not complete a Volunteer Profile Form and are declined on that special end of the year field trip or special activity for their child. It is best to have this form on file just in case. Be sure to also be thinking about grandparents, aunts, uncles or neighbors who may wish to chaperone a field trip or attend a special event. The volunteer profile form is filled out electronically. Please [click here](#) for the volunteer form.

School Lunch (Hot Lunch)

Hot lunch accounts must be **prepaid** by cash or check which can be sent to school, or you can set up an online payment.

IMPORTANT: We ask ALL FAMILIES to turn in an application for meal benefits even if you don't think you will qualify, either the paper copy, or online. Paper copies are available in the school office. If you filled out an application as part of enrollment for this school year prior to July 1, 2018, you will need to submit a new one.

Both prepaying for school lunch or filling out a free/reduced meal applications can be done [here](#). Please call 786-2101 for assistance.

Lost and Found

Please label, label, label backpacks, lunch boxes, jackets, boots and gym shoes with your child's name. This allows us to return lost items to your child. Please also frequently check our lost and found (located near the gym) for missing items. A few times a year we will donate any unlabeled lost and found to a local organization.

Communication

Most communication from school will be done through email. Please make sure that your email address we have on file for you is up to date. You will receive an all school newsletter every other week. Teachers also regularly send out newsletters and email reminders. If you wish to be able to view the school-wide google calendar please contact the office. You can also follow Lakewood on twitter @LakewoodEI

Illnesses and Injuries

Occasionally a child becomes ill while at school. If not seriously ill, we will usually have a child rest in the office for a few minutes. We may check his/her temperature and will call you to pick up your child if a fever is indicated. We do ask that your child is fever free for 24 hours before returning to school.

Our students love to play hard! We are happy to provide band aids and icepacks for minor injuries. Sometimes the injury is more perceived than actual; a little TLC goes a long way. Occasionally, a more serious injury occurs and we will notify you as soon as we are able. (Updated phone numbers are SO important!). We will also notify you if your student receives a pretty good bump on the head, even if the student appears to be ok at the time.

Medication

If your child needs to take a prescription medication (including an inhaler) or over the counter medication while at school you will need to fill out an Administration of Medication form. Please stop in the office for this form. We keep the medications in the office and administer as indicated by your physician. Prescription and OTC medications must be in the original containers.

Transportation

Busing information is available for you to see on your parent portal account. It would be a good idea to check parent portal again a day or two before school starts to make sure there aren't any changes to your transportation schedule.

Parent Portal

You will need an Infinite Campus Parent Portal Account to be able to see information such as attendance, report card grades, teacher assignments and transportation information. If you need help with setting up your account or resetting your password, please contact Lakewood's Main Office (786-1300).

IMPORTANT SCHOOL YEAR DATES

Aug. 27
First Day of School

Oct. 24
1/2 day of school

Nov. 1
No School

Nov. 27-29
No School

Dec. 23-Jan. 3
No School

Jan. 17
1/2 day of school

Feb. 17
No School

March 12
1/2 day of school

April 3– April 10
No School

May 7
1/2 day of school

May 25
No School

June 5
Last Day of School
1/2 day

Student Drop Off and Pick Up

Please view the attached map

If students are driven to and from school they must be dropped off and picked up in the south parking lot. Students should not be dropped off before 8:25 a.m. as there is no supervision on the playground until then.

When dropping off your child(ren) please pull as far forward as possible and do not leave your car if you are in the drop off lane. This helps traffic flow smoothly and helps us get as many cars off 168th St. as we can. If you must leave your car, please pull into a parking space.

Please use only the south parking lot for drop off and pick up before and after school. The lot closer to school and the front circle drive are reserved for our buses. You may use the front circle drive for dropping off and picking up during the day.

Please do not park across from school on 168th Ave. to bring your child into the school building.

These rules have been developed for your child(ren)'s safety. Please follow them so that all children arrive to and from school safely.

Walking and Rolling to School

These rules have been developed for the safety of all of our children. Please follow these rules so that we do not have any injuries that could have been prevented. Thanks!

- * When riding your roller blades, scooter, skateboard or bike always wear a helmet.
- * Only ride on the bike path.
- * When at an intersection, wait for the crossing guard. We ask parents to wait for the crossing guard too. Remember, earliest arrival time is 8:25 a.m.
- * *Walk* your scooter, bike or skate board when crossing and when on the school sidewalk.
- * Rollerblades must be removed before entering the building.

All parents who choose to allow their child(ren) to roller blade, scooter or bike to school will be responsible for their safety. Please review all road, bike path safety and crossing guard safety rules with your child(ren) before they ride their bikes to school.

W Lakewood Blvd

W Lakewood Blvd

W Lakewood Blvd

DESIGNATED Busing Area

**NO STUDENT DROP-OFF/PICK-UP BEFORE SCHOOL OR AT
DISMISSAL**

You may pick up/drop off in this area ONLY
after 9:00 am and before 3:00 pm.

Lakewood
Elementary School

2134 W Lakewood Blvd

Bus Drop-Off

**THIS LOT FOR
BUSES AND
STAFF ONLY**

Visitors & volun-
teers may enter this
area between 9:00-
3:15 but NOT before
school or after
dismissal.

**THIS LOT FOR PARENT
PARKING & DROP-OFF/PICK-UP**

If parking, please walk your
student to the playground and
walk to pick up your student.

**PLEASE PULL FORWARD.
NO PARKING ALONG WALKWAY.**

N 168th Ave

N 168th Ave

N 168th