



Putnam Heights Elementary School

Summer 2023

Dear Putnam Panther Families,

Welcome to another school year! On behalf of the faculty and staff, we are excited to be working with you and your child throughout the course of the upcoming 2023-24 school year. At Putnam Heights, we believe that children can all reach their potential and deserve a nurturing environment to help them become the future leaders that our society needs. Whether this is your first year at Putnam Heights or you are returning for another year, we are glad to have you here.

As families, you are an important partner in helping our students be successful socially, emotionally, and academically. Our first official day of school is our annual **Welcome Back Day on Friday, September 1st, between 8:00am and 4:00pm.** Our **Welcome Back Day** is a great opportunity to begin that partnership. **More information about scheduling for Welcome Back Day will be sent to families in August.**

As of today, we have over 400 students enrolled for the upcoming school year. The enrollment numbers fluctuate during the summer, therefore, to minimize the number of changes for students and families, we will send home a letter mid-August with your child's class placement information. Thank you for your understanding.

Please be sure to check out the reverse side of this letter for helpful information regarding our kindergarten staggered start, busing, food and nutrition program, medication, and custodial information for parents.

Please enjoy your child this summer. Each one of them is indeed a special gift! Throughout the summer, if you should have any questions, please feel free to call me at (715) 852-4210 or via email at dlesneski@ecasd.us.

Educationally Yours,

Diana Lesneski
Principal

HELPFUL INFORMATION

REMINDER! Putnam implements a staggered start for kindergarten students, which provides those children more one-on-one time and attention to learn school routines and expectations. Kindergarten children will come either **Tuesday, September 5 or Wednesday, September 6**. A letter will be sent home in June to all kindergarten families regarding the staggered start. The first day with the **FULL** kindergarten group will be **Thursday, September 7**.

Below is information you may find helpful as the school year begins.

- *Bussing*
 - Student Transit provides all the bussing for the Eau Claire Area School District. If you have questions regarding bus transportation, please contact Student Transit at 715-839-5116. Bussing for students begins on Tuesday, September 5 and the buses will run at their usual times. Please be aware that the routes often take a bit longer at the beginning of the school year, so your child(ren) could be arriving home a bit later than expected on the first days of school.
- *Food and Nutrition Program*
 - You may pay as far in advance as you like, but please pay at least two weeks in advance. Check out the district's website at www.ecasd.us for the latest breakfast, lunch and milk prices. You can add money to your child's account through www.myschoolbucks.com.
- *Medication*
 - If your child requires medication to be administered by school staff, please be sure to complete a new form which is located in the office. **NO** prescription or over-the-counter medication shall be given to a student by **any** employee of the District unless written instructions for administering medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel. In order for school personnel to administer the medication, parent(s) /guardian(s) must complete and submit the approved child/student medication management forms.
- *Custodial Information for Children of Separated/Divorced Parents*
 - If there are any custodial agreements or family changes, please stop by the office to complete a form. We hope you will also update that information throughout the year as needed.