School Hours

First Bell 8:50 AM
Classes Begin 8:55 AM
Dismissal Process Begins 3:53 PM
Departure 4:03 PM

24-HOUR ATTENDANCE HOTLINE
If your child is going to be late to school or absent from school, please call Wixom’s 24-hour attendance hotline number at 248.956.3490 by 8:45 AM and our voicemail system will record your message. Or you may send an email to both evelynmoses@wlcsd.org and kimberlybobola@wlcsd.org with the subject “Attendance”.
Beginning at 9:30 AM, you will be contacted to assure your child’s safety and to determine his/her whereabouts if a message has not been left.

ARRIVAL AND DISMISSAL
All Wixom Elementary students are provided with School Bus transportation and we highly encourage everyone to use the buses. If a child rides a bus, he/she will never be marked tardy due to weather or traffic.

If you drop your child off, you must do so between 8:45 and 8:55 using our north side drop off loop or the south side parking lot. The north door will be open and manned by 8:45 am. If you use the south parking lot, you must walk your child to the door since the students need to cross through the parking lot to come into the building. You may begin dropping your child off at 8:45 and they can wait outside the building until the first bell rings at 8:50.

If you would like to pick your child up after school, you must use the Apple Pickup system. Your child will be assigned an Apple Number that will be attached to his/her backpack. Parents will be given a corresponding Apple to show as proof that you are the right person to pick up your child. You may either use the north parking lot car pick up and display your Apple in the car window. Students will be sent out to you. Or you may park in the south parking lot and walk up to the front door with your Apple in
hand and the students will be sent out the front door to you. Please note that we have over 100 families using the Car Apple Pickup and the line gets very long and the street gets heavily congested. The Front Door Apple Pickup goes much quicker!

**BREAKFAST PROGRAM**
Wixom offers a host of breakfast items each morning of the school year until approximately 9:00 AM. The cost is $1.25 for full-pay students, free, or at a reduced price of $.30 to eligible students.

**BUS TRANSPORTATION**
Bus service is provided to all designated Wixom 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 the Transportation School Bus Hotline at 248.956.5199.

**DRESS CODE**
Students are expected to groom and to dress appropriately for school and for all weather conditions. Clothing should not detract from the classroom or school environment. Should fashions or styles become a distraction, students will be requested to conform to appropriate standards. Clothing that promotes tobacco, alcohol, drugs, or gang-related activity is prohibited. Any student wearing such apparel will be sent to the office to call home for replacement clothing.

The students will go outside for recess unless it is raining or the wind chill is below zero. Students must wear a jacket outside when the temperature goes below 50 degrees. Hats and gloves must be worn when the temperature goes below 35 degrees. Boots must be worn to go out in the snow or students will need to stay on the blacktop.

**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, and payment/balance information on his/her food service and childcare accounts. Family Access provides a safe, secure, and easy access to your child’s record. 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**
Wixom offers students the opportunity to purchase a school lunch every day. Children may choose from one or two daily selections for $2.75 for full-pay students,
free, or at a reduced price of $.40 for eligible students. Menus are available online at [www.wlcsd.org/food-services](http://www.wlcsd.org/food-services). Forms for free and reduced lunch, as well as information about prepaying for breakfast and lunch, are available in our school office and online at [www.wlcsd.org](http://www.wlcsd.org). Students may also bring a lunch from home. Please remind your student to never share or trade any food items.

**MEDICATION POLICY**
An "Authorization To Administer Medication" form is required for your child to receive any type of medication at school. This form must be signed by you and your child's doctor and is retained in the school office with the medication. School Board policy prohibits school personnel from administering any medication without physician approval. This includes cough medicine, cough drops, aspirin, chapstick, and all other over-the-counter products.

**PRIME TIME CARE**
The Prime Time Care program provides childcare before and after school. Childcare services are available from 6:30 AM - 8:50 AM and from 3:50 PM - 6:00 PM. Registration materials are available online at [www.wlcsd.org](http://www.wlcsd.org). Prime Time Care can be reached at 248.956.5110. Wixom Prime Time Care can be reached directly at 248-956.3401.

**SCHOOL CANCELLATION**
The Walled Lake School District uses the Skyward Family Access system to communicate school closings and emergency information. This system allows us to send e-mails, text messages, and automated phone calls to families. Please make sure the contact information entered in Skyward is accurate and up-to-date. Links for Skyward Family Access are provided on the district website. School closing information will also be posted on the district facebook, twitter, and website, as well as on local news channels.

**WIXOM NEWSLETTER, WEBSITE, and TWITTER**
The Wixom Howler Newsletter is Wixom Elementary's source for the latest information about all things happening at Wixom Elementary, the district, and community. It is mainly produced by the principal and school office and is delivered via email to the email addresses listed in Family Access. All newsletter and other important school information can be found on the Wixom website: [http://wlcsd.org/schools/elementary/wixom](http://wlcsd.org/schools/elementary/wixom)
Follow us on Twitter at: [https://twitter.com/@WixomEl](https://twitter.com/@WixomEl)

**WIXOM PTA**
Our Wixom PTA helps our school in so many ways. Our PTA is very active in implementing and supporting many programs and events for our students and families.
We hope you will join us in supporting Wixom Elementary this year by becoming a PTA member! An application to join our PTA is included on the Wixom Elementary PTA website: http://wlcsd.org/schools/elementary/wixom/pta/. Thank you in advance for participating.