



August 26, 2020

Dear WTSD Families,

As a reminder, parent notices were mailed to all families last week with start of school and login information for the OnCourse Connect Parent Portal. We have been informed of some delays in mailing, so we kindly request you reach out to your respective main office on Thursday, if the notice has not been received. Please view additional information relating to the start of school below.

OnCourse Connect Parent Portal

In an effort to reduce the amount of paperwork going back and forth, the District is requesting all families log into the OnCourse Connect Parent Portal - www.onscourseconnect.com – to review Parent/Guardian Contact Information, complete District forms, and more. This Annual Registration review is required to access assigned student teacher information and more. Forms not completed or with missing information will be returned for further review. We appreciate your support and patience with this District initiative.

Parent Drop Off and Pickup

Parent Drop off and Pickup times are as follows. If you have students in both buildings, drop off and pickup must be done at Brass Castle first. There is enough time to get from Brass Castle to Port Colden school for students. For morning drop off, staff will direct vehicles and take student temperatures, as students exit the vehicle. Parents/Guardians should remain in their vehicles, as school staff will assist and direct students.

- Brass Castle School – Drop off and pickup area will be on Castle Street (front of building). Do not use the bus lane.
 - Morning Arrival - Drop Off
 - 8:45am – 9:00am (Exception is PM Pre-Kindergarten Program. Families will receive separate notification with timing for arrival.)
 - Pick Up
 - Early Dismissal: 12:15pm – 12:35pm
 - Full Day: 2:45pm – 3:05pm
- Port Colden School – Drop off and pickup will be in the upper parking lot on East Front Street.
 - Morning Arrival - Drop Off
 - 9:00am – 9:15am
 - Pick Up
 - Early Dismissal: 12:35pm – 12:55pm
 - Full Day: 3:05pm – 3:25pm

School Breakfast & Lunch Program

School breakfast and lunches will be available beginning on the first day of school – September 2nd. On early dismissal days, students who order lunch will have the lunch delivered to the classroom to take home. Please view the Cafeteria Section of the District website - <https://www.washtwpsd.org/lunch-menu/> - for information relating to student lunch accounts, menu options and more.

If your child will be ordering a school breakfast or lunch, we kindly request you use the prepaid lunch account system through PaySchools - <https://www.payschoolscentral.com/> - in an effort to minimize the handling of cash monies.

Remote learning families will have the option to purchase school breakfast/lunch, as well, for pickup at Brass Castle School, one time weekly. Families will need to complete a lunch form, in advance, by specified dates, to order meals. Please view the following link to request meals for the first two weeks of school: [Remote Learners Meals Order Form](#)

Remote Learning Families – Materials Pickup

A remote learning materials pickup date has been scheduled for Monday, August 31st from 5pm – 7pm, at your respective schools. At Brass Castle, families are asked to drive toward the front of the building, bus lane, and remain in the vehicle. At Port Colden, families will drive around the school toward the playground exit and remain in the vehicle. A staff member will greet you, at your vehicle, and deliver materials to you. If possible, we request remote learning students be with parent/guardian, during pickup of materials for a chance to meet and greet their remote learning teachers.

Daily Student Health Screening-In Person Learners

All students must have a completed Daily Health Screening submitted through OnCourse Connect. Please view the following link: [OnCourse Connect Daily Health Screenings](#)