

SCHEDULE DISTRIBUTION/FEE PAYMENT 2019-2020 SCHOOL YEAR

Class schedules will be distributed and activity fees collected on the following days and time:

August 8, 2019
12:00 p.m. - 7:00 p.m.

August 12, 2019
9:00 a.m. - 3:00 p.m.

Schedules can be picked up anytime between these times. **If you cannot attend either session, you can come to the main office between the hours of 7:30 am - 3:00 pm after August 13, 2019 to complete forms, pick up schedule and pay fees. If the student doesn't have his/her picture taken at registration, it will be taken on picture retake day on October 11, 2019.**

All schedules must be picked up and forms completed before August 23, 2019!

The following procedure will be followed each day. Tables will be set up in this order:

Station #1:

Update Emergency Health Form – All students are **required** to have a signed form on file for information. The information we currently have on file will be available for your review and **must be signed by a parent or guardian.**

Station #2:

Registration of ALL Fees - At this station, you will specify the fees that pertain to your student's needs. The Student Fee is **required** for all students and **must be paid** at registration before a schedule can be picked up. ***Athletic Fees of \$30.00 for each W.I.A.A. sport or Intramural Fees of \$10.00 can also be paid at this station*** or can be paid at the time the sport starts.

- \$22.00** **Student Fee (required)** - This fee covers the cost of the student planner, student ID, towel cleaning for phy. ed., team activities, school activities and District activity fee. This fee is **required** for all students and must be paid **before** a schedule is received.
- \$21.00** **Yearbook (optional – non-refundable)** The hard-covered yearbook (early bird rate) until Aug. 30, 2019; then the fee is \$23 through January.
- \$ 7.00** **Physical Education T-shirt** - Students can use their T-shirt from the previous year or purchase a new one. They are sold in the main office anytime.
- \$ 5.00** **Physical Education Lock** - Students are required to use a school purchased lock. They can use their lock from the previous year or use a lock purchased previously by a sibling. (No store bought locks)
- \$ 2.00** **8th Grade Spanish Copy Fee** – All 8th grade students taking Spanish.
- \$ 4.00** **7th & 8th Grade Family/Consumer Ed Project Fee** - All 7th & 8th grade students taking FCE – Fee is per semester.
- \$ 4.00** **Tech Apps & Manufacturing Class Fee** - All students taking 7th grade Tech Apps or 8th grade Manufacturing or Automation class.

Make check payable to: Horace Mann Middle School

ONLY CASH OR CHECK CAN BE TAKEN AT THE SCHOOL!

You can prepay your fees using the online payment option in the Infinite Campus Parent Portal. Please note, we are not equipped to accept credit or debit card payments at registration, you can only pay online through your parent portal.

Station #3:

Hand in Emergency Health Form – This form must be updated and signed by the parent/guardian before you can pick up your schedule.

Hand in Student Health Information Sheet – This form needs to be completed, signed and returned for **all** 6th grade students. This form should also be completed for any 7th or 8th grade student **only if there has been a change in their health**, which allows us to update our records.

Acetaminophen/Ibuprofen Consent Form – This form is required for administration of ibuprofen and acetaminophen given at school.

Station #4:

Schedule Pick Up - Guidance Counselors will be distributing student schedules. They are also available to answer any questions or concerns parents may have.

Lockers – All students will be assigned their lockers on their schedule.

Station #5:

Nutrition Services – Nutrition Services operates a prepayment meal accounting system. All meals must be paid for BEFORE eaten. There are two methods of payment: 1) Check: Made out to “WSD Food Service” or cash placed in a prepayment envelope (envelopes provided at the school OR 2) On-line payment with credit card (\$1.95 transaction fee) directly to meal account via “PayPams” meal system.

Students qualifying for Free or Reduced meals last school year will qualify for 30 days of Free/Reduced meals before meal charges are applied. **All families should complete and submit a Free/Reduced Application** either online or by paper application before school starts to determine meal eligibility status for the new school year.

Hand in Free/Reduced Lunch Application or **Pre-Payment Envelope (Optional)**

Station #6:

Busing – Metro Ride and First Student will be available to discuss bus routes. Metro Ride will have free bus tickets and route sheet for qualifying students who live 2 miles or more from school. Metro Ride will also be selling 10 bus tickets for \$8.50 or a monthly unlimited ride pass for \$19.00 to anyone who is interested. **Make checks payable to: Metro Ride.** First Student mailed out bus registration forms to all eligible students in grades K-12. If you have not returned your form to First Student, your child will not be assigned to a bus route for the 2019-2020 school year. This form must be completed every school year.

Station #7:

Pick up Shirt & Lock - If you paid for a Phy Ed shirt or lock, these items can be picked up at this station with your paid receipt. These items can also be purchased in the main office anytime.

Station #8:

Fall Sports Sign Up/Information - All students going out for fall W.I.A.A. sports must check in at this station for all forms and information.

Station #9:

Class picture taken – All students will have their picture taken for the yearbook, school ID and to purchase as a portrait package. Students are encouraged to wear clothing appropriate for school pictures. The student will be given their student ID at registration. **Please keep in a safe place and bring it the first day of school.** Replacement ID's are \$5.00.

**The School Store will be open for you to purchase or order Horace Mann items.
An Informational table will be available for after school activities and Study Zone.**