



**Alum Creek Elementary School**  
**2515 Parklawn Dr.**  
**Lewis Center, OH 43035**

**Phone: 740-657-4600**

**Building Contacts:**

Principal: Brandy Worth  
Assistant Principal: Heidi Leeds  
Counselor: Christi Walker  
Secretary: Kathy Culp

**Fax: 740-657-4649**

**Daily School Hours:**

Building opens: 8:40  
Start of School Bell: 8:50  
Dismissal: 3:30

**Daily Office Hours:** 8 a.m. - 4:30 p.m.

**Transportation:**

Contact the Transportation Department at 740-657-4080 with any questions about your child's bus, route or driver. Bus numbers and route information will be posted in PowerSchool no later than Thursday, August 12.

**Absences:**

Parent/guardian must call the school, 740-657-4600 if his/her child will be absent, no later than 10 a.m. the day of the absence. A call may be made anytime and a voice message left. Please include the child's name, grade level, teacher's name, and reason for the absence. Upon child's return, a doctor's note or note from parent is required.

**Dismissal:**

All teachers must be notified of any changes to your child's normal dismissal plan. The child's normal dismissal plan will be followed without a note from a parent. The students may:

- Ride school bus, daycare bus or walk home
- Parent signs student out in the office
- Parent signs student out in the Gymnasium (Teacher must have a note from the parent before they will send a student to the Gym for dismissal)
- Y-Club before/after school care program (Parents must pre-register their child for this YMCA program)

**Recess:**

Children are expected to be properly clothed for daily outside play. Students will be outside for recess when:

- The temperature is 20 degrees or above
- Or, the wind chill is 15 degrees or above

**Communication:**

Olentangy Local Schools website: [olentangy.k12.oh.us](http://olentangy.k12.oh.us)

District mobile app: Olentangy Schools

Alum Creek Elementary PTO website: <http://acesarrowspto.digitalpto.com/>