

July 15, 2009

Re: Student Registration Fees/Insurance/Phone Numbers/On-Line School Newsletters  
Dear Parents:

Please find enclosed five (5) pieces of information pertaining to the 2009-10 school year:

1. A magnet has been included referencing school building phone numbers and phone numbers to be utilized for homework hotline, student absences, and faculty/staff messages.
2. Instructions on registering for on-line school newsletters.
3. The School District has again purchased, on your behalf, a “school-time” insurance program for your child(ren). This coverage applies to school-time only, and 24-hour coverage is available at your cost. No action is required if there is no need for 24-hour coverage. Coverage is provided automatically. If you desire to purchase additional coverage, please fill out the enclosed enrollment/application form and mail it directly to Zevitz-Redfield and Associates, Inc. These additional types of insurances are initiated by you directly with the carrier.

In the event of an accident during the school year, please contact the School District Business Office for the appropriate claim forms. As accidents are reported to the District Office from the school nurse, we will correspond with you concerning the need for these claim forms.

4. Free Lunch Application
5. Again this year, parents have the opportunity to pay on-line for Student Fees. All information (Fee Form and Extra-Curricular Activity Explanation Sheet) may be accessed via the District Website, [www.glencoeschools.org](http://www.glencoeschools.org), by clicking the “Family Access” tab and then on the “Student Fees” icon. If you wish to pay by credit card (MasterCard or VISA), please click on the credit card link. If you wish to pay by check, please download, complete, and mail the Registration Fee Schedule, with your check, to the District Office.

**\*\*\*\*NOTE\*\*\*\*:**

**You can deduct \$20 per student if fees are paid in full  
before September 30, 2009.**

If you have any questions, please feel free to contact our office at your convenience.

Sincerely,

Jason Edelheit  
Director of Finance and Operations

JE/gs  
Enclosures