

July, 2011

Re: Student Registration Fees/Insurance/Phone Numbers

Dear Parents:

Please find enclosed four (4) pieces of information pertaining to the 2011-12 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. 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.

3. Free Lunch Application
4. 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). Please click on the name of your child's school. Scroll down to the "Resources" box; then click on the "Student Fees" link. If you wish to pay by credit card (MasterCard or VISA), click on the credit card link. If you wish to pay by check, please download, complete, and mail the Registration Fee Schedule available on the website, with your check, to the District Office.

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

**You may deduct \$20 per student if fees are paid in full on or before September 30, 2011.**

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