



**Olentangy Preschool Main Office\***

**814 Shanahan Road**

**Lewis Center, OH 43035**

\*Preschool classrooms are located in multiple buildings across the district.

**Phone:** 740-657-4360

**Fax:** 740-657-4696

**Preschool Program Contacts:**

Asst. Director of Pupil Services-Preschool: Jaclyn Roscoe

Preschool Supervisors: Heather Loudenslager and Lori Metheney

Preschool Secretary: Sue Ellen Arnold

Preschool Special Education Secretary: Charlotte Davis

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

**Transportation (Special Needs Students Only):**

Bus numbers and route information will be posted in PowerSchool Thursday, August 12. If you need to change your transportation request, please contact the preschool office at 740-657-4360.

**Absences:**

Parent/guardian must call the preschool office, 740-657-4360, and select 1 to report an absence if his/her child will be absent from school. Calls can be made at any time and a voice message left. In your message, please include the child's name, teacher's name, and reason for the absence.

**Dismissal:**

Preschool staff 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 the parent. Notes can be placed in your child's backpack or emailed to your teacher BEFORE the start of the preschool session.

**Playground Time:**

Preschool will spend time on the playground every day, weather permitting. Children are expected to be properly clothed for daily outside play. Students will be outside on the playground 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

Olentangy Preschool page: <https://preschool.olentangy.k12.oh.us/>