



**Walnut Creek Elementary**  
**5600 Grand Oak Blvd.**  
**Galena, Ohio 43021**

**Phone:** 740-657-4750

**Building Contacts:**

Principal: Michelle Seitz

Assistant Principal: Kevin Sherman

Counselor: Jaimie Perry

Secretary: Cindy Phillips

Office Assistant: Cindy Chamlis

**Fax:** 740-657-4799

**Daily School Hours:**

Building opens: 8:50

Start of School Bell: 8:55

Tardy Bell: 9:05

Dismissal: 3:45

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

**Transportation:**

We are always happy to answer questions, but if you need to speak with transportation directly, feel free to 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.

**Absences:**

Parent/guardian must call the school, 740-657-4750, 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.

**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
- Be signed out by a parent/guardian in the office
- Be picked up in the Parent Pick-Up car line
- Attend 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

Please ensure your child is dressed appropriately

**Communication:**

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

Walnut Creek Elementary PTO website: [wcespto1.ptboard.com](http://wcespto1.ptboard.com)