

# MERTON COMMUNITY SCHOOL DISTRICT WELCOMES YOU!

Here's some helpful information to assist you in becoming familiar with  
Merton Primary School and Merton Intermediate School.  
Also visit our website at [www.merton.k12.wi.us](http://www.merton.k12.wi.us)

## **MERTON PRIMARY: GRADES EC, 4K - 4**

N68 W28460 Sussex Rd., P.O. Box 15, Merton, WI 53056

Phone: **(262) 538-2227**

Fax: (262) 538-3937

District Administrator: Ronald Russ

Admin. Sec'y: Jennifer Sevcik

Principal: Becca Stein

Secretary: Melissa Smith

[steinb@merton.k12.wi.us](mailto:steinb@merton.k12.wi.us)

[smithm@merton.k12.wi.us](mailto:smithm@merton.k12.wi.us)

**School Hours: 8:45 a.m. to 3:55 p.m.**

**4K-AM Kindergarten: 8:45 – 11:50 am**

**4K-PM Kindergarten: 12:55 - 3:55 pm**

Student supervision is provided from 8:30 a.m. to 4:10 p.m.

**STUDENT PICK UP AND DROP OFF:** Parents/guardians (5K-4th) are asked to pick up and/or drop off their children in the **back** of the Primary School. 4K drop off/pick up is in front of the school. Students leaving before the end of the school day **must** be signed out by a parent/guardian. Students arriving late **must** sign in at the office.

## **MERTON INTERMEDIATE SCHOOL: GRADES 5 - 8**

N68 W28320 Sussex Rd., P.O. Box 15, Merton, WI 53056

Phone: **(262) 538-1130**

Fax: (262) 538-4978

Principal: Steve Newcomer

Secretary: Tanya Koike

[koiket@merton.k12.wi.us](mailto:koiket@merton.k12.wi.us)

**School Hours: 8:45 a.m. to 4:00 p.m.**

Student supervision is provided from 8:30 a.m. to 4:10 p.m.

**STUDENT PICK UP AND DROP OFF:** Parents/guardians are asked to pick up and/or drop off their children along the south sidewalk, in front of the building. Please **do not** park in the bus lane! Students leaving before the end of the school day **must** be signed out by a parent/guardian. Students arriving late **must** sign in at the office.

### **BOTH SCHOOLS:**

**ABSENCES:** Parents/guardians are requested to call their child's **school office** or send an email to the applicable school's attendance address:

Primary Attendance: [priattendance@merton.k12.wi.us](mailto:priattendance@merton.k12.wi.us)

Intermediate Attendance: [intattendance@merton.k12.wi.us](mailto:intattendance@merton.k12.wi.us)

as soon as possible when the child or children are going to be absent from school. Please notify the office of any extended absences as well. **Never assume** that notifying your child(ren)'s teacher of an extended absence means that the office is notified as well. ***Call the office separately!***

**MEDICATION:** Office personnel will dispense prescription medications providing a "Medication Permission Form" is completed which *includes* a doctor's signature.

Over-the-counter remedies (creams, cough drops, lozenges, salves, Tylenol, Advil, etc.) can also be dispensed. These medications require a completed permission form including a parent/guardian signature. Some parents have found it easiest to send an extended supply of over-the-counter medications to school along with a signed permission form. These meds are then immediately available if your child requires them. All meds must be provided in **original containers or packaging.**

**FOOD SERVICE:** MCSD contracts with an outside Food Service vendor for our hot lunch program. The lunch program is optional. Families set up an account at which time children within a family are each given a 4-digit pin number to use when participating in the program. Payment into the family account can be made any day of the week by any member of the family. Monthly menus are available online at the district's website. **Make lunch checks payable to Merton School.**