



*We engage children in an inspiring, challenging, and civically active educational experience that embraces learning through the arts.*

### **LFCSA's Weekly E-blast**

PTA'S New Family Welcome Picnic  
Drop off and Pick up Schedule  
First week of School Procedures  
Carpool and Parking  
C.A.P After School Program  
Class Assignments  
3 Day Hold Period

**First Day of School: August 22nd**

*Si necesita traducción en español, llámenos a 323-539-2810*

### **New Family Welcome Potluck Picnic Saturday August 20th 10 a.m. - 12 p.m. Rio de Los Angeles State Park**

Is your child new to the school and would like to meet other students before their first day? Join us for the LFCSA New Student Welcome Picnic hosted by the LFCSA PTA! The address is 1900 N. San Fernando Rd. Los Angeles, 90065. The park is just down the street from the school, and we'll be by the playground.

Bring a snack or drinks to share, and a blanket and chairs if you'd like to lounge. Besides new friends, there will be t-shirts for sale and a few PTA members to any answer questions you might have. Hope to see you there!

**2016-17 Drop off and Pick Up Schedule**

Grade	Class Start	Pick up Time MWRF	Pick Up Time Tue.
K/1st	8:00	2:40	1:40
TK/K	8:20	2:00(TK) / 3:00	2:00
2nd	8:20	3:00	2:00
3rd	8:35	3:15	2:15
4th/5th	8:45	3:25	2:25

You can drop off your child as early as 7:30 a.m. There is no supervision provided earlier than this.

We ask parents to not arrive before their student's scheduled pick up times as this will cause a delay in the pick up line.

## Our First Week of School - Transition Week

The first week of school is an exciting time. Returning students will be looking forward to meeting new friends.

For our new to LFCSA students, we will be welcoming them and helping them adjust, as they become familiar with their new teacher, classmates, and environment.

To help with the transition, during the **first day of school**, TK/K/1st grade families can park behind the black gate and walk their children into the playground and then follow them into the classroom for a 45-minute family activity before saying your goodbyes.

We encourage families to talk to their child about what to expect on the first day and the to prepare them for your departure.

During the first week of school all parents can choose to park behind the black gate and walk their students into the playground. Parents can stay with students while on the yard, and we ask for parents to say their goodbyes before it is time to line-up. Teachers will pick up the children and then walk them to class to start their day.

It is important that we work together to respect each other's needs during this time. We value that some of our students and parents need to have a transition period and we hope families can value the teachers' need to begin their day by focusing on building their classroom community.

All parents entering the school (including the playground) must sign in and obtain a VISITOR'S PASS. Visitor's Passes are available at the front desk. For your convenience, during the first week of school, Visitor's passes will be available at the entrance of the playground.

Please make sure to pack a snack for your child. If you are not ordering from our lunch vendor please make sure to also pack a lunch and water bottle. All lunch boxes must be labeled with:

1. Your child's full name
2. Your child's grade

### 3. Your child's teacher's name

Lastly, your teacher will give you a lot of information about your classroom needs at Back to School Night held on September 6th and 7th.

Look forward to seeing you on Monday!

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## Carpool and Parking Procedures



### Being a good neighbor

One challenge that we need everyone's help with is being a good neighbor to the other tenants in this media center complex. Regarding drop off and pick up this means: Keeping our speed at 10 m.p.h, only parking in our spaces (behind the black gate), and helping carpool run smoothly by following our procedures:

### Drop off (7:30 a.m. to 8:45 p.m.)

The drop off window is from 7:30 a.m. to 8:45 a.m. K/1 classes start school at 8:00 a.m., TK/K and 2nd at 8:20 a.m. 3rd at 8:35 a.m, and 4th, 4/5 and 5th at 8:45 a.m. After 8:45 a.m. you may park and escort your child to the office where he or she will receive a tardy slip and be allowed to go to class.

- Drive from the media center entrance straight to our building and drive through the **one way** carpool loop.
- Keep your child in the car. We open the door for them to exit once you arrive in the valet area in the front of the school, where we can unload six cars at a time.
- Have your child ready when you get to the valet area: Books or video games closed, shoes on, lunch boxes and backpacks in hand.

### DO NOT:

- Drive behind other buildings, nor drive up in between our neighbor's building to let your child out unsupervised. Stay in the main carpool loop.
- Allow your child out of the car anywhere but the valet area, where we open the car door and help them get to school safely.

There are several pick up and drop off shifts. Please wait for your turn. Do not jump into an earlier shift. We will not have the child ready and you will block other parents. We will communicate to you on site when it is time to drive up. Should you arrive after your designated time, you may get in the pick up line and drive up to the valet area, because your child is ready to be picked up and we can call him/her on the radio.

- Arrive on time. Not before! When the children are NOT ready to exit the car their is a delay and you will jam Media Center Drive which we are not allowed to do.
- Stay in the car and drive up to the valet area where we can load six (6) cars at a time. Do not park in that area. We will help your child to get in the car.
- The pedestrian gate is for parents who take public transportation or park outside the media center complex on San Fernando Road and walk to the school ONLY.

Please place a sign on your car's dashboard that has the following information:

1. Your child's name
2. Your Child's Grade
3. Your Child's Teachers Name

Example:

**John Smith**  
**3rd Grade**  
**Ms. Hwang**

Please be patient. After a few days we will be much faster. Just remember, it does take time to send approximately 520 children home safely. You can help us tremendously by following our directions.

Thank you,  
- Mr Wenger

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## Classroom Change Requests

If parents would like to request a change, the school will consider requests after the 10th day of school.

After the 10th day, if the families continue to want to change, requests can be honored if there is space available.

Change of class forms will be available at the front office.

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## Three Day Enrollment Spot Hold - Independent Study

We only hold your spot for three days. If you are planning to be absent the first three days of school, please let your teacher and the front office know as soon as possible so you do not lose your enrollment spot.

If you will be gone for more than 3 days please contact your teacher to receive an Independent Study. Please keep in mind that teachers need at least one week notice in order to properly prepare a packet for your child.

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### School Supply Donations

Bring in your School Supply donations on the first day of school! Donations can be dropped off in the carpool lane. Just pass them to the person helping at the valet.

Click [here](#) to see the list of needs.

Thank you, in advance, for your wonderful support of the school!

**Note:**

Your teacher may also send home a list of personal classroom needs during the first week of school. Check your child's back pack for this list!

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### Coyote Afterschool Program (C.A.P)



The Coyote Arts Program is eager to provide after school enrichment programs this year. Spots for the program are available on a first come first serve basis so make sure to get your applications in.

For more information about the program, rates and hours please visit our [website](#) or download the [C.A.P parent handbook](#).

Our after school program coordinator, Ms Jenina Castro will be available to answer your questions.

CAP contact info: (323) 539-2810 ext. 306  
CAP email: CAP@lofelizarts.org

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## *Upcoming Events*

Please refer to our [school calendar](#) for updates to upcoming events

### **August 20th 10 a.m.**

New Family Picnic Potluck

### **August 22nd**

First Day of School

### **September 5th**

No School - Labor Day

## Contact

**Los Feliz Charter School for the Arts**  
2709 Media Center Drive, Los Angeles, CA 90065  
(323) 539-2810

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## Stay Connected



"Instruction ends in the school-room, but education ends only with life."

- Frederick W. Robertson