

July 30, 2018

Dear Parents/Guardians,

As the 2018-2019 school year gets underway, we would like to notify and/or remind you of a few policies/procedures:

- We understand you love your pets, and we do too, but school is not the place for them. Animals are not allowed on campus and should not be brought to the drop off or dismissal areas. Please leave pets at home when coming to drop off or pick up your scholar from school since animals may also trigger allergies for some.
- We realize there may be times when you need to pick up your scholar early from school. Please keep in mind that because we believe instructional time is very important, we will only be able to call your scholar(s) from class once you have arrived in the school office. Also, we are not allowed to call scholars out of class during the last 20 minutes of the day. During this time, scholars are usually receiving their homework and homework related instructions, packing their belongings, and helping tidy up their work space/classroom in preparation for leaving to their dismissal area.
- When dropping off items that were forgotten at home by a scholar (ex: lunch, water bottle, jacket, instrument, homework, etc.), every attempt will be made to notify the scholar outside of instructional time. We do not disrupt the learning environment for your scholar nor the rest of the class to inform them of the forgotten item. Please encourage your scholar to notify their teacher as soon as they notice an item is forgotten so that communication can be made to a parent by the office staff and so your scholar can check the office during breaks for their item.
- When packing snacks for your scholar or supplying food items for a class celebration, we are requesting that these items be nut and nut product free due to severe nut allergies on campus. This includes but is not limited to: peanuts, peanut butter, peanut butter products, Nutella, almonds, macadamia nuts, walnuts, cashews, and pistachios. We want to ensure that our environment is safe for all our scholars. Also, please ensure that when donating items for class parties, these items must be packaged and store bought. Homemade goodies are not acceptable under any circumstances and your cooperation with this is greatly appreciated.

If you should have further questions, please feel free to call the office at (760) 948-4333.

Thank you,
LEPA Staff