

LaVerne Elementary Preparatory Academy
Memo to Parents/Guardians
July 19, 2021

Dear Parents/Guardians,

As we begin to experience school and procedures at our new campus, please be prepared to remain flexible and patient as we find what works best for the operation of the school, our LEPA families, and our local community. With that being said, please make note of the following adjustments to drop off and pickup:

- **All drive through** drop off and pickup for **grades TK-6** will be conducted through the south driveway located on Linden St. We will no longer operate separate lines. Please **view the map below** for the direction of the flow of traffic for this area since it has changed. Also, to expedite the drive-through lane, scholars should have their mask on and be ready to exit the vehicle with their items in hand once inside the “loading zone”. If you are in the loading area, your scholar may exit the vehicle on the driver side and walk into the gate (on the map, the blue dot marks the gate entrance).
- The front parking lot will only be utilized for staff entering campus from 7:00 a.m.-8:15 a.m. each morning and staff exiting campus from 2:00 p.m. to 4:15 p.m. each afternoon.
- **Walk-up** arrival and dismissal will be offered at the MPR entrance **only** located in the front of the school across from the office. Scholars will depart from their parent/guardian at the doorway and proceed to their class meeting place. Parents will still **not** be allowed to enter campus. Please form a line, wear your mask, and keep appropriate distance while waiting in line.
- Photos of placards will **only** be accepted at the walk-up location. Please ensure that the entire placard is visible when zoomed out.
- During dismissal, if you do not have your placard with you, you will be required to go into the office, show ID, and receive a temporary pass that must be surrendered at the appropriate pick-up area.
- When parking for walk-up arrival and dismissal, please find a safe area to park either in the dirt lot on Linden St. or on Mojave St. It has been requested of the school that you do not park in any of the parking lots that belong to Holy Family Church (located north of the school). Also, do not park across I Ave. as this is too dangerous. Please follow all posted street signs, traffic signs, curb colors, etc.
- Please **notify your scholar’s teacher** by 8 a.m. on Tuesday, July 20, 2021 of which pickup method you are electing- drive through or walk-up. Once you have made your selection, you cannot change since it will be vital to have all scholars in the proper area for dismissal. If your scholar’s teacher does not receive a reply stating your preferred method of pick-up for your scholar, your scholar will be assigned to the drive through pick-up option. Please ensure all parties that assist with pick-up of your scholar are aware of which method you have elected **and** the appropriate procedures to follow.
- Expect the unexpected- come with plenty of time so you are prepared for any/all delays. Do not jeopardize the safety of others because you are in a hurry.
- Modeling courtesy towards others, patience, and citizenship are always the best philosophies and the perfect way to teach children these traits. Continue to remain flexible as we work together to improve wait times and traffic flow. More changes may be needed as we navigate our new campus and the surrounding area.

We thank you in advance for complying with the adjusted arrival and dismissal procedures outlined above and for your continued feedback, support, and patience. If you have any further questions, please contact the front office at (760) 948-4333.

Thank you- LEPA Staff



Key:

-  = Incoming Traffic
-  = Outgoing Traffic
-  = Drive Through Entrance/Exit Gate
-  = Walk-up Entrance/Exit

TK- 6th Grade Drive Through Arrival & Dismissal- east on Mojave St., south on I Ave., and west on Linden St.