

LOS ANGELES UNIFIED SCHOOL DISTRICT

Toluca Lake Elementary

4840 Cahuenga Blvd.
North Hollywood, CA 91601
OFFICE: (818) 761-3339
FAX: (818) 761-7197
<http://toluca.weebly.com>

Ramon C. Cortines
Superintendent
Alma Peña-Sánchez
District 2 Superintendent
Carol Reo-Bové
Principal

August 24, 2010

Dear Toluca Lake Parents and Families,

Welcome back to the 2010-2011 school year! We hope that you and your family had a wonderful summer vacation and are now ready for a great and productive school year. Our school is freshly cleaned and looks sparkling and ready for our beautiful boys and girls.

We have reviewed our test scores and are very proud of the results. Our focus on academic achievement, enriched with the arts and outreach programs is helping our students achieve their goals. We will be working closely together to analyze and discuss these results at all of our parent meetings.

Monday, September 13th, is the first day of classes. Please note the following:

7:15 a.m. - Breakfast gate opens

7:45a.m. - Line up Bell

7:50a.m - Seated in the classroom

2:09 p.m. Dismissal

The Valet drop-off program will begin on the first day of school as well. With the wonderful assistance of our parent volunteers, it provides a quick, easy way for you to avoid having to park on a side street. It is absolutely **prohibited** to enter the school parking lot to drop off your child (Ca. Vehicle Code 2113a). Teachers, teacher assistants and other support staff are entering the parking lot in order to park and get in their classrooms to prepare for the day. Simply drop off your child in our safety zone, feel assured that they will be guided to the entrance by our volunteers, on time, for a wonderful school day.

On the first day of school, all students will report to the line up area of their last year's teacher at 7:45 a.m. Their last year's teacher will then send them to their new teacher's classroom line up area. **New Kindergarten** students and their parents will report to the Kindergarten yard for orientation at 8:10 a.m. **New first through fifth grade** students to Toluca Lake will report to the auditorium to receive their classroom assignment.

Youth Services After-School Playground Program for grades 1 – 5 will begin on Monday from 2:09 until 6:00. It is a program provided at no charge for students who can function independently on the playground and follow playground rules. Our Youth Development Program will continue as well, and you will receive a separate communication about

qualifications for that program. Another resource for child care services, the East Valley YMCA, is located on campus. Please contact them for rules and fee information at (818) 763-5126.

On Tuesdays, September 28th through May 3rd we will have early dismissal for all students. On those Tuesdays, school will be out one hour earlier at **1:09** p.m. The early dismissals will allow us to provide instructional planning time and staff development.

You will receive a packet coming home with your child during the first week of school. Reduced and free lunch applications will be included in the packet. It is extremely important that these forms be returned as soon as possible. If there is a delay in receiving this information it could delay your child's eligibility status for meals. We will continue with our calm, quiet lunch procedures which were a great success. Please encourage your child to **at least try** all the food provided, sit calmly, speak quietly with friends while eating and digesting their food. Within twenty minutes the children will be dismissed to go to their play areas. Thank you for your continued support in this school wide policy of collaboration.

Emergency Cards will also be sent home on the first day. **New** cards are required for all students each school year. Current telephone numbers for you and other authorized persons are crucial in being able to contact you in the event of an emergency.

During school hours, children will be released only to their parents or the designated authorized persons listed on the emergency card.

Toluca Lake has three councils: School Site Governance Council (SSC), Compensatory Education Advisory Council (CEAC) and English Language Learners Advisory Council (ELAC). Please look for upcoming information about when the meetings will be held and elections for these important councils.

We are continuing our focus on **Parent Collaboration** this year. Many parents volunteered last year to help us help their children. Once again we are asking that anyone interested in volunteering in the classroom, office or on the yard, please contact us. We have a wonderful Parent Center Director, Lucy Gonzalez, ready to welcome you and provide you with the information needed. Please come as well to relax in our Parent Center, Room 31, which is there especially for your convenience. ESL classes will be starting soon so look for more upcoming information.

Our PTA is working in collaboration with the parent center. They also offer many support services including computer usage. They are planning several fund raising events and are ready with the first assembly for the children on the 22nd. A letter will be coming home with more information about the Entertainment Book Fund Raiser.

Remember, you were the first teacher in your child's life and you have the power to continue that great attachment with them. An excerpt from "Resources for Education" will give you an idea of:

Parent Power

- Spend a few minutes every evening looking over handouts your youngster brings home. Fill out forms to return the next day.
- Tell your child's teacher if you can help them out at school or home.
- Make sure teachers know you appreciate their efforts. From time to time, send a thank-you note.
- Contact your child's teacher immediately if you see a problem. Working together will help your youngster succeed.
- Attend conferences, parent meetings, and school events regularly.



Thank you in advance for participating in the education of your children. It is only through working together that we can guarantee the finest education for them.



Sincerely,

The Administrative Team and Staff
Toluca Lake Elementary