



BIENVENUE À LILA!

A WELCOME MESSAGE FROM MS. REBECCA

I am so pleased to welcome you to the Los Feliz campus Early Learning Center. I am looking forward to meeting new LILA families and welcoming back returning families. Please be sure to read all the information in this message to stay informed about the new school year.

BEFORE THE FIRST DAY:

- Please fill out and return the forms that were emailed to you by Vania. Please include proof of up-to-date immunizations for your child.
- Check the [back-to-school page](#) on our website.
- Attend the Meet and Greet on **Tuesday the 23rd!** 3pm for preschool/PS and 4pm for prek/MS.

WHAT TO BRING

- An extra set of clothes (with your child's name on each piece of clothing) in a large Ziploc® type bag that will stay in the classroom.
- EpiPen, inhalers, etc. with your name and dosage indication, if applicable.
- On the first day, bring a lunch and two snacks, a water bottle, and a nap set. Names on everything!

GENERAL INFORMATION

- ELC phone number: 323-522-3848
- Drop-off: 8:30am - 9:00am
- Pick-up: 3:10pm-4:00pm.
- Daycare: 8-8:30am and 4-5pm
- Absences: mail absent-lf@lilaschool.com and cc your child's teachers (all school personnel emails are firstname.lastname@lilaschool.com).
- To add an authorized pick-up person: emergency.pickup@lilaschool.com That person will be asked for photo I.D.
- No glass containers or bottles!
- Please let me know if you move to a new residence, if your child receives a vaccination, if your marital and/or custody status changes, or if you want to add/remove someone from your pick-up list.
- The ELC is PEANUT-FREE! Please do not send nuts or products containing nuts.
- The Mosaïque is emailed to everyone on Fridays at 5:00pm. Please please please make sure to read it every week for announcements, events, school life, etc.

IN AN EMERGENCY

Evacuation sites: The corner of Griffith Park Blvd. and St. George Street (2718 St. George St.), and Gelson's Silverlake, located at Griffith Park Blvd and Hyperion. This is only for a true emergency, we will not go to these sites during a drill.



EVERYTHING ELSE

- Enter the campus by the entrance on Griffith Park Blvd and exit through the gate on Evans. This will keep our traffic flow safe and predictable.
- Drop-off is from 8:30am - 9:00am, and pick-up is from 3:10pm-4:00pm. For those enrolled in daycare, morning daycare begins at 8:00am, and afternoon daycare ends at 5:00pm.
- You will be asked to fill out a form declaring that your child has no covid symptoms. You will confirm your understanding that any child displaying symptoms will be sent home. Thank you for following this procedure as we continue to keep our school healthy.
- Please send your child with two snacks, a mask and a water bottle every day (if your child will stay until after 4:00pm, we recommend an additional snack). The complete supply checklist can be found [here](#).
- To order hot lunch for your child go to: heroeats.co (formerly TotPot) If you are already registered, please update classroom and skip the following steps. To create an account, your school's Password is Valley27 (This is a one time security password) and select ELC. Order deadline is 24hrs before day of service. Make sure to still pack two snacks!
- Make sure your child's cubby stays stocked with extra clothes labeled with their name.
- Some information will be communicated in the Mosaïque (our weekly newsletter) that won't be communicated anywhere else so please be sure to read all the way through every week.
- We are committed to maintaining a school that is safe and secure for our students. Considerable time, expertise, and funds have gone into strengthening safety and security measures on our campus. We will practice fire, earthquake, and safe shelter drills in the first couple of weeks. I will let you know when we do the safe shelter drill so you can follow up with your children at home.
- Evacuation sites: In case we need to evacuate the premises, our two evacuation sites are the Casimir Church located on the corner of Griffith Park Blvd. and St. George Street (2718 St. George St.), and Gelson's Silverlake, located at Griffith Park Blvd and Hyperion. Depending on the nature of the emergency, if we evacuate to Gelson's, we will either be inside the store or in the parking lot next to the bus stop on Griffith Park Blvd.
- As best we can, given the state of the emergency, we will contact you via automated email, text, and voice call, if possible.
- In the event of a lockdown/safe shelter please do not come to campus until you receive word that it is safe to come. This is very important because emergency personnel will need full access to move around. We will contact you as soon as it is safe to pick up your child.
- If you would like to further discuss our emergency procedures, please feel free to reach out to me.