



# BIENVENUE À LILA!

## WELCOME

### FROM THE LOS FELIZ TEAM

We are looking forward to welcoming back our LILA families and new students. Please be sure to read all the information in this message to stay informed about the new school year.

### BEFORE THE FIRST DAY:

- If there have been any changes to your contact information, please email [losfeliz@lilaschool.com](mailto:losfeliz@lilaschool.com). Please include proof of up-to-date immunizations for your child.
- Check the [back-to-school page](#) on our website.
- Please be aware that the speed limit on Russell is 15mph. Be ready to stop and listen to staff's directions.

### WHAT TO BRING

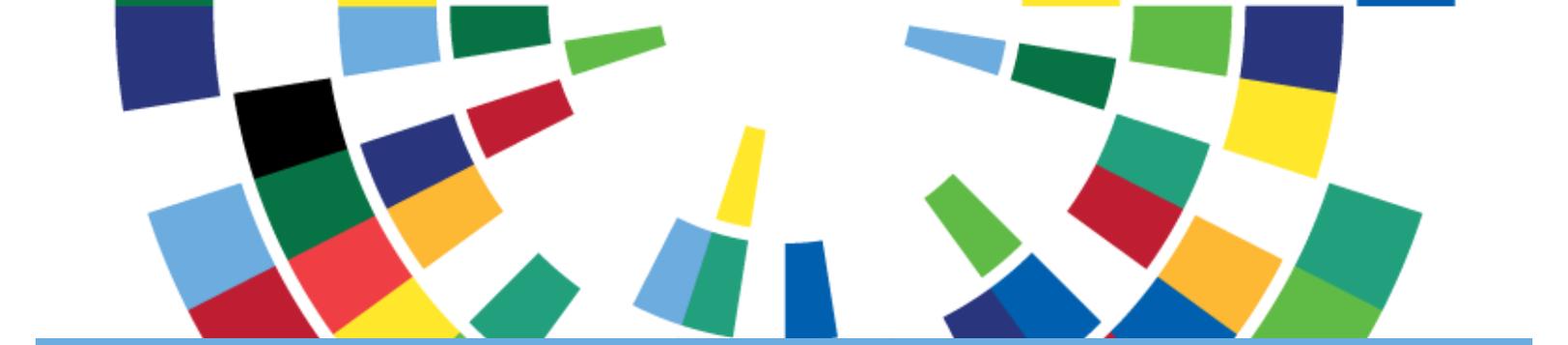
- For Pre-K and K, an extra set of clothes (with your child's name on each piece of clothing) in a large Ziploc® type bag.
- EpiPen, inhalers, etc. with your name and dosage indication, if applicable.
- On the first day, bring a lunch and two snacks, a water bottle. Bring a nap set for Pre-K. Names on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

### GENERAL INFORMATION

- Main campus phone: 323-665-4526
- Drop-off (K-2): 8:20am-8:40am
- Drop-off (Pre-K & 3-5): 8:40am-9:00am
- Pick-up (Pre-K-2): 3:00pm-4:00pm.
- Pick-up (3-5): 3:20pm-4:00pm
- Daycare: 8:00am to beginning of class and 4:00pm-5:00pm
- Absences: mail [absent-lf@lilaschool.com](mailto:absent-lf@lilaschool.com) and cc your child's teachers (all school personnel emails are [firstname.lastname@lilaschool.com](mailto:firstname.lastname@lilaschool.com)).
- To add an authorized pick-up person: [emergency.pickup@lilaschool.com](mailto:emergency.pickup@lilaschool.com) That person will be asked for photo I.D.
- No glass containers or bottles!
- Please let us know if you've moved, 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 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

Be sure to sign up to receive texts. You must opt in every year. Text "Y" or "Yes" to 67587 to opt in to SMS alerts. This will be our primary means of keeping you informed in an emergency or school closure so please make sure to confirm. If you do not receive a confirmation text, email [diana.vazquez@lilaschool.com](mailto:diana.vazquez@lilaschool.com)



## EVERYTHING ELSE

- The speed limit on Russell is 15 mph. Please drive cautiously!
- The main gate will be open during pick-up and drop-off hours. During school hours, you must ring at the call box.
- Drop-off is from 8:20am - 9:00 am, and pick-up is from 3:00pm-4:00pm. See above your grade level drop off hours. Please be sure to arrive during your correct times to keep traffic flowing. 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 of illness 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).
- To order hot lunch for your child go to: [heroeats.co](https://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 Los Feliz. Order deadline is 24hrs before day of service. Make sure to still pack two snacks!
- Pre-K and K: be 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.
- 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 walk to school please contact [lofeliz@lilaschool.com](mailto:lofeliz@lilaschool.com) for instructions on entering the new Sanborn gate.
- If you would like to further discuss our emergency procedures, please feel free to reach out to us.