



## Welcome Letter from Samantha Cutler, Acting Campus Director

Campuses  
Burbank  
Los Feliz  
Pasadena  
West Valley

Dear Los Feliz Families,

Summer vacation is coming to a close and we are excited to welcome you back for the 2023-2024 school year! Over the summer our wonderful team of playground supervisors and maintenance staff have been hard at work preparing the campus for the upcoming school year. Some of these improvements include:

- NEW Kindergarten playground installation
- Indoor and outdoor painting and maintenance
- Deep cleaning
- Window treatments
- Organizing storage units
- Inventorying supplies and equipment

Additionally, we conducted end-of-year reflection and strategic planning sessions with administrators, faculty, and staff. In August we will hold school-wide and campus-wide in-service training focused on shared curricular goals, social-emotional learning strategies (SEL), neurodiversity, and technology integration.

As part of our yearly safety training, all ELC and main campus employees will be trained and certified in First Aid and CPR. This year we will also receive diabetes training as we strive for further inclusive health and safety practices.

Moreover, we have been assisting with the welcoming, onboarding, and relocation of our newest faculty members. This year we will be welcoming the following teachers to our team:

- Nicole Maclennan (3C/4C English teacher)
- Anne-Sophie Ortolio (First grade French teacher)
- Caroline Touratier (Second grade French Teacher)

While pertinent back-to-school information is available on our [back-to-school page](#), below is some helpful information for our new families:

**SchoolCash Online (SCO):** You can access your [SchoolCash Online \(SCO\)](#) account using your child's student ID number. If you have questions please contact our Business Manager, Diana Vazquez.

**Immunization Records:** New students, transfer students, and all students entering Kindergarten must submit their immunization records to our Administrative Assistant, Dominique Jamgotchian. Please note that immunization records must comply with California law.



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Please check our Back-to-School page and the official [2023-2024 academic calendar](#) for important dates. A few dates of immediate note include:

- **Tuesday, August 22:** Meet and Greets (see schedule below)
- **Wednesday, August 23:** First day of school for all students
- **Week of September 11-15:** Back-to-School Nights

### **Grade Teacher Meet & Greet Schedule:**

Preschool ELC	10:30am - 11:30am
PreK /MS ELC	11:00am - 12:00pm
Main Campus Pre-K	11:00am - 12:00pm
Kindergarten/GS	11:30am - 12:30pm
Grade 1/ CP	12:00pm - 1:00pm
Grade 2/ CE1	12:30pm - 1:30pm
Grade 3/ CE2	1:00pm - 2:00pm
Grade 4/CM1	1:30pm - 2:30pm
Grade 5/CM2	2:00pm - 3:00pm

I am looking forward to meeting our new and returning families in August and am excited for a successful and joyful school year.

Samantha Cutler  
Los Feliz Acting Campus Director