



# **WELCOME**

## **to Larchmont Charter School at Hollygrove!**

This packet is a **yearlong guide** to most of the FAQs about our program. Please read it, and keep it in a safe place to refer to as needed.

# **2020-2021**

# The ABCs of Larchmont Charter School at Hollygrove

## A

**After School Program-** Larchmont Charter School is committed to providing LCS students with a safe, enriching, and academically supportive after-school care program. For the 2020-2021 school year, our after school programs at all of our campuses will be overseen and run by Larchmont Charter School. Andrea Ramirez is the After School Site Director at the Hollygrove campus. Our after school program will consist of daily snacks, academic support, and recreational activities. At Hollygrove, extended care is offered from 3 to 6:00 p.m. on Monday through Friday and from 1:30-6:00 on Wednesdays. After-school payments can be made online prior to services.

**Note: *Pick up after 6:00 p.m. will incur a late care child care fee.***  
**Students not enrolled in after school and participating in enrichments will be charged for time in after school before or after classes.** Questions regarding the after-school program should be directed to Andrea Ramirez [andrea.ramirez@larchmontcharter.org](mailto:andrea.ramirez@larchmontcharter.org)

**Absence/ Attendance** – All student absences have a substantial impact not only on your child but on their class and the school, especially given the collaborative, interactive nature of our curriculum. Unless they are ill, it is critical that your child be in school, on time, every day. Please make every effort to schedule dental and medical appointments outside of school hours, and to ensure that travel plans do not conflict with the school calendar. **(See Independent Study for more information.)**

If your child is going to miss school for any reason, please email [attendanceHGR@larchmontcharter.org](mailto:attendanceHGR@larchmontcharter.org). Please explain when and why your child will miss school (e.g. sick, travel, doctor's appointment). A doctor's note or dentist's note should be provided to the office when applicable. **Upon emailing us, you will also receive an automatic reply containing a link to an Independent Study Request. By making this request and completing the packets, your child will not miss valuable information from school and the school will not lose critical funding.**

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## B

**Bags-** TK through 3rd Grades, please ensure that your child comes to school **every** day with their canvas school bag. These bags will be provided by LCS during the first month of school. Due to the limited size of our cubbies, please do not bring alternative or additional backpacks. The canvas bag can be used to transport and store all your child's belongings (lunch, snacks, and jackets) . 4th Grade- Though we have canvas bags for 4th graders as an option as well, 4th graders may bring a backpack to school each day. However, your backpack **MUST** be able to fit into your 12" by 12" cubby.

**Bathroom-** Please ensure that your child is able to handle all bathroom related tasks without assistance from an adult before attending school, and is comfortable closing stall doors and flushing toilets without making a mess in the bathroom. This will ensure that they are able to use the restroom independently at school and ensure that the bathroom stays clean and sanitary for others. If your child struggles in this area, please be sure to reach out to your teacher prior to the first day of school.

**Birthdays-** In order to be sensitive to children with food allergies, as well as out of respect for our school's "Healthy Food" policy, **we ask that you do not send or bring food to school to celebrate your child's birthday.** Each child is invited to select a book to read to the class on or near his or her birthday. This book can be read by the child, by the teacher or by a parent or family member who comes in to read. If you would like to come in to read a book for your child's birthday, please let us know at least one week in advance so we can schedule a celebration.

**Birthday Party Invitations-** Birthday invitations can be distributed in school as long as each child in the class is invited to the party. If you are planning a smaller party and not every child will be invited, please distribute the invitations outside of school to avoid hurt feelings from those not invited.

## C

**Carpool-** Each day will begin and end with carpool. During carpool hours (8-8:25 AM and 3:00-3:30 PM (M/T/Th/F) OR 1:30-2:00 PM (W) you may drop off or pick up your child through carpool. In order to ensure

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that we are in compliance with our conditional use permit (CUP) through the city and to ensure that things will run smoothly, please adhere to the following rules:

1. Only use carpool if you are transporting **more** than one child. If you are only transporting one child, please park and use the walk up dismissal procedures. If you have other children in the car, you are entitled to use carpool even if these students are infants or attending another school.
2. If your child or children normally goes to our after school program, but you want them to go to carpool, please inform your child, email or tell your child's teacher, and email the office at [attendanceHGR@larchmontcharter.org](mailto:attendanceHGR@larchmontcharter.org) at least 24 hours in advance. If you forget to do this, please walk in and pick your child up from after-school instead of going through carpool.
3. Please engage in conversations with teachers and other staff **outside of carpool times**, as this is time when teachers are supervising children and ensuring that children are safe and are picked up appropriately.
4. **Please abide by all carpool rules as provided in our Carpool Expectations and Policy packet.**

**Clothing (see also "shoes")-** Please ensure that your child is dressed appropriately for the weather every day. Please also note that we routinely do art in class, as well as on our assigned art day. We use a wide variety of paints, markers, pastels and other art materials, and while we make every effort to use washable materials whenever possible, there are times when your child may get stains on articles of clothing. Please send your child to school in clothing that can get dirty as they learn and play. If a skirt or dress is worn to school, shorts should be worn underneath. **All clothing should be labeled clearly with your child's name.**

**Clothing (extra)-** For TK and kindergarten, please send in a bag of extra clothing, labeled with your child's name, in case of accidents. In Kindergarten bathroom accidents are still common, and there have also been many instances where children spilled paint, got broken pen ink smeared on an article of clothing, or got wet on a rainy day and needed extra clothing to change into. Please send this clothing to your child's classroom no later than Monday, August 27th.

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**Communication-** Communication is an integral part of every community and the same is true for Larchmont Charter School. Please feel free to discuss any concerns or questions with your child's teacher. We will do our very best to respond as promptly as possible. Please note there are times during the school day in which we are unable to hold in-depth conversations as we are preparing for instruction or responsible for student supervision. You can always arrange a time to meet with your child's teacher.

First and foremost, your child's safety is our top concern. LCS maintains a database of current information such as home address, telephone numbers and emergency contacts for each student. ***It is the parents' responsibility to keep this information up-to-date so that you can be contacted should a need arise. Please contact your campus office with updates or changes of address, phone number, email, emergency contacts or medical information as needed.***

**Larchmont Charter School will use the following tools to communicate with families.**

## **FACULTY / ADMIN LED-COMMUNICATIONS**

**LCS WEBSITE – [NEW WEBSITE WILL BE LAUNCHED THIS YEAR.](http://www.larchmontcharter.org) Stay tuned for updates on the launch date!! [www.larchmontcharter.org](http://www.larchmontcharter.org)**

PURPOSE: The main communicator of information coming from the school. The school website will house information about the mission and vision of the school and campus operations. It includes payment portals, teacher pages, updates about fundraisers and events, and access to volunteer opportunities. RECEIVED BY: The Larchmont website is accessible to the general public.

## **WEEKEND WEEKLY BLAST**

PURPOSE: Weekly must-read document from the Principals of your campus that is the main source of information about the culture and programs of the school. It contains a snapshot calendar of upcoming events, important updates from the staff to the parent body and important volunteer information and requests. It may also contain updates from other campuses' events, the next month's lunch menu and curriculum updates.

SENT BY: Campus Principals

RECEIVED BY: All individual campus LCS families who have provided an email address to the LCS staff.

FREQUENCY & DELIVERY: Delivered by Sunday evening via email in English.

NOTES: If you need translation assistance, please contact your school office.

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## **LCS UPDATES**

PURPOSE: Time-sensitive information from our school leaders that cannot wait for the Pointers email blast, OR deserves separate attention. This includes LCS Board meeting notices.

SENT BY: Principals or Network Office support staff.

RECEIVED BY: All individual campus LCS families who have provided an email address to LCS.

FREQUENCY & DELIVERY: Delivered as needed with the approval of the Principals via email in English.

NOTES: If you need translation assistance, please contact your school office.

## **TEACHER UPDATES**

PURPOSE: You will receive news and curriculum updates from your child's classroom on a regular basis via the Larchmont website and via dedicated email newsletters directly from your teacher.

SENT BY: Grade level teacher(s).

RECEIVED BY: All classroom families.

FREQUENCY & DELIVERY: At your teacher's discretion via the Larchmont website, email, homework folder or parent communication folder as determined by the teacher. News and curriculum updates from your child's classroom.

NOTES: If you need translation assistance, please let your teacher or room parent know.

**Room parents and volunteer committee chairs will also communicate with families as needed.**

## **E**

**Early Pick Up-** Other than in emergency situations; please do not pick up your child early from school. In addition to missing out on valuable instructional time, these early pick-ups are disruptive to the entire class. Both the transition as children leave school and also their absence in the classroom compromises the learning of all children. If it is truly unavoidable to pick up your child early, you will need to come to the main office to sign your child out. Please do not go directly to the classroom.

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## F

**First Day-** The first day of school is Wednesday, August 19, 2020. School begins at 8:30 am. Carpool gates will open at 8:00 am however, early drop off begins at our pedestrian gate at 7:30am. Please review the carpool procedures carefully.

## G

**Grades-** At the elementary campus, your child will receive a progress report each trimester informing you of your child's development and progress towards understanding of broader concepts, rather than emphasizing mastery of isolated skills. Progress related to specific skills is better communicated as areas of strength or challenge during parent-teacher- student conferences, as well as through ongoing verbal and written feedback by teachers during class lessons and on student work. Keeping in line with our belief that student development is ongoing and not defined by age or a particular grade level, our evaluation of progress intends to communicate student progress along a continuum of learning. When families sit down to read through their child's progress report, the question to be thinking about is "Where is my child in their understanding of concepts along a continuum of learning over time?" The new developmental descriptors on the progress report used to describe where students are in their understanding of the Common Core concepts are Emerging, Growing, Proficient, and Outstanding (E, G, P, and O). You will receive more information about progress reports during the year.

## H

**Healthy food-** Because of our emphasis on healthy lifestyles, LCS has a healthy food policy. Please respect this policy by ensuring that you only pack healthy lunches and snacks for your child. Some examples of healthy snacks include: fruit, granola bars, yogurt, nuts, vegetables, cheese, etc. Please avoid packing snacks with a high sugar content. Also, please do not pack anything in glass containers.

**Homework-** In line with our developmentally appropriate curriculum, Kindergarteners are not required to complete nightly homework. Throughout the year, the Kindergarten team will send home suggested

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activities or topics for discussion to enrich your child's learning experience. It is highly recommended that you read and talk about books for 20- 30 minutes every day, as well as engage in daily conversations and imaginative play.

### I

**Independent Study-** A large portion of our state funding is based on our attendance. Every time a child is absent our school loses money. For this reason, we ask that if your child is going to be absent for more than one day, you request an independent study packet and have your child complete and return it to school promptly on the due date agreed upon. We are legally required to keep completed Independent Study packets filed in the school records room. The work included in the independent study packets is grade level appropriate. **However, these packets are not intended to take the place of your child's presence in school each and every day. If you are in need of an independent study packet, please make sure that you email [attendanceHGR@larchmontcharter.org](mailto:attendanceHGR@larchmontcharter.org) prior to 9 am of the morning of the absence.** Independent study packets can be completed for one-day absences or for extended absences. Please know that if your child is absent from school, his/her independent study packet may include authentic class work in order to ensure that your child does not fall behind the rest of the class. **Please ensure that your child does not miss school unless they are truly ill, and not for travel or for appointments that can be scheduled outside of the school day.**

### L

**Lost and Found-** Often, children misplace their belongings at school. **Every object and item of clothing that your child brings to school should be clearly labeled with his/her first and last name.** Please make sure that lunch boxes are clearly labeled on the outside, as the inside may not be checked. Items that are left out will be placed in **The Lost and Found**. If your child leaves something at school, please have them look in **The Lost and Found**, and search other places where it may have been left. If you would like, you are welcome to come search **The Lost and Found** yourself.

Keeping track of sweaters, jackets, bags, lunch boxes and folders is the responsibility of your child. **Please do not ask teachers or other staff to search for your child's lost items as that is your child's responsibility.** Almost all the time, items clearly labeled with your child's name will return to your child. Unmarked articles will be donated at the end of each month.

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**Lunch-** Each day children may bring their lunch to school, or may eat our healthy hot lunch. No pre-ordering is needed. Please make sure that your child knows if they are to get hot lunch, or to eat food brought from home. It can be hard to know when the food sent from home is intended as a snack and when it is intended as to be eaten as lunch. As such, please clarify this with your child, especially early in the year.

Each day, our students are to sit at the picnic tables and eat after they have played for 30 minutes. We encourage each student to eat his/her lunch. Please speak with your child about your expectations around eating lunch. We will give reminders and support the time where students must be seated to eat, but are not able to further enforce rules about eating lunch.

This year, hot lunch will continue to be provided by La Luna on the Go, and will continue to be offered at \$5.10/day for full-paying families; \$0.40/day for Reduced Families; and free for those qualifying families. If for some reason your child misplaces his/her packed lunch or forgets his/her lunch, we will provide your child(ren) with a nutritious meal from La Luna on the Go at the appropriate cost. Each student will have a personal **efunds** account for lunch and the amount of each meal will be deducted as lunches are purchased. **It is important to maintain a positive balance.**

Please make sure that lunch brought from home is labeled clearly with your child's name, and please remind your child that, due to allergies and other concerns, **children at LCS should NEVER share their food at school.**

## M

**Medication-** Children may only receive medication during school hours with a written request from the parent/guardian and from the physician who is responsible for the medical management of the child. These forms are available in the main office. Parents are urged, however, to request that the physician develop a schedule in which taking medication in school is minimized or eliminated. Requests should be processed through the main office.

All medications must be stored at school in the original prescription bottle, labeled with dosage instructions, and be administered in the office. No student may carry his or her own medication or take medication unsupervised except in the case of an inhaler where the doctor has given permission.

If your child takes medication regularly during non-school hours, you should leave a short-term supply in the office to be used in case of an emergency, such as an earthquake. Please fill out the Medication Request Form and label

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it in red "For Emergency Use Only." Record expiration dates and replace prescriptions as needed.

**Morning Sing-** Each Friday morning we come together as a community for Friday Morning Sing. Morning Sing will begin at 8:30 AM, right after attendance is taken. Parents are welcome to wait in the pavilion area for morning sing, and sit with their child's class during morning sing time. However, **we ask that children stay with the class during morning sing as this is part of our instructional day.** We also ask that you not use this time to chat with teachers or other parents, as this sets a poor example for the children who are expected to stay focused on morning sing instead of chatting. If your child has a hard time separating from parents, it may be important to refrain from attending morning sing until your child can separate from you without crying. You know your child best, but please make sure that you give thought to your child's ability to function happily throughout the day when making decisions about attending morning sing. Please remember to find street parking.



## Office/Operational Information-

### Hollygrove Campus Address and Phone Numbers

815 North El Centro Avenue  
Los Angeles, CA 90038  
Main Office Phone: (323) 836-0860  
Main Office Fax: (323) 836-0863  
Main Office Email: [hollygroveoffice@larchmontcharter.org](mailto:hollygroveoffice@larchmontcharter.org)

### Campus Hours - M, T, Th, F

7:30-8:00 am  
8:00-8:25 am  
**3:00 pm**  
3:00 – 6:00 p.m

Early Drop-off  
Carpool Open  
**All Grades Dismissal**  
After-school program

### Early Release Days - Wednesdays

7:30-8:00 am  
8:00-8:25 am

Early Drop-off  
Carpool Open

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**1:30 pm**

1:30 – 6 pm

**All Grades Dismissal**

After-school program

## General Office Hours

The school office is open between 8:00 am and 3:30 pm Monday through Friday (school days only)

## **P**

**Parents in the classroom-** Our classes welcome parents into the classroom for a variety of reasons, including to help with special activities and to attend celebrations. However, due to the disruption to our students, please do not stop by the classroom to observe or volunteer without first making arrangements with the teacher. Some students have a hard time focusing with parents in the classroom and at times it can disrupt the flow of the school day. Please make sure that you check in with the teacher in advance for an appropriate time. Also, all volunteers must adhere to our Volunteer clearance protocols and policies.

**PE-** On PE days, please make sure that your child wears closed-toed, rubber-soled sneakers, weather-appropriate clothing, sunscreen, and brings a water bottle labeled with his/her name.

**Progress Reports** - At the elementary campus, your child will receive a progress report each trimester informing you of your child's development and progress towards understanding of broader concepts, rather than emphasizing mastery of isolated skills. Progress related to specific skills is better communicated as areas of strength or challenge during parent-teacher-student conferences, as well as through ongoing verbal and written feedback by teachers during class lessons and on student work. Keeping in line with our belief that student development is ongoing and not defined by age or a particular grade level, our evaluation of progress intends to communicate student progress along a continuum of learning. When families sit down to read through their child's progress report, the question to be thinking about is "Where is my child in their understanding of concepts along a continuum of learning over time?" The developmental descriptors that are used on the K-4 progress reports to describe where students are in their understanding of the Common Core concepts are Emerging, Growing, Proficient, and Outstanding

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(E, G, P, and O). You will receive more information about progress reports during the year.

### S

**Shoes-** Please make sure that your child wears shoes that are safe for playground play and outside games each day, and which will not be a distraction on the carpet. Sneakers or sandals are fine (though sandals should not be worn on PE days), but flip flops and dress shoes, especially those with high heels, should not be worn. On PE days, please make sure that your child is wearing closed-toed, rubber-soled shoes, such as sneakers.

**Snacks-** Children may bring a healthy snacks (fruit, vegetables, etc.) to eat during morning and afternoon snack periods. Please do not send unhealthy food including chips, candy, or processed foods. This policy that encourages healthy eating, also helps your child be prepared for learning. For younger students, please label snacks A.M. and P.M. to help your child stay organized.

### T

**Tardies-** Being on time fosters good habits for your child. Each late arrival during the school day disrupts your child's learning experience and might lead to your child feeling uncomfortable. When children are late to school it has a dramatic impact on the learning, both on the child who is tardy and also on the rest of the class. The only excuse for being late to school is because of a necessary medical or dental appointment, though ideally these should be scheduled outside of the normal school day. All other tardies are unexcused. Tardies of 30 minutes or more are classified as truant. Our handbook outlines the consequences of consistently tardy students.

**Toys-** Toys, games, trading cards, jewelry, and other objects that are not directly related to your child's school day do not belong at school. Often, these items create distractions in the classroom and can create conflict between children. Please make sure that your child leaves items not specifically needed for school at home. Items that are brought to school and create a disruption in class may be taken by a staff person and held until the end of the day.

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## V

**Visitors-** All visitors must sign in at the main office, thereby allowing us to document who is on campus at any given time for safety purposes.

**Volunteering-** The success of our school is dependent upon the engagement and participation of all of our families. There are many opportunities to volunteer your time, both at home and at school. We are looking for those willing to help serve lunch, make copies, cut out or assemble projects and work for students, work with small groups, help with carpool, clean, or do any number of other tasks. We also have several community events coordinated by parents to support our school. Please complete the Volunteer Committee Sign-up sheet so that we can help you find volunteer opportunities that match your interests. You can also get in touch with the parent volunteer coordinators, your class's room parents or your classroom teacher to get more information about volunteering. **Note: All volunteers on campus who will be in contact with children are required to complete our volunteer application and provide Larchmont Charter School with a live scan (fingerprinting) clearance and a negative TB test.**

If you are unable to be on campus, please let your child's teacher or your room parent know and you can be added to a list of at-home volunteers who can compile book orders, cut, glue, assemble, laminate or do other off-campus work. Work can be sent home in your child's bag with a note from the teacher or coordinator explaining a task.

**We hope it will be a great year! As always, thank you for supporting Larchmont Charter School!**