



# WELCOME

## to Larchmont Charter School at Fairfax!

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.

2018-2019

## The ABCs of Larchmont Charter School at Fairfax

### A

**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 [ffxattendance@larchmontcharter.org](mailto:ffxattendance@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 work packets for each day of missed school (according to grade level). By completing the packets, your child will not miss valuable information from school and the school will not lose critical funding.**

**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 2018-2018 school year, our after school programs at all of our campuses will be overseen and run by Larchmont Charter School. The after school program will be known as **ASP** which stands for After School Program. Our after school program will consist of daily snacks, homework time, and recreational activities. At Fairfax, extended care is offered from dismissal to 6:00 p.m. on Monday through Friday. We also offer a variety of enrichment classes for an additional fee – the classes vary by trimester and additional information will be sent later on in the summer about available classes.

**Note: Pick up after 6:00 p.m. will incur a late care childcare fee. Students not enrolled in "general" after school care but who are only participating in enrichments will be charged for time in after school if they are not picked up within 15 minutes of the end time of their enrichment class.**

### B

**Backpacks/Bags-** Please ensure that your child comes to school with a backpack clearly labeled with his/her name. No wheels, please. It is extremely helpful for your child to have somewhere to put their homework folder, parent communication folder and other school items without having to manage holding all of those items at once. Please send a normal sized backpack. Please do NOT send your child with a miniature or preschool sized backpack, or a rolling backpack.

**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

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stall doors and flushing toilets. This will ensure that they are able to use the restroom independently at school and ensure that the room stays clean and sanitary for others.

**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.*** Instead, you are more than welcome to come in and read a book 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, and if you wish to donate the book to the classroom library, that would be great. A small token, such a special pencil or a sticker can be given out to each child as well, if you desire. If you would like to come in to read a book for your child's birthday, please let your child's teacher know at least three days in advance. ***We also celebrate birthdays at the Fairfax campus each Friday during School Sing. Any student celebrating a birthday that week is invited to come to the stage where the whole school will sing them a happy birthday song.***

**Birthday Party Invitations-** Birthday invitations can be distributed in school (either by the child or put in cubbies by a parent) 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 or party favors outside of school to avoid hurt feelings from those not invited.

## C

**Carpool-** Each day will begin and end with carpool. During carpool hours (8-8:30 AM and 2:50-3:30 PM M, T, Th, F; 8 – 8:30 AM and 1:20 – 2:00 PM Wednesdays) you may drop off or pick up your child through carpool. In order to ensure that we are in compliance with our conditional use permit (CUP) through the City of West Hollywood and to ensure that things will run smoothly, please adhere to the following rules:

***1. Please abide by all of the rules as outlined in the "Carpool Reminders" enclosed in this summer mailing.***

2. If your child or children normally goes to after-school, but you want them to go to carpool, please inform your child and also email or tell your child's teacher 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.

**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

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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 Kindergarten, please send in a bag of extra clothing, labeled with your child's name, in case of accidents. Bathroom accidents are still common in Kindergarten, and there may be instances where children need extra clothing to change into. Please send this clothing to your child's classroom no later than **Monday, August 27, 2018.**

**Communication-** Communication is an integral part of every community and the same is true for Larchmont Charter School.

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.**

### **LCS WEBSITE**

[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.

### **ADMIN LED-COMMUNICATIONS**

#### **SATURDAY WEEKLY BLAST also known as the Weekly Update**

PURPOSE: Weekly must-read document from the Principal 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 week's lunch menu and curriculum updates.

SENT BY: Principal.

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

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FREQUENCY & DELIVERY: Delivered every Saturday via email.

NOTES: We are trying to be green so we only distribute a paper version to those families who don't have access to email. If you do not receive the weekly emails beginning on the first Saturday after school begins, contact the school office to make sure your email address is correctly listed.

### **LCS UPDATES**

PURPOSE: Time-sensitive information from our principals or office managers that cannot wait for the Saturday email blast, OR deserves separate attention. This includes LCS Board meeting notices.

SENT BY: Campus Principal, Network staff or 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 Campus Principal or Network office via email in English, most with Spanish and Korean translations available.

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.

### **HOMEWORK FOLDER & READING GROUP FOLDER**

PURPOSE: It will be each student's responsibility to transport and maintain a weekly homework folder and reading group folder. The homework folder & reading group folder will include any necessary homework packets and resources needed for the duration of the week, or longer in case of ongoing projects.

SENT BY: Classroom teacher and Reading Group teacher.

RECEIVED BY: All classroom families.

### **FRIDAY COMMUNICATION FOLDER**

PURPOSE: The Friday Folder (as it is most commonly referred to) will include PAPER versions of all school related announcements as well as some communication from specific classrooms. Items may include: reminders about important dates, lunch or after school invoices, sign-ups for fundraisers or events, etc.

SENT BY: Larchmont at Fairfax Main Office.

RECEIVED BY: All LCS at Fairfax families.

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FREQUENCY AND DELIVERY: Friday Folders will be given to each child to place in

their backpack every Friday. The actual plastic folder should be returned to the classroom teacher on Monday with any necessary forms or items completed.

**Room parents, parent volunteer coordinators, and Site Council members will also communicate with families as needed.**

**Community Groups-** In the first few weeks of school, each student will be placed in a community group and will participate in their first Community Group meeting for the year. Community Groups are groups that include about 15 children spanning all grade levels (TK-4) who periodically meet with a designated group leader/teacher that may be different than their general classroom teacher. The purpose of Community Groups is for children to participate and feel a sense of belonging in a consistent mixed-age grouping, in which older students are given opportunities to develop leadership, compassion, and nurturing behaviors, while younger children find role models, peer support in social and academic activities, and all children experience a sense of family and friendship beyond their regular grade level group. Community Groups help provide every child a new group of "family and friends" in their school community and help them to branch out and meet new people.

**Once the community groups are established, children will always sit with their Community Group during School Sing, not with their regular classroom.**

## E

**Early pick up-** Other than in an emergency situation, 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 other children. If it is truly unavoidable to pick up your child early, you will need to come to the main office and classroom teacher, sign your child out by the front desk, and your child will be called to the office by the office staff.

## F

**First Day-** The first day of school is Wednesday, August 22, 2018. School begins at 8:30 am every day. Carpool gates will open at 8:00 and there will be early drop off (beginning at 7:30 am in Room 1 or 2). **If you are dropping your child off before carpool begins at 8:00 am, please walk them in using the pedestrian entrance and sign them in to early care, as carpool supervision is unavailable until 8:00 am. Please read over the carpool procedures carefully.**

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Kindergarten ONLY: For the first week of school, TK & Kindergarten students will gather in the assembly room/auditorium to meet their teachers. You are welcome to wait with your child as teachers greet and welcome classes, but we ask that you say goodbye to your child in the assembly room when teachers depart with their students to head back to the classroom.

**Friday Communication Folder-** Your child will receive a home-to-school communication folder. **This folder will be sent home every Friday and will need to be returned every Monday.** The office and teachers will put notices and other things that need to be kept at home or returned in the folder. From time to time, your child will also have permission slips, payment slips, or other paperwork that needs to be completed and returned. **Please make sure that you check that your child has their folder when they come home every Friday to ensure that paperwork is addressed in a timely manner.**

## 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 Choices-** 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. **Please see the enclosed information in your summer mailer for more details about the rationale behind our healthy food policy.**

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**Homework** - Homework consists of a weekly or daily homework packet (depending on grade level) that is sent home – it should be returned according to the specific schedule specified by your teacher. Please check your child's homework folder carefully and help your child develop routines and procedures to support with homework completion.

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 for an extended number of days, please make sure that you email [ffxattendace@larchmontcharter.org](mailto:ffxattendace@larchmontcharter.org) prior to 9 am of the morning of the absence.** Independent study packets can also be completed for one-day 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.

**Lunch**- Children may bring their lunch to school or may opt in to our healthy hot lunch program (**info about signing up will be emailed out in August**). Please make sure that

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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 to be their lunch, so please clarify this with your child, especially early in the year. We encourage all students to eat their lunches. Please speak with your child about your expectations around eating lunch. We will give reminders and enforce the time where students must be seated to eat, but are not able to further enforce rules about how much to eat.

This year, hot lunch will continue to be cooked in our own Fairfax kitchen and will cost \$5.10/day for non-FRL families; 40 cents/day for Reduced families; and free for families qualifying as "Free". 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 our kitchen at the same cost. We will invoice all families who have a lunch balance on a **monthly** basis.

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

## O

### **Office/Operational Information-**

Fairfax Campus Address and Phone Numbers

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1265 N. Fairfax Avenue  
West Hollywood, CA 90046  
Main Office Phone: (323) 656-6418

Main Office Email: [cindy.torroba@larchmontcharter.org](mailto:cindy.torroba@larchmontcharter.org) (Office Manager) & [maritess.trillo@larchmontcharter.org](mailto:maritess.trillo@larchmontcharter.org) (Office Assistant).

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

7:30-8:00 am	Early Drop-off
8:00-8:30 am	Carpool Open
8:15 am	Classroom doors open
<b>2:50 pm</b>	<b>Kinder Dismissal</b>
<b>3:00 pm</b>	<b>First and Second Grade Dismissal</b>
<b>3:10 pm</b>	<b>Third and Fourth Grade Dismissal</b>
2:50 – 6:00 p.m	After-school program

## Early Release Days - Wednesdays

7:30-8:00 am	Early Drop-off
8:00-8:30 am	Carpool Open
8:15 am	Classroom doors open
<b>1:20 pm</b>	<b>Kinder dismissal</b>
<b>1:30 pm</b>	<b>First and Second Grade dismissal</b>
<b>1:40 pm</b>	<b>Third and Fourth Grade dismissal</b>
1:20 – 6 pm	After-school program

## Minimum Days – Conference Weeks ONLY (Twice per year)

7:30-8:00 am	Early Drop-off
8:00-8:30 am	Carpool Open
8:15 am	Classroom doors open
<b>12:10 pm</b>	<b>Kinder dismissal</b>
<b>12:20 pm</b>	<b>First and Second Grade dismissal</b>
<b>12:30 pm</b>	<b>Third and Fourth Grade dismissal</b>
12:10 – 6 pm	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).

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## 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.

**P.E.-** 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.

## S

**School Handbook-** The school handbook is the reference for all school rules, policies, and procedures while attending Larchmont Charter School. This is your first place to go for any questions you may have. From behavior expectations, birthday celebrations, and carpool to field trips, going home with friends and visitors to campus, the handbook is your starting place for how things work here at Larchmont Charter School. You will receive a school handbook at the beginning of the school year once it is approved by our Board of Directors. **You will be required to sign that you acknowledge all Larchmont Charter School policies and procedures and that you agree to abide by them.** Please get to know the handbook before signing.

**School Sing-** Each Friday morning will begin with morning sing after attendance is taken at 8:30am. Parents are welcome to join their children for morning sing, and sit with their child's community group during morning sing time. We ask that children and parents 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 bad example for the children who are expected to stay focused on morning sing instead of chatting. **Please remember that parking is significantly impacted on Friday mornings and you may need to find street parking.**

**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 closed-toed 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

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worn. On PE days, please make sure that your child is wearing closed-toed, rubber-soled shoes, such as sneakers.

**Snack-** Children may bring a healthy snack (fruit, vegetables, protein bars, etc.) to eat. Please do not send unhealthy food including chips, candy, chocolate covered snacks or processed foods.

## **Student Council -**

## **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.

## **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. Please be sure to wear your visitor sticker while you are on campus.

**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 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

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coordinated by parents to support our school. Please complete the Volunteer Committee Sign-up sheet (found online as part of your registration process) so that we

can help you find volunteer opportunities that match your interests. You can also get in touch with your host family, 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 provide Larchmont Charter School with a livescan (fingerprinting) clearance and negative TB test.** You will be receiving more information about this during our Kindergarten Orientation.

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. Each time you volunteer, please make sure you log your hours online to submit to the school for our records. Please check the Weekly Updates for more information about how to log your volunteer hours.

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