



## Woodlake Elementary Community Charter School

Los Angeles Unified School District, Educational Service Center - Northwest  
23231 Hatteras St., Woodland Hills, California 91367  
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**Alberto Carvalho**  
Superintendent of Schools  
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Interim Local District  
Superintendent, NW  
**Amy Pedersen**  
Principal

August 1, 2023

Dear Parents and/or Guardians,

I want to warmly welcome our new and returning families to the 2023-2024 school year! Our faculty and staff are excited about the upcoming school year and are looking forward to the opportunity of developing positive relationships with our students and parents.

### **IMPORTANT DATES:**

Friday, August 11, 2023	Meet and Greet 9:00 am-11:30 am
Saturday, August 12, 2023	Kinder Playdate 9:30 am-11:00 am
Monday, August 14, 2023	First Day of School- Dismissal at 2:23
8/14-Orientation at 8:30 am	Kindergarten and New Parent-Auditorium

### **Meet and Greet:**

Please join us at our Meet and Greet to meet the Woodlake staff, learn about our programs and activities, become familiar with ways to get involved, and find out your child's classroom assignment. Staff will be available to help you to register for the Parent Portal, if needed. This is a great event to kick off the school year!

**It is essential that all parents sign up for the Parent Portal and the Daily Pass.**

[Click here for how to set up Parent Portal](https://bit.ly/woodlakepp) or go to (<https://bit.ly/woodlakepp>)

[Click here to apply to become a Volunteer](https://achieve.lausd.net/Page/9647) or (<https://achieve.lausd.net/Page/9647>)

### **FIRST DAY OF SCHOOL:**

Gates will be opened at 7:30 am as supervision will be provided for 1st-5th grade students in the main yard. 1st-5th grade students can enter the campus through the Califa, Woodlake, or Hatteras gates. The Kindergarten gate will open at 7:30 am for entrance to the Kindergarten yard; for TK/Kindergarten students only! **1st-5th Grade Students:** Students who received their classroom assignments at the "Meet and Greet" on August 11th will line up according to their room number posted on the playground. School Staff will be positioned at the entrances of the school to give students their room assignments if they did not attend the Meet and Greet. Parents will be allowed on campus before school until the 7:55 bell and after school for the first 20 minutes.

**Transitional and Kindergarten Students:** TK and Kindergarten students and parents will report to their assigned classrooms at 8:00 am. Please enter through the Kindergarten gate on Woodlake near the garden area.

Dismissal on the first day of school will be at 2:23 pm for all students. Kindergarten and first-grade students must be picked up from their classroom **ON TIME** at dismissal. They can only be released to an adult that is on their emergency card. There is **NO** after-school supervision for TK, Kindergarten and First-grade students through LAUSD Beyond the Bell Youth Services. However, Got Game(TK-5th) and The YMCA(TK-2nd) are outside providers that do provide supervision on the Woodlake campus for TK, Kindergarten and

First-grade students. The contact information for Got Game is (310) 975-8524 and The YMCA is 818-918-0749.

### **TK, KINDERGARTEN and NEW PARENT ORIENTATION:**

There will be a special orientation for our new parents in the auditorium at 8:30 am. on August 14th. It is important that one parent, if not both, are present. At the orientation, you will hear from the administration and PTSA President who will provide important information and answer questions regarding the school year.

### **PAPERLESS COMMUNICATION AND SCHOOL UPDATES:**

Please visit our website <https://www.woodlakeelementary.org/> often to receive information about school events, procedures, grade-level activities, organizations, and school support resources. Each week our website is updated to include our Weekly Packet and other important information. On certain occasions your child may receive written notices that need to be signed. Please continue to check their child's backpack. I will also communicate with a Sunday evening phone call, email, and text messages to notify our families of weekly events. PTSA will be sending emails to parents with important information. It is essential we have the accurate email address and phone number for each family. Please provide a legible phone number and email address on your child's emergency card which will be sent home in the first day packet.

### **SECURE CAMPUS POLICY:**

For the safety and security of the children, District policy requires that all gates remain locked during school hours. District policy further requires that all persons (including siblings not enrolled at Woodlake) coming on campus during school hours first obtain permission from the Principal. This includes parents wishing to visit their children's classrooms. These policies ensure that only adults with legitimate school business are on campus and that teachers and students are not interrupted during instructional time. Gates open every morning at 7:30 a.m and close at 8:00 a.m. To ensure the safety of all students, there will be three entry gates each morning (Hatteras, Califa, and Woodlake). **PLEASE DO NOT** park in or drop off any student in the **STAFF PARKING LOT**.

### **ATTENDANCE AND PUNCTUALITY:**

Student attendance and student achievement are closely intertwined. Students who develop patterns of good attendance are more likely to be successful both academically and socially than students who develop patterns of poor attendance. Please schedule non-emergency medical and other appointments after school. Students who are ill should stay home. You **MUST** bring a signed note specifying the reason for the absence on the day of your child's return to school. **Students returning from a serious or prolonged illness, injury (stitches, staples), hospitalizations, and with ace bandages, cast, splints, crutches, cane, a walker, or a wheelchair must have a health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility, and safety.** Students arriving late to class will be marked tardy. Students will receive a truancy letter if there are three or more unexcused absences, early leaves and/or tardies of 30 minutes or more in the school year for which a valid excuse was not provided (tardies or early leaves will still count as an absence even if excused). As it negatively impacts our school, please do not take vacations during regular school days. If a child has six or more absences, the Teacher and/or Principal will contact parents to find resources to improve attendance.

### **MEDICATION IN SCHOOL:**

School personnel may administer prescription medications (prescribed or over-the-counter) when:

1. **LAUSD REQUEST FOR MEDICATION** form is signed by authorized health care providers and parents.

2. Prescribed medications must be clearly labeled with the child's name in original containers and brought to the front office by an adult.
3. Forms are available in the main office.

#### **EMERGENCY CARDS:**

Every child must have an emergency card on file with complete and accurate information. Having current phone numbers for parents and/or responsible relatives is essential. Students will only be released to persons listed on the student's emergency card. If corrections need to be made to the emergency card during the school year, please come to the main office to make the change.

#### **TRAFFIC SAFETY-IMPORTANT:**

Please drive slowly and carefully near the school, take all safety precautions and remember the following:

1. Double parking is illegal and unsafe. It also causes further congestion.
2. Parking, dropping off, or picking up students in the staff parking lot is illegal and unsafe. Violators will be ticketed.
3. Children should be taught to cross only at corners after looking in all directions.
4. If someone other than yourself picks up your child, please remind them of these safety rules, especially if the driver is an older sibling.

#### **USE OF CELL PHONES:**

Students are permitted to possess cell phones that must remain "off" and stored out of sight at all times except after dismissal. If a cell phone is observed by faculty or staff, it shall be confiscated until redeemed by the parent or guardian from the office.

#### **CAFETERIA:**

This year students will be served Breakfast in the cafeteria until the 7:55 am bell.

\*If a child has food allergies, please see the school nurse for forms **that must be completed by a doctor** in order for the District to review the dietary restrictions and make appropriate accommodations.

#### **HEALTHY SNACKS:**

We encourage students to bring healthy nutritious food to school for snack and lunch. Please do not pack soda or candy for your child.

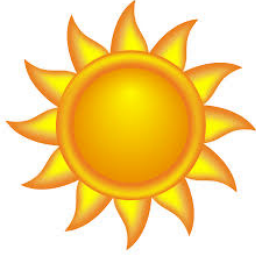
#### **BIRTHDAY CELEBRATIONS:**

If you would like to celebrate your child's birthday at school please consider sending small goodie bags with bubbles, stickers, or other small-dollar store items. If you would like to bring cupcakes or any other treat please arrange with your child's teacher to have a 10-minute celebration at the end of the day. Please do not bring balloons of any kind.

Once again, thank you for your cooperation in these important matters and I look forward to working in partnership to make this a successful year! All other school procedures will be located on our website [www.woodlakeelementary.org](http://www.woodlakeelementary.org).

Sincerely,

Amy Pedersen, Principal



## MEET AND GREET BEFORE THE HEAT

FRIDAY, AUGUST 11, 2023

- Come to the “Meet and Greet” at Woodlake to pick up your child's classroom assignment and meet your new teacher.
- Each grade level will have 15 minutes in the auditorium, where teachers will introduce themselves.
- Ms. Pedersen will talk about school expectations for the new school year.
- Once the presentation is over, families will make their way to the assigned areas listed below.
- Families will have 15 minutes to pick up their student’s classroom assignment, and meet their new teacher.
- Families will then exit through the main gate on Hatteras.

### Grade Level schedule:

TK/KINDER: 9:00-9:15 (AUDITORIUM)  
9:20-9:35 (KINDER YARD)  
2ND GRADE: 9:20-9:35 (AUDITORIUM)  
9:40-9:55 (PERGOLA)  
1ST GRADE: 9:40-9:55 (AUDITORIUM)  
10:00-10:15 (PERGOLA)  
3RD GRADE: 10:00-10:15 (AUDITORIUM)  
10:20-10:35 (PERGOLA)  
4TH GRADE: 10:20-10:35 (AUDITORIUM)  
10:40-10:55 (PERGOLA)  
5TH GRADE: 10:40-10:55 (AUDITORIUM)  
11:00-11:15 (5th Grade Hallway)