

LOS ANGELES UNIFIED SCHOOL DISTRICT

Local District Northeast

## *Toluca Lake Elementary*

4840 Cahuenga Blvd.

North Hollywood, CA 91601

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**Michelle King**

Superintendent Of Schools

**Linda Del Cueto**

Local District Superintendent

**Carol Reo-Bové**

Principal

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Dear Toluca Lake Parents and Families,

Thank you for the wonderful support you have given us throughout the first semester. Many students have related to me that their favorite thing in the world is go see their Mom or Dad here working at school! Since you, as parents, were your child's first teacher, it becomes even more special.

In light of the many holidays coming up, I need to emphasize the importance of **good attendance**. Please be aware of the following strategies to be sure that your child is here on a daily basis:

- Schedule all appointments for your child after school, on weekends or during vacation or holidays.
- If the appointment must be made during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day.
- Birthday celebrations can be held over till the weekend. Please do not keep your child at home on their birthday.

At all our Parent Meetings, we have been discussing our Parent Involvement Policy. A copy was sent home at the beginning of the school year. We are working very hard to be sure that all of you are informed and involved in your child's education. We also have reviewed the Compact for Student Success. This compact was also sent to you at the beginning of the school year. However, it is also located on the inside of the Thursday Parent Folder so that you can review it at all times. Please call the school if you have any questions regarding these two very important documents.

Also, during December, we will celebrate our annual Holiday Programs. On Friday, December 16<sup>th</sup> we will have three Parent programs at 8:20, 9:15, and 10:00. Your child will be bringing home more information as to which program they will perform in. Please try to set aside some time on this day to see our inspiring and festive program.

We will then celebrate our Winter Break starting on December 16, which will be a shortened day with dismissal at 1:09. Classes will begin again on January 9, 2017. There will be a shortened day on Tuesday, January 10<sup>th</sup>.

## REMINDERS

All students should wear their **Toluca Lake Tee** on **Fridays**. The students are very excited to show their school spirit. These Tee shirts are also very good to wear when your child is on a school sponsored field trip.

All gates close at **7:50** every morning. The main entrance on Cahuenga Blvd. is set aside for all students to enter the school. Please do not send your child through the office entrance as they will be requested to go back outside to the main entrance.

Please be sure to update all student emergency information. Remember that only friends and family members included on the Emergency Card are given the right to pick up your child.

**On all Tuesdays** until April 4, 2017 we will have early dismissal for all students. On those Tuesdays, school will be out one hour earlier at **1:09** p.m. The early dismissals will allow us to provide instructional planning time and staff development.

Thank you for all of your help and understanding in the important business of educating your children.

Sincerely,

The Administrative Team and Staff of  
Toluca Lake Elementary School