

LOS ANGELES UNIFIED SCHOOL DISTRICT

Local District Northeast

## *Toluca Lake Elementary*

4840 Cahuenga Blvd.

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**Michelle King**

Superintendent Of Schools

**Linda Del Cueto**

Instructional Area Superintendent

**Carol Reo-Bové**

Principal

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November 3, 2016

Dear Toluca Lake Parents and Families,

We would like to thank you for the wonderful support you have provided during the first three months of school. As a reminder, the safety of our students is a top priority at Toluca Lake Elementary. We plan and prepare for various emergency situations covering fire, earthquake, chemical spill, and dangerous person scenario. Our safety committee, PTA, and Leadership team have reviewed our safety policies to guarantee that we are doing all that can be done for the safety of your children. The following rules have been decided and approved by all stakeholders and will be enforced on a daily basis:

- **All visitors to our campus will go through the main office at all times.**
- **Visitors will carry proper identification when requesting to go on campus.**
- **Entrance through any other gate is prohibited before and during school hours.**
- **The Valet program must be used to drop off students. The parking lot is for staff only and a traffic ticket will be given to violators of this law.**

We sincerely appreciate your cooperation and support in making our campus a safe, secure place for every stake holder.

As you know, the Valet Program is the safest way to drop your child off at this school due to the access on Cahuenga Boulevard. We would like to remind you of the safety rules when dropping off your child. If you decide to make a u turn on Cahuenga Boulevard, you are essentially cutting off a person in line to drop off their child. It is extremely dangerous to attempt a U turn during busy traffic times. We strongly suggest that you make a left turn on Camarillo and then a U turn on a side street when coming in that direction.

If you want to walk your child to school, you need to park across Cahuenga Boulevard on a side street. There is no space for parking in front of the Crossroads School next to our school and the parents of students that attend that school need to use the small amount of space there.

Please be courteous and thoughtful of your fellow parents and show them the respect and empathy that we are trying to teach our beautiful boy and girls.

The Administrative Team of  
Toluca Lake Elementary

