

Dear Las Lomitas Families,

I just returned from visiting the **Holiday Workshop** where joyful faces filled Cano Hall. This event is a perfect example of the community we have. Moms, dads and grandparents were on hand to help the children with their creations. Thank you to all the dedicated parents who help create a community at Las Lomitas that is focused on the children. Together we can help them grow and learn to be contributing members of the Las Lomitas community.

During the two days before Thanksgiving break, the faculty participated in professional development activities. One day was focused on our **emergency/disaster plans**. Below is some important information for you to review and consider so you will be prepared should we need to close the school and release your children in an emergency:

- We are working closely with Atherton police and County Safety coordinators to ensure that our plans are sound and we are prepared to respond to varying possible scenarios.
- If you arrive on campus and find no one in the halls and doors locked, please leave immediately and call the office to see if it is safe to enter. We may be running a drill, or we may actually be in a shelter-in-place or lockdown situation. We will not respond to knocks on doors even if we are just in a drill.
- If we should be in a situation where we need to release students (severe earthquake, etc.), the perimeter of the campus will be secured and ***all parents should enter from the Cano Hall gate area only***. You should proceed to the blacktop where you will see our Student Release Area. Please be patient. I assure you that your children will be safe and that we will release them to you as quickly as we can.
- You, or a person designated on your child's emergency card, will ***need to provide picture ID*** to release your child. Be sure to let all those listed on the emergency card know about this so they are prepared.
- Make sure your children know who is listed on the emergency card so they are prepared to leave with them if needed.
- We will use School Messenger, our emergency communication system, to alert you when necessary. It is important that you keep cell phone numbers and emails current – this includes contact information for those listed on the emergency card. Notify the office if you need to update your information.

As you know, the teachers are focused on implementing the California Common Core Standards and the **Writing Workshop** model in their classrooms. All of this takes time for teachers to meet, discuss, learn and plan together. As a result, there will be days when the teachers are out of the classroom to focus on these important initiatives. Teachers make sure that the substitutes have clear plans to carry on instruction in the classroom. District staff has worked diligently this past year to recruit and interview substitutes in order to have quality education continue in the teacher's absence. Your children directly benefit from the time teachers spend collaborating together.

Finally, please be sure to check the school website for **kindergarten registration and session request procedures**. Please check with the office if you have any questions.

Until next time,
Sue Sartor