

Dear Las Lomitas Families,

As you know, our enrollment is near 640 students. If we add in faculty, staff, students and parents, Las Lomitas' population is about the same size as Belvedere, California! In order to function smoothly, we all need to do our part. Below is a list of ways you can make life here a little bit less hectic for everyone:

1. *Read the Lion's Roar, our school/PTA newsletter.* It has the answer to almost every question you may have.
2. *Keep track of the school calendar.* It has the answer to questions about minimum days, vacations and conference dates.
3. *Call in absences early in the morning.* This will reduce the number of follow up calls the secretaries must make to ensure your child is safe.
4. *Provide written notes to the teacher if dismissal plans change.* This reduces the number of last minute phone calls and the need to interrupt the classroom to pass this vital information on to the teacher.
5. *Return requested forms on time.* This reduces the number of repeated mailings we must make to ensure we have emergency information, medical permissions, etc. on file for your child.
6. *Park in designated places.* This will keep us from having to make an announcement over the intercom and interrupt classroom learning.
7. *Drop your child off on time.* Students should not arrive before 8:30 a.m. We do not have supervision prior to 8:30 a.m.
8. *Pick your child up on time.* The office closes at 4:00. We cannot provide supervision after hours.
9. *Be at the bus stop on time.* This will reduce the need for you to come to the school to pick up your child.
10. *Keep track of after-school program changes.* There are multiple Las Lomitas League classes. Keep that LLL teacher's number handy and call him/her to find out if there is a change in schedule.
11. *Be patient.* We care about each child, parent and teacher at this school, but cannot give all of you our attention at the same time.

We have an area in our office specifically for parent information. There you will find calendars, LLEF information, bus schedules, Board minutes, enrichment programs fliers, mail to parents from teachers, PTA files, etc. all in one location. Our hope is to be able to provide a "one stop shopping" area for parents. As always, Monica and Carol are happy to assist you if you can't find what you need. With everyone's cooperation, our little "town" will function smoothly. Thanks for your support!

Until next time,

Sue Sartor
Principal