

LOS ANGELES UNIFIED SCHOOL DISTRICT  
**NOBLE AVENUE ELEMENTARY SCHOOL**

M E M O R A N D U M

**TO:** Kindergarten Teachers **DATE:** September 6, 2011

**FROM:** Cara Schneider  
Principal

**SUBJECT:** Kindergarten Procedures



**First Day of School**

- Teachers should be prepared to hold a short orientation meeting in classrooms from 8:00 until 8:30.
- Administrators will escort parents to the auditorium for a mandatory school orientation. Please do not allow parents to leave your classroom before 8:30.
- Personnel available for support of criers/runners: Judy Steinberg, Guille Pulido, Angela Ange, Margie Mulder

**Recess/Lunch Procedures**

Students will eat Second Chance Breakfast and Lunch on the Kindergarten yard according to the schedule below. Supervision Aides will arrange with teachers where to bring students at Recess. For Lunch, students in Rooms 33, 34, 47, and 48 will follow an Eat First/Play Second or Play First/Eat Second procedure. ***Please make sure to drop off/pick up students on time to prevent congestion and supervision issues.***

1 <sup>st</sup> Recess (9:20-9:40) 1 <sup>st</sup> Lunch (11:30-12:10)	1 <sup>st</sup> Recess (9:45-10:05) 2 <sup>nd</sup> Lunch (11:50-12:30)	2 <sup>nd</sup> Recess (9:45-10:05) 3 <sup>rd</sup> Lunch (12:35-1:15)
Room 26	Room 44	Room 33 – eat first
Room 27	Room 45	Room 34 – eat first
Room 43	Room 46	Room 47 – play first
		Room 48 – play first

**Dismissal Procedures**

- For safety purposes, **parents are not allowed on campus at dismissal.** (The first three days of school will be the only exception.) Please inform an administrator if you need assistance enforcing this rule with any parents.
- Parents who need to pick up an older sibling should be directed to the Chase Street gate.
- If a parent wants to go to the Office, please have them enter through the Noble Avenue gate (front entrance).
- Teachers should dismiss students at the gates listed below.
- The last teacher remaining at the dismissal gate is responsible for ensuring the gate is locked after dismissal.

<u>Teacher</u>	<u>Room #</u>	<u>Dismissal Gate</u>
L. Ojeda	33	Gate #1 near Room 1
S. Murachanian	34	Gate #1 near Room 1
L. Perez	26	Gate #2 in front of Rooms 26/27
M. Palacios	27	Gate #2 in front of Rooms 26/27
Z. Wiltse	43	Gate #3 in front of Room 43
B. Weinstein	44	Gate #3 in front of Room 43
R. Perez	45	Gate #3 in front of Room 43
T. Kraveitz	46	Gate #4 in front of Rooms 47/48
B. Camara	47	Gate #4 in front of Rooms 47/48
C. Gutierrez (A. Reyes)	48	Gate #4 in front of Rooms 47/48