



Los Angeles Unified School District
Knollwood Preparatory Academy
11822 Gerald Avenue, Granada Hills, California 91344
Telephone: (818) 363-9558 Fax: (818) 832-9276

Ramon C. Cortines
Superintendent of Schools

Vivian Ekchian
*Local District Northwest
Superintendent*

Cecilia Salazar
Principal

Vivian Perez-Kennedy
Assistant Principal, EIS

Wednesday, August 19, 2015

Dear Parent(s)/Guardian(s),

The safety of our students and Knollwood Preparatory Academy community is of utmost concern. It is for that reason that we include this letter during the start of the academic year. When you drop-off your child(ren) at Knollwood, please follow a traffic pattern which will ensure the safety of your family. No student is to be dropped off across the street from the school. Please drop-off your child(ren) on the school's sidewalk. Secondly, the students are to cross the street ONLY where there is a crosswalk.

The gate on Gerald Ave is restricted for Kindergarten drop-off in the morning and for afternoon pick-up. The gate on Midwood Drive is open for grades 1st through 5th drop-off in the morning and for afternoon pick-up. The Monogram Ave gate is open for grades 1st through 5th valet drop-off in the morning and for afternoon pick-up. After you drop off your child, please move on so the flow of traffic does not cause problems. (See map on reverse side.) The flow of traffic may not always be of the most personal convenience to you but, it is worth the extra effort when your child(ren)'s safety is at stake.

To ensure the safety and security of all Knollwood students all gates will be locked during school hours. As of Monday, August 24, 2015, parents are asked to drop off their child(ren) outside of the designated gates and have the child walk into school campus alone (District Policy – BUL. 1325.1). At pick-up Kindergarten parents will pick up their child(ren) in their classroom. 1st grade parents will pick-up their child(ren) in their classrooms. 2nd through 5th grade parents can pick up their children outside the classroom or out on the school's playground.

The sidewalk area and double gate near the Main Office is only used as a bus zone and for pedestrian walk-ins, not for car drop-off, even when the buses are not there. We also do not want any children dropped-off or picked up in the staff parking lot; this is a serious safety hazard with cars entering and exiting the lots. Children are not always visible to drivers – do not put your children in harm's way.

We are fortunate to have a group of **parent** volunteers who are organizing our valet efforts and staff members supervising school campus out of concern for our student's safety. They oversee the flow of traffic around Knollwood, help parents safely drop-off their children and assist in any way they are able, and maintain a safe environment for the students at Knollwood Preparatory Academy. In the upcoming weeks, if one of these Dads, Moms, or staff members approaches your car your cooperation is extremely important. They have your children's best interest in mind. Let's show them our gratitude for the service for which they are providing.

Thank you for your attention to this serious matter. We have your children's best interest in mind. We know that our community will work together to help our children at Knollwood Preparatory Academy.

Sincerely,

Cecilia Salazar
Principal