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LOS ANGELES UNIFIED SCHOOL DISTRICT

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RAMON C. CORTINES
SUPERINTENDENT OF SCHOOLS

January 5, 2016

Dear parents and guardians:

I have just returned from a visit to Sunny Brae Elementary School, where Castlebay Lane students will be temporarily relocated when classes resume after winter break. I was overwhelmed by the transformation of the campus, and the amazing work the District is doing to create a new and welcoming home for our students and staff.

Second semester officially begins on Monday, January 11. However, that will be a pupil-free day for Castlebay Lane so our teachers and staff can set up and organize their new classrooms. While instruction for students will begin on Tuesday, January 12, I hope you will join us for an informational meeting on January 11, at 3:00 p.m., in the Sunny Brae campus auditorium, followed by a tour of the campus at 4:00 p.m.

In addition to the work taking place at Sunny Brae, the District has also been planning how to best serve our children. I am including details about the new bell schedule and the drop-off and pick-up procedures to ensure a smooth transition to the temporary home on the Sunny Brae campus. Please know that the District will be providing additional support staff to assist with student supervision and transportation activities at both the current and temporary home of Castlebay Lane.

I will continue to provide you with updates as we move forward. Information will also be posted online at <http://achieve.lausd.net/northwest> and at <http://castlebaylanecharter-lausd-ca.schoolloop.com>. The address to the temporary home of Castlebay Lane on the Sunny Brae campus is 20620 Arminta Street, Winnetka 91306. The entrance gate to the temporary home of Castlebay Lane is located on Sunny Brae Avenue as indicated on the attached map. The Castlebay Lane phone number will remain the same (818-360-1908).

I realize this is a new – and unexpected – experience for the Castlebay Lane family, but I hope it will ultimately be a positive one. I look forward to seeing you on January 11.

Warm regards,

Victoria Littlejohn

Victoria Littlejohn
Principal

Castlebay Lane Charter

Castlebay Lane Bell Schedule

<i>Grade Levels</i>	<i>Start Time</i>	<i>Dismissal</i>
Grades Kindergarten to 5	8:30 a.m.	2:53 p.m.

Student Bus Transportation Services

A student bus transportation request form was sent by mail to all households on December 17, 2015. Parents and guardians have used this request to indicate that their child/children will be using the provided bus transportation from Castlebay Lane to the temporary home of Castlebay Lane on the Sunny Brae campus.

For students who will be riding the bus from Castlebay Lane, the current student drop-off and pick-up procedures will remain the same.

Bus Transportation Schedule:

- 7:00 a.m. – School will begin to receive students using the current Castlebay Lane student drop-off procedures.
- 7:50 a.m. – Buses will begin departing from Castlebay Lane to Sunny Brae ES.
- 8:20 a.m. – Buses will begin arriving at Sunny Brae ES.
- 3:15 p.m. – Buses will begin departing from Sunny Brae ES to Castlebay Lane campus.
- 3:45 p.m. – Buses will begin arriving at Castlebay Lane campus.
- 4:30 p.m. – Late bus will depart from Sunny Brae ES to Castlebay Lane campus for students who participate in afterschool enrichment classes, including orchestra
- 5:00 p.m. – Late bus will arrive at Castlebay Lane campus.
- 6:00 p.m. – Youth Services to provide supervision on Castlebay campus until 6:00 p.m.

Student Drop-Off and Pick-Up Procedures at Sunny Brae ES

There will be a valet program provided for parents wishing to drop-off and pick-up their child/children directly at the temporary home of Castlebay Lane on the campus of Sunny Brae ES. Parents are requested to head south on Sunny Brae Avenue for this valet service as identified on the attached school map. Please note that Ingomar Street will be reserved for student bus drop-off and pick-up only.

After School Care Services

LAUSD Youth Services will be providing supervision at the temporary home of Castlebay Lane from 2:53 p.m. to 6 p.m. for students in Grades 2 through 5. For students that will remain on campus in the Youth Services program past the 4:30 p.m. late bus pick-up time, parents will need to pick up their child/children directly from the school.