



## LAKE FOREST CENTRAL ELEMENTARY

5424 Killens Pond Road  
Felton, DE 19943

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**Jeffrey Sheehan**  
Principal

**Irica Williams**  
Assistant Principal

Dear Families,

Welcome to the 2021-2022 school year at Lake Forest Central Elementary School, where it is always a great day to be a Spartan! We look forward to building a positive relationship between parents and our school personnel in order to provide the best possible education program for all Lake Forest Central Elementary School students and to meet our district and school's mission, which is *to provide a safe, collaborative and inclusive learning environment that prepares life-long learners to become college and career ready.*

Our first event of the new school year is our 4<sup>th</sup> grade **Transition Day on Friday, August 27, 2021.** This event is a half day of school, 8:20-11:20, for our incoming 4<sup>th</sup> grade students only.

Our next event will be that same day. **Central's Meet and Greet** for both 4<sup>th</sup> and 5<sup>th</sup> grade students. This will be a drive-up event in our back driveway. Parents and students are welcome to drive-up and meet their teachers as we get pumped for the official first day! 5<sup>th</sup> Grade will take place from 2:00pm-2:45pm and 4<sup>th</sup> Grade from 2:45pm to 3:30pm. All are encouraged to stop by!

The 2021-2022 school year officially begins for students at **8:20 a.m. on Monday, August 30, 2021.** Breakfast is served each morning at no cost to students and is available from 8:20-11:00 daily. Students must be in their homeroom by 8:40. The student day ends at 3:35. Central wants our parents to feel welcome in our building, but we ask that you let your child come into the building on their own on the first day of school. Staff members will be on hand to take your child into the building and to their class.

You can find many of the answers to questions you may have by visiting our school website at <https://www.lf.k12.de.us/o/central>. Below is other pertinent information that will help make this school year a success.

### **Student Drop-off and Pick-up**

Student drop-off will take place in the front of the building, **starting at 8:20.** Please follow the directions of the staff present. Dropping students off prior to 8:20 is not permissible, nor is it safe since there is no supervision until that time. Students must be in their homeroom by 8:40 or they will be marked tardy. Please remember that chronic tardies are considered an attendance issue and will be referred to the district's Visiting Teacher.

Student pick-up will also take place in the front of the building beginning at 3:25. If your child is going to be a parent pick-up, you must have a Pick-up Pass. The registration form for the Pick-Up Passes will be available on our school website starting August 23. If you try to pick up your student without a Pick-Up Pass, you will be asked to report to the Main Office with your photo ID to obtain one. Pick-up passes will only be given to parents and/or legal guardians. Please use the entrance closest to Killen's Pond to enter the parking lot during pick-up and drop-off.

If you wish to pick your student up before our regular dismissal, please do so through the main office. Children will only be released to a parent or legal guardian. If someone other than a parent or legal guardian will be picking up your child, please send a note to school saying who will be picking them up and the time.

Lake Forest School District does not discriminate in employment or in educational programs, services or activities based on race, color, national origin, sex, age, or disability in accordance with state and federal laws. Inquiries should be directed to the Director of Personnel, Lake Forest Central Business Office, 5423 Killens Pond Road, Felton, DE 19943. Telephone: (302)284-3020. Persons with disabilities or other special needs are encouraged to make contact as soon as possible, in order that reasonable accommodations can be made.

Any student picked up before 3:25 is considered to be an early dismissal and this is recorded on the student's attendance record. Please be aware the excessive early dismissals will be referred to the district's Visiting Teacher.

PLEASE call by 1:30 p.m. if there is a need for your student to be transported home in a different manner (i.e., a car rider instead of riding the bus, attending an after-school program). Due to the busy nature of the office during the school day, we want to make sure the information is delivered in a timely manner to your student without disrupting the classroom-learning environment. **Students cannot ride to or from school on a bus that they are not assigned to.** Please utilize the front parking lot when visiting the school instead of the fire lane.

### **Chromebooks and Textbooks**

Due to our hybrid and remote settings last year, many students were issued **Wonders Reading Textbooks** for home use during remote weeks. Students are required to return these items when they return to school, if they have not done so already. Elementary schools will be working to collect **Chromebooks on August 16th from 8:30-3:30pm**. At this time our focus will be on collecting Chromebooks from students entering grades 1st - 4th grades and 6th grade. Devices will be returned to the issuing schools. All other LF Central Chromebooks are to be returned on your student's first day of school. These devices will need to be reconditioned and updated when returned and will be used regularly throughout the school year.

### **Food Allergies and Food Distribution**

We have a number of students with food allergies and dietary issues. As a result, Central has some food procedures in place. These procedures will minimize risk for all students, reduce the amount of lost instructional time due to food interruptions, reduce classroom issues due to special dietary needs, and encourage healthy habits for all of our students. Families cannot distribute food to students other than their own children. You can pack your child's own lunch, but we cannot hand out snacks, birthday treats, or food items to other children in the class. Food related lessons and events in the classroom will be organized by your child's teacher based on the dietary/allergy issues in the classroom. Families will be notified about what to donate for these special events. Thank you, in advance, for your understanding and cooperation.

### **Parent Teacher Student Organization (PTSO)**

We appreciate and encourage parent involvement and welcome you to attend our Monthly PTSO meetings. If you are interested in holding an Officer's position, please contact Mrs. Davis at [michele.davis@lf.k12.de.us](mailto:michele.davis@lf.k12.de.us).

We welcome you to our Lake Forest Central Elementary family and hope that you take the opportunity to work with us to make this school year a success for our students. Your child's teachers are listed below. If you have any questions, please do not hesitate to contact us at 302-284-5810. Enjoy the rest of your summer!

Sincerely,



Jeffrey Sheehan  
Principal



Irica Williams  
Assistant Principal