Dear Parents,

We welcome you to Academic Year, 2016 - 2017.

On behalf of the school administration and personnel, I would like to thank you for the support and cooperation you gave our school both in its academic and co-curricular activities for the past academic year.

To our new parents, we welcome you to our school community. We were very pleased to meet you last Friday for the Parents Orientation Day. We are hopeful that through our collaborative efforts, we shall be able to give our students the best education they truly deserve.

We start regular classes on Monday, June 20, 2016.

May I remind you of some very important School Rules and Regulations:

A. ON CELLPHONES:
   1. Children are totally prohibited from bringing cellphones to school.  
   (Please refer to p. 6 of Student Handbook)

B. ON PICK-UP OF CHILDREN:
   1. Pre-School parents are allowed to stay inside school premises until Friday, June 17, 2016. We encourage parents, guardians, or yayas to go home and be back 15 minutes before dismissal time.

   Nursery : 12:15 - 2:15  Be here by 2PM
   Lower & Upper Kinder : 12:15 - 3:15  Be here by 3PM
   2. A student on a whole day schedule WILL NOT BE ALLOWED TO GO HOME at lunchtime.

C. ON LUNCH SERVICE:
   1. He/She may bring his/her lunch, may buy from the cafeteria, or parents may send food at lunchtime.
   The levels concerned are:
   Grades 4 & 5 : Mondays, Tuesdays, and Wednesdays Only
   Grades 6 - 11 : Daily
   2. Parents who wish to avail of snacks/lunch from the school cafeteria can make arrangements with T. Jhen (School Secretary) re: manner of payment.

D. UNIFORM:
   1. Students must be in their complete uniforms:
   OLD students - June 20 (Monday)
   NEW students - July 4 (Monday)

E. ON DISASTER PREPAREDNESS:
   1. We will be joining the Metro-Wide Earthquake Drill on June 22 (Thursday) and will conduct scheduled regular Emergency Drills to prepare our children and personnel to respond to emergency situations like EARTHQUAKE AND FIRE.
   a. LH has passed the Fire Safety Inspection conducted by the Bureau of Fire Inspection and has been given a Fire Safety Inspection Certificate.
   b. All exits and evacuation areas have been inspected and have been found to be compliant with requirements.
   c. All personnel have undergone training on responding to fire c/o Bureau of Fire: Parañaque.

F. ON RAINY DAYS / HEAVY DOWNPOUR:
   1. On cancellation of classes:  (Please refer to pp. 9 - 10 of Student Handbook)
   You may also check: the school’s website/facebook/twitter/instagram for announcements re: cancellation of classes.
G. ON HEALTH AND WELLNESS

As the rain season sets in, we are once again reminded of the diseases that go with the weather and all precautionary measures we need to undertake to keep everybody safe and healthy.

We would like our students to bring the following everyday:
1. Insect repellent
2. Hand sanitizer
3. Soap and towel
4. Change of clothing
5. Raincoat/ umbrella/ sweater

*Hand washing is a daily activity of our students. Specific schedules have been allotted per class for this activity.
*We prohibit our students from buying food outside of the school environment especially at dismissal time.
*We discourage our students from eating street foods.
*We encourage our parents to serve vegetables, fish & fruits during mealtime at home.

FOR NEW PARENTS ONLY:

Attached is the school’s Health Record Form. Kindly fill it in accurately and send it back to school through your children.

*Note: New parents who attended the Parents Orientation last Friday were given these Health Forms. Please send these to us through your children

In case your children need to take medication/s that the School Nurse could administer during school hours, please send the note indicating medication to be taken, schedule, and specific instructions.

June - August Calendar of Activities

June 22 : Metro-Wide Earthquake Drill – 9:00 am
24 : Health and Wellness Program - Dental Check-up c/o DOH, Paranaque.

July 4 : Student Council Election
8 : Eid’l Fitr (Holiday)
11 : CAT (Grade 10 only) : Mondays
15 : NAT: National Achievement Test (Grade 7)
28 : Food Fest

August 8 - 12 : Pre-School/ Grade School/ Junior & Senior High School 1st Quarter Exams
21 : Ninoy Aquino Day (Holiday)
26 : AM - Filipino Week Celebration
PM - Start of 1st Quarter PTC
29 : National Heroes’ Day (Holiday)
30 - 31 : National Career Assessment Exams (Grade 9)

Should you have other concerns, please feel free to see me at the Admin Office.

Thank you!

Leila V. Bautista
Exec. Dir.

Reply Slip: 

I / we have read and noted the contents of Circular # 1.

Child’s Name & Level: ____________________________ Parent’s Signature: ____________________________

Circular#1 June 15, 2016