

# GHC

GRANADA  
HILLS  
CHARTER



# GRANADA HILLS CHARTER TK/K 2025-26



**Parent Sign-in**



GRANADA HILLS CHARTER  
TK-8 PROGRAM

# GHC

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HILLS  
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# ADMINISTRATION



Chief Academic  
Officer/Interim  
Director  
Dr. DaCosta



Assistant  
Administrative  
Director 3-5:  
Mrs. Rodriguez



Assistant  
Administrative  
Director 6-8:  
Mrs. Alfred



Assistant  
Administrative  
Director TK-2:  
Mr. Alvarado



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## KINDER/TK



Ms. Velasco  
*Kindergarten*



Mrs. Tidalgo  
*Kindergarten*



Ms. Joe  
*Kindergarten*



Ms. Yi  
*Kindergarten*



Mrs. Laski  
*Kindergarten*



Mrs. Potts  
*Transitional  
Kindergarten*



Mrs. Trenk  
*Kindergarten*



Mrs. Ewan  
*Transitional  
Kindergarten*



# Social-Emotional, Behavior and Mental Health Support Staff



Ms. Bernal,  
School Counselor  
[giovanabernal@ghctk12.com](mailto:giovanabernal@ghctk12.com)



Mr. Rodriguez,  
Intervention Coordinator  
[stevenrodriguez@ghctk12.com](mailto:stevenrodriguez@ghctk12.com)



Ms. Lopez,  
Substitute School Counselor  
[gabrielalopez@ghctk12.com](mailto:gabrielalopez@ghctk12.com)



Mr. Berenson  
Dean of Student Life  
[justinberenson@ghctk12.com](mailto:justinberenson@ghctk12.com)



Ms. Cordero,  
School Psychologist  
[ingridcordero@ghctk12.com](mailto:ingridcordero@ghctk12.com)

# Special Programs and Student Support Services



**Dr. Lan Giang**  
[langiang@ghctk12.com](mailto:langiang@ghctk12.com)  
Inclusion Specialist/Reading  
Intervention Coordinator



**Ms. Teri Ede**  
[teriede@ghctk12.com](mailto:teriede@ghctk12.com)  
Special Education Coordinator



**Ms. Maricela Sandoval**  
[maricelasandoval@ghctk12.com](mailto:maricelasandoval@ghctk12.com)  
Special Education Teacher

# TK-5 BELL SCHEDULE

## Regular Day Bell Schedule

Monday, Wednesday, Thursday, Friday

	TK-K	Grade 1	Grades 2-3	Grades 4-5
Arrival	8:00 AM	8:00 AM	8:15 AM	8:20 AM
Nutrition	9:10 AM- 9:30 AM	9:20AM-9:40AM	9:40AM-10:00AM	10:30AM-10:50AM
Lunch	11:10 AM- 11:50 AM	11:20AM-12:00PM	11:50AM-12:30PM	12:20PM-1:00PM
Dismissal	2:15 PM	2:15 PM	2:30 PM	2:45 PM

## Shortened Day Bell Schedule

Tuesday

	TK-K	Grade 1	Grades 2-3	Grades 4-5
Arrival	8:00 AM	8:00 AM	8:15 AM	8:20 AM
Nutrition	9:05 AM- 9:25 AM	9:15AM-9:35AM	9:30AM-9:50AM	10:15AM-10:35AM
Lunch	10:50 AM - 11: 30 AM	11:00AM-11:40AM	11:20AM-12:00PM	11:40AM-12:20PM
Dismissal	1:15 PM	1:15 PM	1:30 PM	1:45 PM

**EVERY  
TUESDAY  
IS A  
SHORTENED  
DAY**

**\*\*TK/K Modified Schedule August 8 - 15  
9:00AM - 1:15PM\*\***

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# Modified Schedule August 8 - 15

- We are a “**drop and go**” school—parents must drop off and leave promptly.
- **Kinder:** Drop-off/pick-up at bungalow lunch tables
- **TK:** Drop-off/pick-up at TK/K playground
- Drop-off is encouraged between **8:30–8:55 AM** for routine building
- Early supervision available **7:30–8:30 AM** (Aug 8–15 only)
- **Dismissal: 1:15–1:30 PM** during modified schedule
  - Not picked up by **1:30 PM** → taken to Kinder room (pick up from gate)
  - Pick up by **2:10 PM** at back gate; after that → **Devonshire entrance**
- **Tuesdays = early dismissal** for all students—plan accordingly

# Dismissal Tips/Guidelines

- Stand in a consistent, visible spot for easy pickup.
- Remind your child to look for you at their bench.
- Leave space near the gate for students to pass through.
- Avoid lingering to reduce congestion.
- No playing in the parent area or TK/K playground.

# Regular Drop-Off Protocols

- We are a “**drop and go**” school—parents must drop off and leave promptly.
- Gates open at **7:30 AM** with supervision in the bungalow area.
- Older siblings may enter through the **Hiawatha gate**.
- Drop-off between **7:30–7:55 AM** is encouraged for consistency.
- After **7:50 AM**, all students must enter through the **Hiawatha gate** (not the fence).
- Once on campus, students may not exit—staff can accept any forgotten items.
- Items dropped off **after 8:30 AM** must go to the **main office**.

# Regular Dismissal Protocols

- Dismissal gate opens at **2:15 p.m.** (Tuesdays at **1:15 p.m.**)
- After Week 1, wait at the same spot daily to help your child find you
- Exit promptly after pickup—no playing or lingering
- Students not picked up by **2:23 p.m.** (or **1:23 p.m.** on Tuesdays) will be escorted to the front gate
- Once at the front, students will **not** be called back to the rear gate

# Attendance

- Students must attend school daily and arrive on time.
- Be inside school grounds by **7:55 a.m.**; attendance begins at **8:00 a.m.**
- Excessive tardies may lead to an Attendance Contract.
- **7** total absences (excused or unexcused) = SART conference.
- Report all absences in writing to the teacher or main office.

# WHAT TO BRING

WATER BOTTLE



LEARNING  
MATERIALS



**ONLY WATER IS ALLOWED IN THE CLASSROOMS.  
NO SODA OR SUGARY DRINKS.**

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TK-8 PROGRAM

# Toileting

All toileting incidents are handled **discreetly** and **respectfully**

- Staff is trained to provide **verbal guidance** when assisting students with changing independently.
- Staff will **not enter restrooms alone** with students and will have a second adult to support them.
- **Toolkits** are available in restrooms for toileting incidents (Bags, gloves, wipes).
- For **major incidents**, students will be taken to the nurse's office. Parents **may be called** to come and assist with the process if needed.
- Parents will be contacted if toileting incident occurs.

# WHAT NOT TO BRING

NO TOYS OR  
TRADING CARDS



NO ELECTRONIC GAMES  
OR WEARABLES



NO ROLLING  
BAGS



NO BIRTHDAY TREATS

Please do not bring or send food items  
for birthday celebrations.

Teachers can acknowledge students' birthdays  
in ways that support the instructional program.

# DRESS CODE

## SAFETY



### FOOTWEAR/HEADWEAR

Shoes must be worn at all times. Heelys, Croc-type shoes, backless shoes, sandals and slippers are not allowed.

### No Non-GHC Headwear

## COMFORT



### MOVEMENT

All clothes should be suitable for participation in all school activities, including PE.

## FOCUS



### LEARNING

Clothes should provide appropriate coverage. Words and images on clothing should reflect consideration for others.



# GHC Progressive Discipline

- Teachers will address behavioral concerns in the classroom.
- If behavior continues, parents will be contacted via ClassDojo, quick check-in, or a scheduled conference.
- Serious behaviors (e.g., hitting, biting, choking, threats) will result in immediate parent contact.
- Follow Tier 1–3 guidelines outlined in the Student-Parent Handbook (p. 27), available on the school website under *Resources*.
- Repeated physical behaviors will involve the Dean or administration.
- **All disciplinary actions are confidential and support a safe, respectful learning environment.**

# Expanded Learning Opportunities Program (ELOP)

Free after-school enrichment programs that support learning and engagement beyond the school day

## Program Partners:

- **YMCA, Parker-Anderson (TK–6), Oksana Management Group (2–8), Upstage Theatre Schools** (Semester 1: Grades 5–8, Semester 2: Grades 2–4)

## Enrollment Info:

- **YMCA:** Register directly through their website
- **All other programs:** Interest forms sent mid-August by the school
- Lottery held then families notified via email
- Students may participate in ELOP **once per year**
- YMCA students (daily, Mon–Fri) **can also join** enrichment classes

# Lunch Applications

- Submit the lunch application if you have not done so.
- Student T-shirts will be given on the first day **after** the lunch application is submitted.
- Only one application is required per family.



Lunch Application QR  
Code



[WWW.GHCTK12.COM](http://WWW.GHCTK12.COM)

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THANK YOU!

