

2025-2026 EHAM Family Handbook



Elysian Heights Arts Magnet - Drop-off, Pick-up and Visitation Protocol

At Elysian Heights Arts Magnet, our new safety protocol is all about taking care of one another. We're working to build a culture of safety that feels thoughtful and balanced—where everyone feels welcome, connected, and secure. Our goal is to keep our community open and inviting, while making sure we're all prepared and looking out for each other. Protocol Link [HERE](#)

Elysian Heights Lost & Found Policy

Every year, many items go unclaimed in Lost & Found. The system is run by volunteers— join the *Lost & Found Club* by contacting the main office.

More volunteers = faster item returns

Fewer volunteers = staff burdened + more frequent donations

View the Elysian Heights Lost & Found Policy [HERE](#)

After School Care Programs

All programs start the first day of school

- **LA's Best:** The mission of LA's BEST is to provide a safe and supervised after school education, enrichment and recreation program for children in Los Angeles. Includes a District provided snack and homework time.

- Free to LAUSD students
- For Kinder - 5th grade
- Applications available in the office the week before school starts
 - There's usually a waitlist, so sign up early
- 2:28-6pm (1:29-6pm Tuesdays)
- 100 student max with a 20:1 student:teacher ratio
- Learn more about LA's Best [HERE](#)
- **EYS (Extended Youth Services):** An after school program with an emphasis on sports. Includes a District provided snack and homework time.
 - Free to LAUSD students
 - For 2nd - 5th grade
 - Applications available in the office the week before school starts
 - 2:28-6pm (1:28-6pm Tuesdays)
 - No max with a 35:1 student:teacher ratio
- **Prime Time:** Prime Time Sports Camp recognizes that participating in athletics positively impacts a child's life in more ways than just the obvious physical benefits. Includes homework time with help.
 - Monthly tuition is about \$340/month
 - For Kinder - 5th grade
 - 2:28-5:30pm (1:28-5:30pm Tuesdays)
 - Applications will be mailed out before school starts
 - No max with a 10:1 student:teacher ratio
 - Learn more about Prime Time [HERE](#)

After School Clubs

1. After school clubs are a great way to explore new sports, arts and interests.
2. Current clubs are: Garden, Ballet, Basketball, Karate, Running, Ceramics, Theater, LEGO Robotics, and Breakdancing
3. All clubs are free (except Breakdancing)
4. Clubs meet once a week at various start times.
5. Sign up in the office after Back to School Night
6. Please talk to Principal Garza if you'd like to start a new club
 1. Parents and guardians must be sponsored by a staff member or have own insurance
 2. Parents and guardians must complete an LAUSD background check

The Bell Schedule - 8:00am is the official start time

Recess:

- TK 9:20am - 9:40am (20 mins)
- Kindergarten 9:45am - 10:05am (20 mins)
- 1st/2nd 10:10am - 10:30am (20 mins)
- 3rd/4th/5th 10:35am - 10:55am (20 mins)

Lunch:

- TK 11:10am - 11:50am (40 mins)
- Kindergarten 11:35am - 12:15pm (40 mins)
- 1st/2nd 12:00pm - 12:40pm (40 mins)
- 3rd/4th/5th 12:25pm - 1:05pm (40 mins)

Drop off & pick up times

This is based on a normal school year, times & locations are subject to change.
Updated Covid guidelines will be sent before the start of the school year.

1. Drop-off - 7:30am

1. Car drop-off is on Echo Park Ave in front of the Morning Entrance
2. Students may enter through the main doors on Baxter Street or the Morning Entrance on Echo Park Ave
3. Families may either drop off their children or accompany them onto the play yard
 1. New families are encouraged to stay with their child until the first bell rings
 2. If drop-off works best for your family, Principal Garza and/or an EHArts employee will open your car door, greet your child and direct them to the Morning Entrance. Your child will then head directly to the play yard.
 3. At least one EHArts employee accompanies the students on the play yard
 4. Students who aren't accompanied by a parent/guardian will not be allowed to play on the apparatus
4. Students play on the yard until the first bell at 8:00am
5. When the first bell rings, students line up on the main yard. Classroom numbers are painted on the blacktop.
 1. Teachers then take their students to their classroom
 2. If you arrive after the second bell, please go directly to the office for a tardy slip

2. Pick-up

1. Regular dismissal
 1. 2:28 (M, W-F)
 2. 1:28 (Tuesdays)
2. LA's Best & EYS
 1. Anytime from dismissal to 6pm
 2. Students *must be* signed out by an approved parent or guardian
3. Prime Time
 1. Anytime from dismissal to 5:30pm
 2. Students *must be* signed out by an approved parent or guardian
4. Family members may enter the campus via the main doors on Baxter Street or the Request Gate on Baxter Street and meet students at their classroom
5. Teachers will release students to their family member or take them to their after school program (LA's Best, EYS, Prime Time)
6. **If your child is not in an after school care program (LA's Best, EYS, Prime Time), but is in an after school club (Garden, Running, Ballet, etc) - a family member will need to be with the student from school dismissal until the club begins**
7. After dismissal, unaccompanied students who are not in after school care programs will be sent to the office to wait for their family member

Events Calendar

1. **Welcome Back Movie Night (August):** Gathering of EHAM community, family and friends.
2. **Harvest & Dia de los Muertos Festival (October):** An on-campus celebration of everything Halloween while honoring Dia de los Muertos
3. **Winter Showcase (December):** Students sing Christmas, Hanukkah, Feliz Navidad & Kwanzaa songs
4. **Donnovan's Run 5K (March):** Our biggest and final fundraiser aimed at businesses, this is 75% of our \$350k annual goal.
5. **Elysian's Got Talent - EHAM Talent Showcase (April):** Students showcase their talents
 1. Watch the EHArts 2021 Virtual Talent Show [HERE](#)
6. **Arts Festival (May):** Students explore cultures through visual arts, music and food.

Link to School Calendar [HERE](#)

School Year Paperwork

1. All paperwork will be sent in August
2. The District has plans to have the paperwork available online

Kinder & New Student Orientation

This is based on a normal school year, times & locations are subject to change.
Updated Covid guidelines will be sent before the start of the school year.

1. Held the week prior to school starting in the auditorium
2. Students will play with teacher-designated groups on the play yard and in classrooms
3. Parents & guardians will meet with Principal, Magnet Coordinator, and the EH Parent Association
4. Agenda: The School, Philosophy, Schedules, Logistics, Clubs, After School Care, Attendance Policy, Volunteering, Fundraising, Staying informed, EH Parent Association

School Contact Info

1. The Main Office: (323) 665-6315
2. General info: info.eharts@gmail.com
3. Principal Garza: emilio.garza@lausd.net
4. Mr Munda, Magnet Coordinator: rlm9320@lausd.net
5. Friends of Elysian Heights: info@friendsofelysianheights.org

Shop to Support

1. We're partnered with Amazon Smile, Office Depot and BoxTops. Every purchase you make directly benefits the school
2. Learn how you can shop to support [HERE](#)

Local School Leadership Council (LSLC)

1. Local School Leadership Council (LSLC)
2. Parents, guardians, faculty and community members who advocate on behalf of the school's needs
3. Elections are held the first semester

4. Learn more [HERE](#)

Other Parent Resources

1. We have two pages:
 1. [Parent Resources](#) has year round info
 2. [EHArts website](#)