

## Visiting LICA Classrooms

LICA welcomes parents to visit and observe our classrooms. We think it's important, both while you're considering educational options and after your child is in the LICA program, that you are familiar and comfortable with your child's program. Here's how to schedule your visit to a LICA classroom:

Before your visit:

- First, consider the purpose for your visit. If you can help us understand why you'd like to visit and what you'd like to see, we can help you choose a time and date that will give you the best chance of accomplishing your purpose. Depending on the purpose of your visit, we may schedule so that the Program Supervisor is available to sit with you during the time you're in the classroom.
- At least 2 days ahead of the time you'd like to visit, please contact the Program Supervisor to schedule. See the list below for help with names, phone numbers, and email addresses.
- As you plan your visit, please remember that our first priority is always the learning environment we're creating for our students. We want our teachers to be able to teach and our students to be able to focus on instruction—we know you want the same thing for your child.
- We'll normally schedule only one visit in a classroom per day. We may, if we have a new student in the classroom, ask you to wait to schedule your visit until that child has adjusted to school (especially true for our preschoolers).
- We are extra careful about scheduling visits during the first or last two weeks of the school year, just before and after school breaks, and the week preceding or following standardized testing periods.
- Please plan to stay for no more than one hour. We will ask you to limit to 2 the number of people coming together on a visit. Please tell us when you schedule the visit who will be coming. We also ask that brothers, sisters, or other children not accompany you on your visit, although in special circumstances, we're happy to try to work with you.
- When you schedule your visit, please make sure to provide us with a way to contact you should an emergency—a school closing or a sick teacher, for example—arise.
- Changes from the guidelines described above require review with LICA's Executive Director.

On the day of your visit:

- Please plan to arrive early enough to park and to stop in the main office to sign in and obtain a visitor's badge. You'll need to wear the badge so it's visible all during your visit.
- Please keep in mind that we won't discuss the other children in the classroom with you. Confidentiality rules protect those children just as they will protect your child.
- During your visit, our attention will be on the children in the class. If you have questions for the classroom teacher, he or she may talk with you after your visit is concluded at his/her discretion, but we ask that visitors not talk to staff or to each other while they're in the classroom. Especially at the preschool level, when we're working to establish school routines and children are generally not able to work independently, you should be prepared to talk with the teacher outside the school day.
- At the conclusion of your visit, you will need to sign out of the office before you leave the school building.
- Please remember that our classroom teachers must respond to the needs of their students. Occasionally, unforeseen circumstances dictate that they may ask visitors to leave before their visit is completed. We appreciate your gracious response to such a request—again; our children are our first priority.

We look forward to seeing you in our classrooms. Questions? Please contact the LICA staff below.

Forest Elementary,

Including the LICA Preschool

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MacArthur Middle School

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