

# *Message to Parents*

*Woods Learning Center is a child centered learning environment. We believe that individuals learn best when they are actively involved in the learning process. The level of success attained by our students is a direct result of the involvement of our entire school family: students, parents, teachers, support staff, and community. We will continue to strive to create an appropriate and optimal educational experience for all our students. Your questions, concerns, suggestions, and assistance are encouraged and welcomed in achieving this goal.*

*August 17, 2009 marks the 19th anniversary of Woods Learning Center. Since our doors opened, we have been fortunate to realize many of our original goals and celebrate the successes attained by our students, parents, and staff. We extend our sincere appreciation to all those who work diligently and faithfully in their support of Woods Learning Center.*

*This handbook contains our education philosophies, guidelines, information, and phone numbers that will serve you for the 2009-2010 school year. Please read it and keep it available as a reference.*

*Woods Learning Center  
500 South Walsh Drive  
Casper, WY 82609*

*253-3900 (phone)  
253-3950 (fax)*

*Website: [woodslearningcenter.org](http://woodslearningcenter.org)*

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## About Woods Learning Center

### How Did Woods Learning Center Begin?

In the fall of 1990, five district educators approached Dr. Chip Zullinger, Superintendent of Natrona County School District, with the idea of beginning a new, innovative school. Dr. Zullinger was intrigued with the idea and invited them to make a presentation to a group of community business leaders interested in supporting school change. These business leaders approached the Board of Trustees and requested permission to oversee a request for a proposal process encouraging the creation of innovative school projects. Thirty-nine proposals were submitted. WLC was one of the three selected for implementation in the fall of 1991.

Once our proposal was selected, many hours were spent in the development of our project. As the time drew near for school to open in August, additional staff was hired and parent volunteers were recruited to help prepare our new facility.

Since that time, many visitors have passed through our doors. We are proud to share our story and pleased to see many aspects of our program adapted by other schools.

### Curriculum:

**Academic** District standards and core curriculum are taught and assessed through integrated, thematic units and student project development, which focuses on the whole child.

**Creative** Individual student choices are part of an enriched curriculum for all students that encourages creative thinking.

**Community** Circle time provides an all-ages environment for school-wide enrichment activities, community service, and cooperative learning.

### Woods Learning Center Mission Statement:

Our mission is to guide children to become knowledgeable, responsive and creative members of their community and world by helping them learn how to learn and establishing a firm foundation for lifelong education.

### Belief Statements:

- We believe children are unique and significant human beings who can be nurtured and developed into lifelong learners.
- We believe students can enjoy learning, feel competent as learners, and develop positive attributes and attitudes.
- We believe that learning is an active process based not only on thinking creatively and critically, but more essentially, on personal experience.
- We believe our school is a supportive community where the responsibility for learning is shared by all stakeholders--students, teachers, parents, and support staff.
- We believe the Woods Learning Center community grows global citizens who have respect and intercultural understanding.

## Absences

Schools are being held more and more accountable for the performance and learning of their students. We know that school attendance is one of the greatest factors in the success of every student, but one that is often beyond a school's control. The Natrona County School District has reviewed its attendance policy to reflect this factor in educational success and to provide a consistent approach to attendance problems.

The district policy states that schools have the right to be informed of the reason for an absence, and to decide whether, even with the knowledge and approval of a parent, it is to be recorded as "excused" or "unexcused." At Woods, we will generally record any parent-approved absence as excused, as we believe that parents should be allowed to make such choices when informed of the consequences.

All absences have consequences to a student's work in school, but of course they can't always be helped. In the case of serious illness, for example, it is obvious that students should stay home. Life also throws us unexpected events and more difficult choices, such as a visiting relative, or other opportunities. Some students will be more negatively impacted than others by such absences, and parents should take this into account when making decisions to take their kids out of school.

We take student time in school seriously, and each day here is planned to be "important." Woods Learning Center is a learning environment that emphasizes experiential learning through hands-on activities, science laboratories, field trips, group work, centers, and project presentations. Often our lessons and activities are modified from day-to-day to meet student needs and unexpected events. It is therefore difficult—and often impossible—to give out lessons ahead of time, or to recreate class experiences afterwards for makeup work.

On the bright side, we believe that the school schedule provides opportunities for family travel and events. There is a three-day weekend during hunting season, a longer winter break, and a full week for spring break. Please check the calendar when making plans to leave town.

## **Administrative Responsibilities**

Woods Learning Center does not have a principal. Administrative responsibilities are divided among the staff. The following is a list of responsibilities and names of the staff member(s) to contact if you have a concern in a particular area.

**Administrative Assistant:** Pam Hopkins—Assist the staff in executing its administrative responsibilities.

**Accreditation/School Improvement:** Karen Bayert, Deyonne Jackson, DeeAnne Simonson, Karen Sue McKutcheon & Kate Maes—Oversee school improvement, coordinate goal committees and staff development, monitor school interventions, submit reports.

**Assessment:** Denise Snider—Coordinate standardized testing.

**Building and Grounds:** Guy Sallade & Don Gottschim—Monitor building and equipment usage, notified when school alarm is activated, conduct and document safety drills, oversee capital outlay proposals, monitor vandalism/theft issues, update inventory.

**Center For Teaching and Learning:** Marci Miles—Coordinate University of Wyoming/Casper College education students at WLC.

**Communication:** Judy Neal, Jim Gaither, Kate Maes, Guy Sallade & Marci Miles—Publish newsletter, handbook; serve as Parent Teacher Cooperative liaisons (Kate, Guy, Marci).

**Crisis Management:** Guy Sallade, Nicole Roden, Marci Miles, John Bolender & Don Gottschim—Deal with issues regarding the safety of the school community.

**Essential Curriculum:** Literacy—Deyonne Jackson; Math—Karen Bayert; Social Studies—Guy Sallade and Jim Gaither; Science—John Bolender & Karen Sue McCutcheon—Attend district meetings in subject areas.

**Finance:** John Bolender & Susie Shell—Maintain various budgets, provide staff with monthly budget updates, manage requisitions and local purchase orders, update/enter budget information.

**Infinite Campus:** Kate Maes & Karen Sue McKutcheon—Oversee and act as liaisons with district regarding the district report card.

**League of Democratic Schools Liaison:** Guy Sallade & Jim Gaither—Act as liaisons with the LoDS.

**Literacy:** Deyonne Jackson—Act as liaison for district K - 2 Opportunity to Learn assessment.

**Peer Coaching Coordinator:** Dee Anne Simonson—Attend district Instructional Facilitator meetings.

**Personnel:** Jim Gaither, Deyonne Jackson & Denise Snider—Oversee completion of professional goal forms, supervise and evaluate support staff, set teacher evaluation process in motion and see to its completion, arrange and conduct interviews for vacant positions, address parent concerns, oversee peer coaching.

**Student Activities:** Kate Maes & Marci Miles—Coordinate after-school sports.

**Student Services:** Nicole Roden, Nancy Amend & Denise Snider—Address attendance, At-Risk, 504, and DFS issues.

**Technology:** Guy Sallade, Karen Sue McKutcheon, Deyonne Jackson, Karen Bayert, John Bolender, & Susie Shell—Act as liaisons to the district and make recommendations for purchases to the staff.

**Wellness Coordinators:** Nicole Roden & Dee-Anne Simonson—Act as liaisons to the District Wellness Program.

## **Attendance Policy of Woods Learning Center**

**Excused Absence:** To have an absence marked "excused," parents or guardians must communicate their knowledge and approval of their child's absence to the front desk as soon as possible. Let the front office AND the classroom teachers know about any planned absences in advance. The front office will take calls the day of the absence starting at 7:30 a.m. As the school is responsible for knowing the whereabouts of all students, at 8:30 a.m. the front office will begin calling parents of students who are unaccounted for. Please help us by calling first.

An absence recorded as "excused" does not mean that all learning activities will be re-created, or that a child will have no gaps in his or her learning. It will be the responsibility of students or their parents to meet with teachers to make sure that all make-up work is done in a timely manner after the absence.

Parents and Guardians who excuse absences understand that there are negative consequences of absences that may affect the educational achievement of their child, and will not hold the school responsible for the gaps in knowledge or skills that may result.

They should also be aware that by state law, any student absent for more than ten consecutive days, excused or not, will be dropped from the school rolls. Because Woods has limited enrollment, it is very important to make arrangements so that this does not happen in the case of a prolonged illness or other reason.

Woods Learning Center reserves the right to mark parent-approved absences as unexcused, should it be deemed necessary by the administrative team. The parent will be notified of such a decision.

**Unexcused Absence:** If the absence occurs without confirmation of the knowledge and approval of the parent or guardian, it will be recorded as "unexcused."

**Truancy:** Three consecutive days of unexcused absences, or a total of five unexcused absences during the school year, will require intervention as a truancy matter. Two or more additional unexcused absences will be referred to the district attendance officer and may go to legal authorities.

**Early Dismissal:** Students who leave school early for an illness or activity must be checked out at the front office by a parent, guardian, or other approved person. Classroom teachers must be notified before such a dismissal. Students should not call parents about an illness without notifying their classroom teachers first.

## **Bus Policy**

For the district to provide bus service, students need to be at their neighborhood schools ready to board the bus when it arrives. They will be returned to their neighborhood schools at the end of the day. The bus drivers are not authorized to drop children off anywhere else. Children may not ride a different bus home unless their parent provides a note granting permission for this exception. These special transportation needs are the responsibility of the parents. If for some reason your child will not be riding the bus home, it is the parents' responsibility to inform the school office in advance. Children will be sent home on the bus unless the school has been otherwise notified by the parent, in writing or by phone.

## **Classroom Visitors**

All visitors must check in at the front desk upon arriving at Woods Learning Center. **Parents** are always welcome and encouraged to visit the school. We ask that you do not interrupt teachers or students during class time unless it is an emergency. Please schedule conferences with teachers in advance when possible. Teachers may have school or personal responsibilities after school. We will attempt to accommodate parents whenever possible.

**Professional visitors** are welcome to visit and observe our program. Arrangements must be made in advance. An orientation, including a tour of our facility, will be given. We request that learning not be interrupted during this time. Teachers will be available to address program questions before school, after school, or at another convenient time.

## **Conferences**

Parents and students are provided with three conferences a year. This is a time for parents, students, and teachers to communicate about each child's progress and set goals. Parents are strongly urged to attend each conference. Parents who cannot attend conferences on the regularly scheduled dates will be provided with a written assessment. Make-up conferences will be held at the teachers' discretion.

## **Crisis Management**

In accordance with board policy, the WLC Crisis Management Team has in place a manual outlining procedures for various crisis situations. All staff members have been trained to follow the policies in the manual. Team members and their home phone numbers:

Guy Sallade	267-4114
Don Gottschim	267-4947
Pam Hopkins	237-5498

## Daily Schedule

School hours Monday through Thursday are from 8:10 a.m. until 3:15 p.m. On Friday hours are from 8:10 a.m. until 12:15 p.m. for K - 6, and 3:15 p.m. for middle school students. We sincerely appreciate the parents' assistance in getting children to school on time and picking them up at the designated dismissal time. The playground is open for supervision at 7:55 a.m. We cannot provide supervision before this time. Students dropped off earlier should enter the building and sit quietly in the reception area until 7:55 a.m. Doors to the building are not open before 7:30 a.m.

Students arriving by bus or being dropped off between 7:55 - 8:10 a.m. should go directly to the playground unless they have permission to enter the building.

Students are supervised at the south end of the building from 3:15 - 3:30 p.m. Any students who have not been picked up by 3:30 reenter the building with the supervisor and sit quietly at the front entry while they wait for their rides.

All students are to be picked up no later than 3:30 p.m. Monday - Thursday, and by 12:30 p.m. on Fridays for students in K - 6. WLC does not have personnel to supervise students after this time. We recognize that occasionally a situation will arise that makes getting to school by that time difficult. Please call the office if it will not be possible to pick up your child by 3:30 p.m. so we are aware of the situation. Parents will be called at 3:30 if their children have not been picked up and a parent hasn't called the school.

### General Daily Schedule:

7:55 a.m.	Playground opens
8:10 a.m.	Whistle Blows
8:15 a.m.	Instruction Begins
3:15 p.m.	Dismissal - Monday - Thursday
12:15 p.m.	Dismissal Friday - (K - 6)
3:15 p.m.	Dismissal Friday - Middle School

## Emergency Closing Procedures

School may be canceled due to inclement weather or in case of an emergency. Local radio stations begin school closure announcements by 6:30 a.m. and repeat the message frequently. If an emergency occurs during the school day, students will be dismissed according to the instructions given by parents on the "Emergency Closing of Schools" form. It is the responsibility of the parents to notify the office when a change occurs.

## **Field Experiences**

Field experiences are essential to a well-rounded education and are an important part of our learning/teaching philosophy. Most of these field trips would be impossible without parent drivers. It is necessary for all drivers to fill out a district form providing information about the car's owner, driver, and insurance. **We ask that all drivers make sure the students they are transporting are securely fastened in a seat belt. Students who are under the age of 9 years old must be properly secured in a properly in-stalled restraint. Students under 100 pounds are not to be in the front seat if the vehicle has air bags.**

Parents will be notified of all field trips in advance unless the activity is part of the regular school curriculum. You will need to sign a field trip permission form at the time of registration. Keep in mind that field trips often take us away from sheltered environments, so clothing appropriate for the weather, and potentially changing weather conditions, is important.

We believe that "with responsibility come privileges." Students may be left at school at the discretion of the teachers for reasons of discipline or failure to complete classroom activities. Inappropriate behavior by a student on a field trip may result in that student's non-participation in the next field trip.

## **Friday Afternoon At The Rec Center**

Casper Recreation Center, in conjunction with Woods Learning Center, offers a program for students (K - 6) after the 12:15 dismissal time on Fridays. For a nominal fee, children can participate in a variety of programs in the creative arts or physical activity areas. Transportation is provided by NCSD #1 to the Rec Center. Parents are responsible for picking up their children by 5:00 p.m. Participants are expected to behave in an appropriate manner. Noncompliance will result in removal from the program. Children are expected to pay in advance of each session offered. Scholarships are available on request and qualification.

## **Friday Folders**

Students will bring home a "Friday Folder" each Friday that contains work samples, notes from teachers, and various items of communication. A parent signature sheet is included with an area for comments. We request that parents examine the contents and respond as necessary. Students should return the folders on Monday as teachers will check for feedback on this day.

## Hot Lunch Program

Hot lunch and milk are available to all students. Lunches can be paid for daily, weekly, and monthly. Monthly menus are sent home in Friday folders. Current lunch prices are:

Elementary (K - 6)	Daily - \$2.00	Weekly - \$10.00	Monthly - \$40.00
Middle School (7-8)	Daily - \$2.25	Weekly - \$11.25	Monthly - \$45.00
Adult	Daily - \$2.85		

Milk is priced at 35 cents.

Extra slices of pizza are \$1.50 each

**Free or Reduced Lunches** Free or reduced-price lunches are available to students who qualify. Forms are available in the school office. You can apply anytime during the school year.

**Charging Lunches** The Food Service School Handbook prepared and distributed by the Natrona County School District states that students are not allowed to charge lunches. The WLC staff has established the following guidelines that allow a small amount of leeway: *Students are expected to pay in advance for lunches. If they do not have money in their lunch account, they will be able to charge a lunch. After a student charges a total of four lunches, a notice will be sent home warning that only one additional lunch may be charged. If a fifth lunch is charged, the student will not be allowed to charge additional lunches until payment in full is made on the account.*

## Lost & Found

The Lost & Found is located at the front entrance of the school. Items not claimed are donated to charity.

## Parent Concerns and Complaints

The following framework has been established to address a situation where a parent has a problem/concern about a teacher:

**Step 1:** The parent should contact the teacher with whom they have the concern/problem and set up a meeting to discuss it.

**Step 2:** If the initial meeting does not result in a satisfactory conclusion, the parent should contact a member of the personnel team who will then set up a meeting with the teacher, the parent, and a mediator. Members of the personnel team are Jim Gaither, Deyonne Jackson, Denise Snider, and Pam Hopkins.

## Parent Responsibilities

The parents of Woods Learning Center have chosen this school to educate their children for a variety of reasons. Parents sign yearly contracts agreeing to the following:

- My child will get adequate sleep and receive a nutritious breakfast prior to the start of each school day.
- My child will be punctual and attend school on a regular basis.
- My child will come to school prepared with completed homework, proper supplies, and lunch arrangements.
- My child will wear appropriate clothing for all learning activities including recess.
- My child will be given the proper support for school work, including projects, to be completed at home (i.e. quiet space for studying, library visits when necessary, and help when appropriate.)
- I will read the Friday Folder weekly, sign it, and have my child return it on the following Monday.
- I will attend all parent-student conferences during the school year.
- I will volunteer a minimum of two hours per month or 10 hours per semester at Woods Learning Center.

## Parent Teacher Cooperative

- The Parent Teacher Cooperative supports the WLC staff in the successful execution of the WLC mission and supports and promotes the core beliefs of the school.
- The WLC PTC supports and promotes communication between home and school, bringing these into a closer relation so that parents and teachers may cooperate more fully in the education of the child.
- The PTC initiates or sponsors projects having as their ultimate aim the improvement and enrichment of the Woods Learning Center school environment for all students.
- The PTC encourages parental involvement in all aspects of the school community and acts as a liaison between parents and school faculty.
- The PTC board meets on the first Wednesday of each month at 3:30 p.m. at WLC. Everyone is welcome to attend these meetings. Please submit suggested agenda items to any board member or by email to:  
[doug@woodslearningcenter.org](mailto:doug@woodslearningcenter.org)

### Parent Teacher Cooperative Officers

President:	Doug Tunison - 473-8088, <a href="mailto:doug@tunison.net">doug@tunison.net</a>
Vice President:	Jamie George - 235-6737, <a href="mailto:jamiieg1104@yahoo.com">jamiieg1104@yahoo.com</a>
Secretary:	Sally Mosier - 235-6173, <a href="mailto:csmosier@bresnan.net">csmosier@bresnan.net</a>
Treasurer:	Brenda Johnson - 234-6485, <a href="mailto:bsejohnson@msn.com">bsejohnson@msn.com</a>

## Parking Lot Safety

Safety of all is the primary concern. Please set an appropriate example of courtesy and safety for the students.

- Crosswalks should be used by parents and students to cross the parking lot.
- Please do not stop your vehicle in the crosswalks.
- Please do not leave your vehicle unattended in the pick-up lanes. If you plan to enter the building, please park in a designated parking space.
- Do not park on the north side of Crystie lane. This is the bus lane (from the corner of Walsh to the end of the school fence) and is painted yellow. Vehicles parked here interfere with the buses, the crosswalk, and with visibility for cars exiting the parking lot.
- It is illegal to pass a bus (in either direction) when the lights are flashing.

## Playground

As a result of a number of various playground problems our first year, students and teachers formed a committee to see what might be done to correct these problems. The result was the **Declaration of a Positive Playground** and the **Woods Learning Center Playground Constitution**. These documents were ratified in each pod, voted on by the entire student body, and overwhelmingly supported and adopted. They now stand as guiding principles for playground behavior and are on display in the classrooms.

## Recess

The administrative assistant or office staff checks to determine temperature and wind chill on cold days. Unless the weather is extremely cold students will be outdoors. Your child should dress appropriately for the weather. If a child must remain indoors, a written note explaining the reason must be sent to the office.

## Release of Records

Student records and cumulative records will not be released outside Natrona County School District #1 without the parent's written request. Parents may look at or request copies of their children's records. If you desire to view your child's records, it is suggested that you call ahead and request a time to examine the records.

## **Retention Policy**

WLC does not generally support the practice of holding back students. It is our philosophy that retaining students works successfully for only a small percentage of the population. If a student is held back due to parental request, the parent will need to enroll their child in another school. WLC will assist in securing a position in another school.

## **School Colors & Mascot**

Woods Learning Center colors are blue and gold. WLC's mascot is the eagle.

## **School Improvement Goals**

1. Students shall demonstrate competence in the general skills and strategies of the writing process.
2. Students will improve in the area of mathematical problem solving.

## Staff

Don Allen	CWCC Counselor
Nancy Amend	Tutor
Karen Bayert	Upper Intermediate Pod Teacher (4th & 5th)
John Bolender	Middle School Teacher (6th, 7th & 8th)
Toby Clouser	Band Teacher (5th, 6th, 7th & 8th)
Shelly Corkill	Student Support
Chris Dvarishkis	Art Teacher (K - 8)
Jim Gaither	Middle School Teacher (6th, 7th & 8th)
Jim Garbutt	P.E. Teacher
Don Gottschim	Custodian
Jane Harden	Speech Therapist
Susan Heid	Cafeteria
Erik Holden	P.E. Teacher
Joanne Holland	Laundry
Pam Hopkins	Administrative Assistant
Carla Howard	Library Support
Jerry Howard	Consultant
Deyonne Jackson	Primary Teacher (K & 1 <sup>st</sup> )
Rose Jackson	Playground/Student Support
Lana Lachepelle-Phillips	Laundry
Kate Maes	Intermediate Pod Teacher (2nd & 3rd)
KarenSue McCutcheon	Middle School Teacher (6th, 7th, & 8th)
Marci Miles	Upper Intermediate Pod Teacher (4th & 5th)
Judy Neal	Librarian
Trish Nix	General Music (K - 8)
Mary O'Connor	Office Assistant/Lunch Assistant/Bus Assistant
Randi Price	Occupational Therapist
Marla Rate	Nurse
Myong Ratliff	Cafeteria
Jan Rayburn	Student Support
Nicole Roden	Primary Teacher (K & 1st)
Guy Sallade	Intermediate Teacher (2nd & 3rd)
Sue Schilling	Social Worker
Diane Seville	Student Support/Office Assistant
Susie Shell	Student Support
DeeAnne Simonson	Peer Coaching Coordinator/Support Teacher
Denise Snider	Student Support Teacher (K - 8th)
Laura Tronfi	Spanish/SALSA
Audrey Wise	Strings Teacher (5th, 6th, 7th, & 8th)

## Staff Contact Information

The following staff members make themselves available to students outside of school hours for questions and concerns about classroom activities/homework:

Karen Bayert	266-2650	<a href="mailto:karen_bayert@natronaschools.org">karen_bayert@natronaschools.org</a>
John Bolender	234-2566	<a href="mailto:john_bolender@natronaschools.org">john_bolender@natronaschools.org</a>
Kate Maes	333-5277	<a href="mailto:kathleen_maes@natronaschools.org">kathleen_maes@natronaschools.org</a>
Toby Clouser	333-5048	<a href="mailto:toby_clouser@natronaschools.org">toby_clouser@natronaschools.org</a>
Chris Dvarishkis	258-5964	<a href="mailto:chris_dvarishkis@natronaschools.org">chris_dvarishkis@natronaschools.org</a>
Jim Gaither	472-0461	<a href="mailto:jim_gaither@natronaschools.org">jim_gaither@natronaschools.org</a>
Pam Hopkins	237-5498	<a href="mailto:pam_hopkins@natronaschools.org">pam_hopkins@natronaschools.org</a>
Karen Sue McCutcheon	472-5359	<a href="mailto:ksmccutcheon@natronaschools.org">ksmccutcheon@natronaschools.org</a>
Marci Miles	259-6670	<a href="mailto:marci_miles@natronaschools.org">marci_miles@natronaschools.org</a>
Judy Neal		<a href="mailto:judy_neal@natronaschools.org">judy_neal@natronaschools.org</a>
Trisha Nix	258-7201	<a href="mailto:trisha_nix@natronaschools.org">trisha_nix@natronaschools.org</a>
Deyonne Jackson	265-0607	<a href="mailto:deyonne_jackson@natronaschools.org">deyonne_jackson@natronaschools.org</a>
Nicole Roden	235-2755	<a href="mailto:nicole_roden@natronaschools.org">nicole_roden@natronaschools.org</a>
Guy Sallade	267-4114	<a href="mailto:guy_sallade@natronaschools.org">guy_sallade@natronaschools.org</a>
Diane Seville	265-5428	<a href="mailto:diane_seville@natronaschools.org">diane_seville@natronaschools.org</a>
Susie Shell	472-9638	<a href="mailto:susie_shell@natronaschools.org">susie_shell@natronaschools.org</a>
Dee Anne Simonson	472-2800	<a href="mailto:deeanne_simonson@natronaschools.org">deeanne_simonson@natronaschools.org</a>
Denise Snider	(non-published)	<a href="mailto:denise_snider@natronaschools.org">denise_snider@natronaschools.org</a>

## Student Dress

Students should dress appropriately for activities and the weather. Students should wear or bring gym shoes on P.E. days. Students wearing clothing deemed inappropriate will be asked to make arrangements to obtain alternative clothing.

## Visitors in the Building

To ensure the safety of all our students and staff, the Crisis Management Team requests that all non-school employees sign in at the front desk when entering the building. Each visitor must obtain a visitor's pass. This includes parents entering the building. Office personnel will distribute these passes when visitors sign in.

## Website

WLC's website contains a variety of information about the school, the current Woods Learning Center News, classroom information, photographs, etc. Check regularly for updated information at <http://woodslearningcenter.org/>