



## MEMORANDUM

**TO:** New Horizons Charter Academy Parents/Guardians  
**FROM:** Richard Thomas, Executive Director/Principal  
New Horizons Charter Academy  
**DATE:** February 19, 2021

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### NEW HORIZONS CHARTER ACADEMY

Established 2013

5955 Lankershim Blvd  
North Hollywood, CA 91601  
(818) 655-9602  
Fax (818) 769-2346

Mr. Richard Thomas, M.Ed.  
*Executive Director and  
Principal*

Mr. Gomez  
*Assistant Principal*

Ms. Roque  
*Assistant Principal*

Ms. Bea Italia  
*Office Manager*

Good Morning Parents and Guardians,

New Horizons Charter Academy has recently been working closely with LA County Public Health Department on its new guidance regarding Reopening Public Schools for TK – 6<sup>th</sup> Grade. The LA County Public Health Department has provided extensive guidelines and resources for New Horizons Charter Academy to follow for a safe, limited reopening under the Hybrid Model. Our school staff and our cleaning service has conducted extensive deep cleaning. NHCA has made all necessary changes on campus to ensure compliance with LA County Public Department of Health guidelines.

New Horizons Charter Academy has entered into a partnership with Brightwheel to manage our students who enter and exit the campus. Please see attached documents regarding setting up Brightwheel app on Your phone. Please see attached Health Guidelines document that must Be signed. It is critical that as parents and guardians, that you screen your Child prior to bringing them to campus. Additionally, you must update Your emergency card information. Only those individuals on the Emergency Card will receive a 4-digit code to use with the Brightwheel App. New Horizons Charter Academy will inform you what schedule Your child will follow. If you are contacted to pick up your child because They have been determined to have a fever or other symptoms of Sickness, you must be available to pick up child immediately.

Please have your child bring their school laptop and mask and school Supplies in their backpacks for use at campus. We appreciate you taking Every precaution and keeping the school informed if you are aware of Any exposure you or your children might come in contact with.

Sincerely,

Mr. Thomas  
Executive Director and Principal  
New Horizons Charter Academy  
818-655-9602