

Communications Guidelines

Hard Copy Flyers/Memos:

- All hard copy flyers/memos will require the Principal's approval prior to distribution to the school community or classroom parents:
 - Submit a hard copy of the flyer/memo to the school office front desk during office hours, 8am – 4pm.
 - The Principal will review all incoming requests for approval at the end of his day & place all approved items at the PFC Communications table marked "Approved". Note: Approved items will not be initialed or marked on the flyer . . . it will just be placed in the "Approved" tray. However, notes/questions will be marked on the flyer if corrections need to be made. These items will be placed in a "Need Corrections" tray.
 - Requestors can check the "Approved" or "Need Corrections" trays the following day.

Flyers Submitted via Email:

- Flyers can also be sent to the Principal via email (bwodhams@lafsd.k12.ca.us)
- Turn around time for the Principal's approval of flyers is **24 hours**.

PFC Copy Services:

- The PFC does not have an account at any location that can be charged to. When using Staples or Office Depot be sure to tell them it is for Springhill Elementary and you will receive a substantial discount.
- For reimbursement attach your receipt to the Parent Reimbursement form that you can either download from the PFC website, www.springhillpfc.org or is available in the office in Lucie Paladino's box in the PFC communication center.

Friday Folder Flyers:

- Flyers submitted for the Friday Folders need to be in the school office **by 3pm each Wednesday**.
- Please divide the flyers by class. The classroom numbers are as follows:

Kindergarten
4 classes of 22

3rd Grade
4 classes of 22

SD Class
2 classes of 15

1st Grade
3 classes of 22

4th Grade
3 classes of 30

Total = 540

2nd Grade
4 classes of 22

5th Grade
3 classes of 30