



NLCAH Parent Guidelines for Campus Visits

Special Events & Birthday Celebrations

We love celebrating with our students and families! To help keep our campus safe, orderly, and fun for everyone, please review the following guidelines before visiting for birthdays or special events:

Scheduling

- Schedule at least 2 school days in advance.
- Coordinate the date, time window, and student headcount with the teacher/front office.
- Please arrive on time for the approved window.

Arrival & Check-In

- All parents/guests must sign in at the front office and receive a visitor badge.
- Please wear your badge at all times while on campus.

Food & Treats

- All birthday treats and party food must be store-bought and sealed (no homemade items).
- Please avoid foods with common allergens (such as peanuts, tree nuts, etc.).
- Drinks should be individual and easy to distribute (juice boxes, water bottles, etc.).

Classroom Etiquette

- Please do not disturb teachers during instruction or use the event time for conferences.
- Activities and celebrations must remain within the designated area and be kept brief.

Guests & Children

- Only approved parents/guardians may attend. No additional guests or siblings during school visits.

Student Safety

- Please do not walk through hallways or other classrooms without permission.
- Students must remain with their class unless checked out through the front office.

✓ Thank you for helping us create safe and joyful celebrations for our students!