



Cloverleaf Elementary

1035 Frankie St.
Houston, TX 77015
832-386-3200

Lee Brown, Principal

Steven Alley, Asst. Principal
Angeles Rosales, Asst. Principal

Dear Parents/Guardians,

Happy New Year 2023! I hope our students experienced a fun and relaxing Winter Break and are eager to return to school on Tuesday, January 10, 2023. We are thrilled to welcome all of you back as we continue learning and growing! Our goal is to continue building partnerships and relationships with our parents and students.

We would like to inform you that beginning January 10, 2023, families are welcome to enjoy lunchtime with their children in the school cafeteria according to the schedule below; with exception of district and state testing-days.

Day of the Week	Grade level	Lunch Time
Monday	Pre-K	10:20am - 10:55am
	Kindergarten	10:35am - 11:15am
Tuesday	1 st grade	10:50am - 11:35am
Wednesday	2 nd grade	11:10am - 11:50am
	3 rd grade	12:15pm – 12:55pm
Thursday	4 th grade	11:55am - 12:35pm
	5 th grade	11:35am – 12:15pm
Friday	No lunchtime visitors	

When you visit with your child in the cafeteria, you will notice that we have rules, routines, and expectations which create an environment of orderliness, and safety for all who enter. Please conform to the following when visiting campus:

Before visit:

- ☐ All visitors must enter and register in the Front Office. Form of identification is necessary.
- ☐ Visitor ID badges must be worn and visible at all times.
- ☐ Parents / Visitors may only bring outside food for their own student and themselves, sharing food with other students is not permitted.

During visit:

- ☐ Parents / Visitors must sit with their child at the designated table in the cafeteria. Strollers must remain outside the cafeteria.
- ☐ Parents / Visitors are responsible for attending to accompanied younger children. Running is not permitted in the cafeteria.
- ☐ Federal Regulations prohibit visitors from eating from a student's tray.
- ☐ Taking photos which include any other students is not permitted.

After visit:

- ☐ Parents/Visitors must ensure their child leaves the cafeteria on time with the class.
- ☐ Parents/Visitors must ensure the table is clean and dispose of any trash before leaving the cafeteria.
- ☐ Parents/Visitors must return the visitor badge in the office and sign out by the time designated on the visitor badge.

If you would like to drop off lunch for your child, please be sure to provide meals that do not require reheating. Drop off is 30 minutes before the grade level lunchtime. Orders from food delivery services (ex: Doordash, Uber Eats, Grubhub) will not be received.

We are looking forward to a continued partnership with you to ensure that your child receives an exceptional education. Feel free to contact me or speak with me on campus. I enjoy communicating with all of our families. Thank you for all that you do to support Cloverleaf Elementary and our students!

Sincerely,

Lee Brown, Principal

1/11/23