

Banning Unified School District

FSDC
PARENT
HANDBOOK
2016 - 2017



Florida Street Discovery Center

Welcome to Florida Street!

2016-2017

Dear Parents,

On behalf of the Florida Street Discovery Center staff, it is my pleasure to welcome all of you to our campus. Our staff is prepared to serve the needs of ALL students, and we look forward to working with you and your children. We all truly care about being our best, so our students can be their best.

Each day we are excited to see all of our students and their smiling faces. They come ready to learn and work hard every day, and we thank you for sharing your children with us. We promise to cherish, protect, and educate your children while maintaining an environment of high standards for academics and citizenship.

We encourage all families to get involved in their children's education. We invite you to attend school and community events, parent-teacher conferences and volunteer in our classrooms. It is important that we work together to provide the best environment and greatest opportunities for our students.

Please take time to review this handbook and keep it handy for reference. Using the guidelines will help make the FSDC experience more enjoyable for you and your child. We look forward to working with you to make this a productive school year.

Sincerely,

Colette Burgess

Colette Burgess, Director
Florida Street Discovery Center

DISTRICT MISSION

The mission of the Banning Unified School District, as an educational community, is to improve academic achievement, provide a safe school environment, and maintain a positive school climate to produce life-long learners and cultivate productive citizens.

FSDC SCHOOL MISSION

The mission of the Florida Street Discovery Center is to provide a positive and meaningful environment for all students. Our mission is to promote social/emotional development and academic experiences that will help students to develop their school readiness skills.

FSDC SCHOOL GOALS

- Provide a safe, positive and disciplined learning environment where all students have the opportunity to grow to their full potential.
- Maximize student achievement in social, emotional, physical, cognitive, intellectual and creative abilities to help them reach their fullest potential.
- Provide opportunities for family and community members to participate in site-based enrichment activities.

FSDC OFFICE HOURS

8:00 am – 4:00 pm

Monday - Friday

Closed from 2:45 – 3:15 Mondays, Tuesdays, Thursdays, Fridays

Closed from 1:30 – 2:00 Wednesdays and Minimum Days

CLASSROOM HOURS

Rooms 1, 2, 3, 4, 5 & 6: 9:00 -3:10

SCHOOL CALENDAR

August 8, 2016 – June 1, 2017

Please refer to the attached school calendar for holidays and breaks

FSDC SITE STAFF

Colette Burgess	Director	(951) 849-2930
Yolanda Thomas	Secretary	(951) 849-2930
Justine Naus	Health Aide	(951) 849-2930
Cindy Gruber	Speech-Language Pathologist	(951) 849-2930

TEACHERS

Sarah Rice
Darlene Habecker
Kimberly Deaton
Kelly Mineo
Rochelle Rager
Kathi Allen

ROOM #

1
2
3
4
5
6

FSDC POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE

It is expected that children will attend school according to the district calendar dates and times. It is important that your child arrive and leave school on time.

- **DAILY DROP OFF**

Students may be dropped off between 8:30 and 8:55 a.m. Please remember that the front of the school in the yellow bus zone is ***not*** an approved drop off location. All students are required to be walked onto campus and dropped off on the playground by an adult.

- **DAILY PICK UP**

Children are required to be picked up by 3:30 p.m. on full days and 2:00 p.m. on minimum days. Children will not be released to anyone not designated on the emergency card. Only authorized people, at least 18 years of age and with a photo I.D., can pick up a child.

In order to pick up your students from the classroom, you will enter the gate to the playground. The gate will be unlocked at 3:10 p.m. on full days and 1:45 p.m. on minimum days.

Written consent is required if a person not on the emergency card will pick up your child. This will enable staff to release the child for one time only. If this is not possible, a parent must call the classroom or the office to inform staff of pick up arrangements. Photo identification will be required.

Legal documents restraining parents from pick-up must be kept on file at school.

- **LATE PICK UP**

All children must be picked up according to the class schedule. A late parent can be very upsetting to a young child. We understand that occasional emergency situations do arise. In that case, please call the FSDC office at 951-849-2930 immediately if you will be late in picking up your child.

If you cannot pick up your child on time and have not made other arrangements, the teacher or office staff will call you and all emergency numbers listed on the

Emergency Card. Staff will make every effort to place the child with someone listed on the card. However, if no one can be reached and the wait time has been reasonable, the Banning police will be called as determined by staff.

FSDC Office (951) 849-2930

Banning Police (951) 922-3170

- **STUDENT LATE SIGN IN/EARLY SIGN OUT**

Students who come to school late or have to leave school early must be signed in or out at the office. Please note, for student safety, the office will be **CLOSED** from 2:45 – 3:15 on regular school days and 1:30 – 2:00 on minimum days/Smart Wednesdays. Students that need to be signed out early **MUST** be signed out before 2:45 or 1:30.

- **BUS PROCEDURES**

- All children riding the school bus ***must*** have a backpack with an FSDC bus tag. Children without a bus tag will ***not*** be put on a bus and will need to be picked up by an adult
- Only one bus tag will be provided *per year*
- In the event that your child needs to ride a different bus for a day, please give the office at least ***one hour (1 hour)*** notice and a special tag will be affixed to the bus tag

ATTENDANCE

Good attendance will be vital to your child's future success in public school. Now is the time to develop habits that support regular participation. We hope to see your child at school each day.

- **Absences:**

Please call your child's teacher if your child will miss school due to illness or other important reasons. **Upon your child's return, please indicate the reason for the absence with a full signature on the daily sign in/out sheet. Type of illness must be indicated, i.e. cold, flu, etc.** These records are very important as funding for this program is based on meeting attendance requirements. Your cooperation is greatly appreciated.

- **Excused Absences**

- Child illness or quarantine (indicate the type of illness)
- Medical or family service appointments
- Court ordered visitation (verification must be on file)
- Recognized religious/cultural holidays

- **Unexcused Absences**

- Vacation/out of town
- Special time with a friend or relative
- Special event, i.e. birthday, family reunion, etc.
- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the "excused absence" category.

Children with three (3) consecutive days of absence due to illness may be required to provide a doctor's note upon return to school. Students that have ten (10) consecutive days of unexcused absences may be dropped from enrollment.

AVID

AVID, Advancement Via Individual Determination, is a global nonprofit organization dedicated to closing the achievement gap by preparing all students for college and other postsecondary opportunities. AVID teaches skills and behaviors for academic success, provides intensive support with tutorials and strong student/teacher relationships, creates a positive peer group for students, and helps students to develop a sense of hope for personal achievement gained through hard work and determination.

As a part of Banning Unified School District's AVID program, FSDC participates in AVID in the following ways:

- Students have an AVID folder. Parents and students should empty the folder nightly, reading any notes and returning all necessary documents.
- In the classroom, students are introduced to two-column notes and organizational strategies.

BEDDING

At FSDC, we provide our students with an opportunity to rest during the day. Please send in a beach or extra-large bath towel with your child's first and last name written in permanent marker on it. No blankets, please.

BEHAVIOR MANAGEMENT

The FSDC staff supports the development of appropriate behavior and social skills for children by implementing the following practices:

1. Developing a positive, supportive relationship with each child.
2. Establishing appropriate routines and expectations.

3. Providing developmentally appropriate materials that promote children's engagement.
4. Using positive attention and encouragement to support prosocial behavior.
5. Teaching children about the expectations of the environment, using friendship skills and solving problems.

Parents of children with the following challenging behaviors which occur on a routine basis will be expected to meet with staff members to develop a joint plan of action to support the child's continued participation in the program.

- Behavior which interferes with learning
- Behavior which interferes with engagement in prosocial interactions
- Behavior which jeopardizes the safety of self and/or others.

Parents may be notified to pick up their child in extreme behavior situations. If a child's behavior continues to compromise the safety of other children, and/or exhausts the resources of the program, an alternate placement may be recommended.

BIRTHDAYS

Children's birthdays are important to us. Birthdays will be acknowledged in the classroom on your child's birth date. Birthday cake, goodie bags, special treats, balloons, etc. are not permitted. If you would like to send in treats for the class to share, please adhere to the following guidelines:

- ✓ Give the teacher 24 hours notice of your intent to send in treats
- ✓ Treats must be store bought
- ✓ Birthdays will be celebrated during the last 30 minutes of the school day (at the discretion of the classroom teacher)

CHILD ABUSE REPORTING

By law, all on-site staff are mandated to report any suspicion of child abuse or neglect for any reason.

CIVILITY

It is our goal to promote positive communication, mutual respect, civility and orderly conduct among employees, parents and the public to ensure a safe, harassment-free workplace for children and staff. Volatile, hostile or aggressive behavior that disrupts school/office operations or threatens the health and safety of children and adults will be reported to the appropriate authority. If you have a concern to discuss with any staff

member, please remember to express your concerns in a productive, respectful manner.

CLASSROOM ENVIRONMENT

The classroom consists of materials that are carefully selected to promote active “hands on” learning. In each classroom, materials are selected to meet the developmental needs of children and organized so that children can access them easily and put them away independently.

CLOTHING

School clothing should be comfortable and appropriate for the weather and school activities. Please select clothing and shoes that are easy for the child to manage alone. For safety reasons, shoes should cover the entire foot. Open-toed sandals are discouraged. Thong-type sandals and shoes without a back are not allowed.

In the classrooms, children use paint, glue and other messy materials that may get on their clothing. Although children wear smocks during paint activities, we encourage you to send your child to school in washable play clothes.

All clothing, backpacks, etc. should be clearly labeled with your child’s name.

Your child needs a change of clothing at school in the event of spills, messy activities or toileting accidents. Please place underwear, socks, shirt, pants and shoes in a large Ziploc baggie with your child’s name. Soiled clothing will be sent home. Please promptly replace the used items.

The program is not responsible for any personal belonging brought to the classroom, including clothing items.

CONFIDENTIALITY

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purposes directly connected with the administration of this program. Any release of information must have written prior approval from the parent.

CURRICULUM

FSDC uses age-appropriate curriculum to meet the developmental needs of our students based on the Preschool Learning Foundations and the California Department of Education’s TK Foundations and Frameworks. All instructional practice is supported by current educational research and best practices for Early Childhood Education. Our staff

participates in ongoing professional development opportunities and has been trained on a variety of instructional strategies, including language, social emotional and behavioral interventions.

Instructional activities are organized into three ways of learning:

1. Large group instruction – circle time/story time experiences
2. Small group instruction – directed activities that build on curriculum areas
3. Learning centers – intentional play, social interactions and exploration.

DAILY SCHEDULE

The daily schedule establishes a consistent, balanced routine for children consisting of teacher directed and child-initiated activities, meals, rest time, and outdoor play activities.

ELECTRONIC DEVICES

It is not recommended that students have electronic devices on campus. However, if a student does bring an electronic device to school, such as a phone, iPad or tablet, it is to be in the "Off" position and in the student's backpack for the duration of the school day. FSDC will **NOT** be responsible for any damage to, theft of or loss of electronic devices that a student brings on campus.

EMERGENCY INFORMATION

Please keep your child's emergency information up to date! We use emergency information to contact you or the people you have designated if your child becomes ill, injured, or an emergency arises. Please inform your neighbor, relative, or friend if you have placed their name on your child's emergency information.

FIELD TRIPS

FSDC schedules one annual field trip per year. We strive to provide our students with a unique field trip experience. Parents will be given notice ahead of time when field trips will occur. Students that do not have a signed permission slip will participate in another classroom for the duration of the field trip. Parent volunteers will be allowed to chaperone field trips if they regularly volunteer in the classroom and/or on campus prior to the field trip.

HOMEWORK

Homework at the TK level is designed to teach students the routines and practices of being organized and responsible. Homework is designed to be completed daily.

Homework packets will be sent home weekly. Please connect with your teacher about what days homework will be issued and due.

INDEPENDENT STUDY

For students that will be absent for 5 or more consecutive school days, students may be placed on short-term Independent Study. In order for students to earn attendance credit for days missed, the entire independent study work packet must be completed. It is the responsibility of the parent to request an Independent Study contract from the site secretary at least one (1) week before leaving. Parents must sign the Independent Study contract before leaving and all work must be returned according to the agreement signed by the parent and the teacher. Absences will be recorded until the student returns to class and the work has been verified by the teacher. Once the work has been received and verified, the attendance clerk will clear the student's absences in the student information system.

LOST AND FOUND

FSDC has a Lost and Found located in the office. Items with names in them will be returned to their owners. Items without names will be held in the Lost and Found until the end of each calendar month. Items not claimed within that time will be donated to a local charity.

MEDICATION

We urge you to arrange your child's medication schedule so that doses are given before or after school hours. If it is necessary for your child to take prescription medication during the school day, we must have written directions from the doctor on our district medication administration form and the medication must be brought to us in the original container. Please contact the office for the proper forms and procedures.

ILLNESS

Parents can help by ensuring your child's health is adequate for participation in school activities before bringing her/him to school. If your child is ill or does not feel well enough to participate comfortably, please keep her/him home.

The following are examples of reasons to keep your child home:

- Fever (100.0° or more)
- Persistent cough
- Vomiting
- Diarrhea
- Heavy nasal discharge
- Unexplained rash
- Difficulty breathing/wheezing
- Swollen, red, crusty or itchy eyes
- Any communicable disease

If your child becomes ill at school, we will call you immediately. Please arrange for your child to be picked up within an hour. If necessary, sick children will be separated from other children and allowed to rest until you arrive. Children ***must*** be without symptoms for **24 hours** before returning to school.

Please call the school office immediately if your child has communicable disease, so that we can inform other families. Children absent with a contagious illness cannot return to school without a signed doctor's note.

Minor injuries sustained at school will be handled by the staff. Soap, water and band aids will be the extent of first aid rendered. Parents will be notified immediately in cases of severe injuries or concerns.

LICE

Lice is a common problem for children at this age. When a child is found to have an active case of lice, parents will be notified and need to pick the child up immediately. The child may not return to school until the lice has been treated and the student has been cleared by the school health aide.

MEALS/FOOD

Breakfast and lunch are served daily. All meals meet state and federal requirements for nutrition based on the USDA Dietary Guidelines standards. Monthly menus are posted in and copies are available in the office.

Students are not allowed to have candy, gum, Hot Cheetos, Takis, Hot Cheetos Fries, or soda to eat at school. Teachers are authorized to hold the above-listed items for students and will return them to the student at the end of the day.

Children requiring special diets due to food allergies, religious reasons, or specific lifestyles (e.g., vegetarian) must have a physician's statement on file.

NUT-FREE SCHOOL

Our campus is a nut-free facility. For the safety of all of our students, **NO PEANUT BUTTER, NUTELLA, GRANOLA BARS OR OTHER FOOD ITEMS THAT MAY CONTAIN PEANUTS** are allowed on campus.

MINIMUM DAYS/SMART WEDNESDAYS

In order to provide our students with a quality education, our teachers are provided with opportunities to collaborate with other educators, learn new research-based strategies, and to meet with the parents of struggling students on Wednesdays.

Every Wednesday is a minimum day. School hours on minimum days and Smart Wednesdays are from 9:00 a.m. – 1:45 p.m.

PHOTOGRAPHS/VIDEOTAPE

We love being able to share what our students do! As a routine practice, we take photographs of our students in order to create projects and to engage our students – kids love to look at pictures of themselves. These photographs and videotapes are only used for classroom purposes, including crafts and projects. If you do not wish for your child to be photographed/videotaped, please check the box and sign in the designated space on the Handbook Acknowledgement Form.

TOYS

FSDC has many wonderful materials at school. Toys are NOT allowed on campus. Banning Unified School District's "Zero Tolerance" policy forbids guns or weapons on any school campus, including toy replicas.

UNIFORM COMPLAINT PROCEDURE

It is the intent of the Banning Unified School District to fully comply with all applicable laws and regulations. Individuals, including parents, students, employees, an authorized representative, an interested party, public agency, or organization can file complaints regarding the alleged violation of a statute or regulation that the CA Department of Education is authorized to enforce. This includes allegations of unlawful discrimination in any program funded directly by the State Department of Education. All complaints will follow the BUSD uniform complaint procedures.

PARENT INVOLVEMENT

CLASSROOM OBSERVATION

Parents are invited to observe their child in the classroom setting and to share their observations with the classroom teacher during parent conferences. Please contact your child's teacher at least 24 hours in advance to schedule an observation.

PARENT COMMUNICATION

We strive to keep lines of communication between school and home by providing a variety of ways to keep in touch.

- **School to home:**

Please check the classroom bulletin/message boards and your child's folder for important notices. Newsletters are sent home, along with announcements of community and site events, and school activities.

One formal parent teacher conference is held in the fall. However, you are welcome to schedule a teacher conference or call the office with questions or concerns at any time.

- **Home to school:**

The FSDC staff encourages parents to keep staff informed of changes that may affect their child's participation in the program. You can help us by keeping us informed.

PARENT PARTICIPATION

Current research indicates that one of the most influential factors in a child's education is parent involvement. For the safety of our students, adults in the classroom are required to be fingerprint and background cleared. We encourage you to take part in your child's experience at FSDC whenever possible! It is never too late or too early to become actively involved in your child's learning. Please see our school secretary to learn about the requirements for parent volunteers.

SCHOOL SAFETY

EMERGENCY PLAN

All programs on-site participate in regular fire/disaster drills. In the event of an emergency or natural disaster, children will remain with staff until a parent or authorized person arrives. Please be assured that the appropriate steps have been taken to maintain your child's safety on the premises. On-site staff is trained in CPR, First Aid, and emergency preparedness.

PEDESTRIAN AND PARKING LOT SAFETY

To ensure that families and children are safe at all times, please be careful in the parking lot by following the rules below:

- Never leave children alone in your car as you walk your child to class.
- Always hold the hands of any children you are escorting them across the parking lot or street.
- Always have your child exit from the car onto the sidewalk, not the street.
- Lock your car when leaving it.
- Buckle up! It is the law!
- Always park in the parking lot or a non-marked curb on the street. Do **not** stop or park at the red or yellow curbs in front of the school.

SCHOOL ETIQUETTE

- Supervise your children at all times in the building.
- Use indoor voices and avoid gathering near the offices.
- Turn cell phones OFF or on vibrate while in the building.
- Keep gates and doors with signs indicating "please close" closed.
- Children are not allowed to play on school campus before or after school hours for safety reasons. Please leave the campus after picking up your child.
- Keep children out of the bushes and off the retaining walls.
- No pets are allowed on school campus.
- Remember that FSDC is a "smoking free" zone.
- Please help us keep our environment clean.

SCHOOL SECURITY

All parents are required to sign in when entering campus for anything more than dropping off a student in the morning. All adults must wear a visitor sticker while on campus. The visitor sticker will be given to you when you sign in at the office. Keep your sticker in a visible location for staff information. Please enter through the main school entrance, as all other doors and gates will be locked throughout the school day.

Thank you for your cooperation.

FSDC Parent Handbook Acknowledgement Form

I, _____ the parent/guardian of _____,
have received, read, had the opportunity to ask questions about, understand and agree
to abide by the policies set forth in the FSDC Parent Handbook.

Parent Signature

Date



No, you may NOT photograph/videotape my child

My child may NOT participate in any birthday or holiday celebrations