

THE LAB

Parent Orientation 2022-2023

THE LAB MISSION

It is our mission to defend and promote the potential of all children and youth by providing children and youth with a developmentally appropriate and caring environment that supports emotional, social, cognitive, and physical development. We are committed to establishing a community where children, parents, teachers, and staff together will be engaged in an inspiring, joyful, and inclusive environment.

LOCATIONS (9)

- Acacia
- Beechwood
- Fern Drive
- Fisler
- Golden Hill
- Hermosa Drive
- Laguna Road
- Rolling Hills
- Sunset Lane

TheLab follows the Fullerton School District Pupil Calendar

- TheLab is closed when school is not in session on Holidays, Staff Development Days, Non Student Days, Full Day Conference Days, Thanksgiving, Winter and Spring Breaks.
- Summer Camp is offered for limited number of weeks
- Please see the link below for a list of closure dates, as well as access to the FSD Pupil Calendar and other parent resources.



[THELAB WEBSITE- PARENT RESOURCES](#)

PLEASE VISIT OUR WEBSITE FOR INFORMATION RELATED TO PAYMENT, PARENT RESOURCES, SITE CONTACT INFORMATION, AND THE MOST UP TO DATE INFORMATION REGARDING REGISTRATION.

[TheLab Website](#)

THE LAB - IMPORTANT POLICIES AND PROCEDURES

TUITION

- *Due the 1st of each month
- *Late fees assessed on the 5th business day
- * 10 equal payments August-May

Tuition invoices will be posted on the 25th of the month prior to service.

Students will not be able to attend TheLab on the 6th business day if fees are unpaid.

Site Leads will follow up regarding balances due

Payments are made using [EZChildTrack FSD Parent Portal](#)

ID REQUIRED

To pick up students

Please inform any one that will be picking up your child(ren) to be prepared to present ID. This is for the safety of your child.

Anyone picking up must be 18 years of age or older.

SIGNING IN

Before School Care

Each student must be physically signed in to our program each morning. Please do not drop your child off in the parking lot. Please sign in with a complete and legible signature, initials are not acceptable.

SIGNING OUT

After School Care

Each student must be signed out daily by an authorized person 18 years of age or older. Please sign out with a complete and legible signature, initials are not acceptable. ID is required.

SIGN IN/ OUT

Scan Method

*We will be piloting at a few locations (TBD) a scan in and out method at a later time this school year.

LATE PICKUP

\$1 per minute, per child

Program closes at 6:00 pm

Please call if you will be late, so that we are aware of an estimated time of arrival

Late Fees will apply

If 30 minutes of non contact has elapsed (6:30 pm), the FPD will be called to assist.

DROPPING THE PROGRAM

Or change of schedule

We require a 30 day notice via email to drop the program, and all fees to be paid up to that date. Please email your site lead and myself.

We require a 2 week notice to change your schedule (for adds-if space allows).

HOLDS ON ENROLLMENT

Extended vacations, sports,
etc

Unfortunately we cannot
put enrollments on hold.

You can choose to drop
and re enroll if space
allows.

ABSENCES

Must be reported to your LAB
location

TheLab is not a drop in program. Therefore, we are expecting each student to arrive daily. If your child will not be attending on any scheduled day, please notify TheLab site by phone so that the site lead does not worry. You can leave messages 24/7. If a child does not check in within 10 minutes of dismissal parents will be called to confirm the whereabouts of their child.

CUSTODY ORDERS

Provide a copy to your site
lead

If you have a custody or restraining order in place for your child, please provide a copy to your site lead to have on file. Please discuss any information that you feel is important for the staff to know to ensure your child's safety.

ALLERGIES/ MEDICAL CONDITIONS

Remember to update us if new allergies or conditions arise throughout the school year.

If you disclosed any allergies or medical conditions in your online enrollment packet, the site leads have that information. Feel free to discuss with them any more detailed information they should know. The more they know, the better they can care for your child.

PARENT HANDBOOK

And Participation Agreement

Both were part of the enrollment packet, and you can find them under our [Parent Resources Page](#) on our website.

PARTICIPATION AGREEMENT (CONT.)

Please discuss the Participation agreement with your child including behavior expectations while attending TheLab.

Concerns regarding student behavior will be addressed with parents.

In situations where the safety of your child, staff or other children is a concern, **parents may be called to pick up.**

SAFETY DRILLS

Practiced Monthly

TheLab programs
participate in monthly
Fire, Earthquake, and
lockdown drills.

EMERGENCY CONTACTS

Please keep them current

Please use legal names
when filling out emergency
contacts that match the ID
that will be requested

COVID 19

TheLab will follow current FSD, state, and county guidelines with regards to COVID 19.

Masks- Optional

When there is an exposure-Any student who shared an accumulated 15 minutes of inside airspace with a positive individual will be notified by email.

Testing-Recommended 3-5 days after an exposure. Tests will be made available.

Positive individual will be kept confidential.

IF YOUR CHILD IS SICK, PLEASE KEEP THEM HOME

- If your child does not attend school during the day, or is sent home, they cannot come to TheLAB.
- Students must be fever free for 24 hours without fever reducing medicine before returning to TheLab (any illness).
- If your child tests positive for COVID 19, please inform your school office and your site lead.

COVID Mitigation Strategies Include-

Cleaning and sanitation protocols, masks available if needed, enhanced ventilation, handwashing and hand sanitizing, notifications of possible COVID 19 exposures.

WHAT DOES YOUR CHILD NEED AT THE LAB

- Healthy afternoon snack
- Water bottle labeled with their name (we also have water coolers available on site to refill reusable water bottles)
- For our youngest students- Parents may consider keeping a change of clothes in a ziplock bag in your students backpack just in case it is needed.
- Students need to be able to change independently if necessary.

IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE CONTACT

Site Lead- Email or Phone

- Absences
- Questions about tuition fees
- Questions about logistics, schedule, snacks, specifics about the site.

Supervisor Vanessa Larios- Email or Phone

- Please remember to include your child's name and Lab location in all correspondence.

Director Dr. Trang Lai

- 714-447-2858

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QUESTIONS?