



**Fullerton School District  
Educational Services  
Encore: The Lab Before & After School Programs  
Parent Handbook  
Great Schools, Great Kids**

The Fullerton School District Encore: The Lab program offers supervised before and after school childcare for children in Transitional Kindergarten through 6<sup>th</sup> grade.

**The Lab Services Mission**

- To provide a safe, child-centered environment with caring professional staff that encourages each child to develop their creative potential.
- To support the child in developing skills and concepts essential for school readiness.
- To create an atmosphere that fosters personal, social-emotional, physical, and cognitive academic growth that results in real-life learning.
- To consistently evaluate program standards to effectively meet the changing needs and interests of the growing child.
- To educate and support parents in becoming active partners in their child's education.

**Purpose**

The purpose of programs for school-age children is to provide enrichment opportunities. The Lab designs recreation and education activities to have carryover value that provides intrinsic protective factors and supports the development of resiliency skills. These experiences may also spark an interest or uncover a special gift that will assist the child in creating a pathway to success. Through participation, children will learn to make appropriate choices during their leisure time.

Our goal is to expand the learning environment and link activities to areas of study at school. The Lab provides ample opportunities for children to connect school-day learning with its application while developing interests.

### Program Content

The Lab provides homework support and emphasizes hands-on activity-based experiences in the following curriculum areas: art, drama, language arts, math, music, science, and social studies through games and physical activities. The Lab aligns experiences to the California Department of Education Content Standards and the Common Core Standards.

Link: [Common Core State Standards - Resources \(CA Dept of Education\)](#)

### Staff

Each program has a designated Site Supervisor in addition to support staff. Child Development Services carefully selects employees from a pool of qualified applicants screened by the Classified Personnel Department of the Fullerton School District. Each new employee is trained and participates in ongoing professional development opportunities to ensure that the program meets and exceeds the needs and interests of the families served.

All staff members must be First Aid, CPR certified, and mandated reporter certified. The Site Supervisor is available during operating hours to address any concerns you may have. Every LAB site is set up with telephones, message systems, and e-mail so that families may leave messages at all times.

### Registration

Due to space requirements, and student-to-staff ratios, *we are limited in the number of childcare spaces available per site.* The Lab will receive new enrollment until the site has reached program capacity. Placement will be given using a lottery process from those that expressed interest through our interest list which is posted online. After all spots are filled, the remaining families on our interest list will be placed on our waitlist. The waitlist for each site renews each school year. Families will need to place themselves back on the waitlist each year if they wish to remain on the waitlist. Families will enroll their children through an online system called EZChildTrack. Registration dates will be posted at the program sites and on the Fullerton School District website: <http://www.fullertonsd.org> under “Before and After School Programs,” “The Lab” when those dates become available. Participation will be prohibited until families complete all forms and pay their registration fees. A \$90 non-refundable registration fee (or \$160 per family) is required at registration.

Please Note: Any program schedule changes or drops during the first month of service (August) must be made by July 18, 2023. The Lab will provide the first invoice on July 25, 2023, and it will be due on August 1, 2023. Please note: No late fees will be charged until August 18, 2023.

### **Emergency Information**

For the safety of our children, families must fill out the emergency card for each child completely and carefully. Contact information (home and work phone numbers) must be current. At least three local contacts, other than parents, must be listed in case of emergencies. Be sure these local contacts are willing and able to care for your child in an emergency. The information about other adults who are authorized to pick up your child must be complete, accurate, and current. Only those listed on the form will be able to pick up your child. Be sure to include on the emergency card any medical needs for which your child may need extra care, such as asthma, allergies, etc. Be as specific as you can about your child's particular needs.

### **Fee Schedule/Holidays**

The Lab fee schedule is subject to change. The current fee schedule is available in this handbook. Program fees are a flat rate. The only available discount is for the five-day option, where a 10% discount (rounded up to the nearest dollar) is given on the lowest tuition fees for siblings enrolled in the program. Discounts are given on contracted schedules for after-school care only (i.e., no discount for before-school care). Tuition is based on an annual flat rate, adjusted to 10 equal payments. The Lab will not make tuition credits/adjustments for illness, vacations, shortened months, or holidays.

### **Tuition Fees**

Fees must be paid by the first of the month. Payments will be made online using EZChildTrack [here](#). Forms of payment accepted are checks (in the form of an e-check), Visa, Mastercard, and Discover. If necessary, physical checks can be left at the LAB site. Those payments will be processed as e-checks as well. A late fee of \$25 will be applied on the 5<sup>th</sup> business day of the month, and your child will not be allowed to return the following day until the unpaid balance is paid in full. Delinquent payments may result in automatic termination from the program. Tuition is based on an annual flat rate, adjusted to 10 equal payments. The Lab will not make tuition credits/adjustments for illness, vacations, shortened months, or holidays.

### **Non-Sufficient Funds (NSF) -Credit Card/ E-Check Declined**

All checks returned for any reason will be assessed a twenty-five dollar (\$25) returned check fee. Returned checks must be replaced with a money order or cashier's check the day following notification to avoid being referred to a collection agency. You will no longer be able to pay with a personal check. NO EXCEPTIONS.

Credit Card Payments can be made using EZChildTrack. Payment is due on the first of the month. If full payment is not received by the 5<sup>th</sup> business day of the month, a twenty-five (\$25) dollar late fee will be assessed automatically.

### **Tax Information**

Federal Tax ID	95-6001405
State Tax ID	800-8889-1

We do not provide an end-of-the-year tax report. You can print your tax report from the Parent Portal on EZChildTrack.

### **Late Pick Up Fees**

The Lab operates from 7:00 a.m. to 6:00 p.m (site-specific). Children are not to be dropped off before the program's opening, and children must be signed out by the close of the program day at 6:00 p.m. There will be a late pick-up fee charge of one dollar (\$1) per child per minute. Late fees will be invoiced on your EZChildTrack account. Please notify The Lab site if you know you will be late picking up your child. However, notification of your tardiness does not excuse you from a late pick-up charge. Any child not picked-up after closing at 6:00 p.m. (*not to exceed 30 minutes*) will be placed in the care of the local police department when the Site Supervisor has had no contact from the parents/guardians about the late pick up of the child. After the third occurrence of excessive or chronic lateness, the Site Supervisor may dismiss the child from the program. We will use the clock at The Lab Site to determine the pick-up time.

### **Fee Subsidies**

The Lab Program cannot offer any subsidized tuition or tuition on a sliding scale. Scholarships may be available for those that qualify if funds are available through grants received. Childcare subsidy information and referral can be obtained through the Children's Home Society of California in Orange 333 South Anita Drive Suite #350 Orange, CA 92868 (714) 456-9800.

### **Termination from Program**

We reserve the right to terminate the enrollment of any child from the program for any reason including, but not limited to: non-cooperation of the child or parent, delinquency or non-payment of fees, chronic tardiness for pick up, inability or unwillingness of the child or parent to follow the program policies, procedures or rules, the determination that the child is unable to benefit or impairs the ability of others to benefit the program, or that their continued presence in the program presents a danger to others or property. The program administrators will make these findings.

### **Procedures for Signing In and Out**

All children **MUST** be signed in and out at The Lab site each day and **may not** be dropped off at the curb. If a child is not signed in for any reason, they will not be accepted and will be directed to the school's office. This policy is non-negotiable for all students at all times. The steps for signing students in and out of The Lab are listed below. Failure to follow any step of this procedure will be grounds for dismissal from Encore: The Lab.

#### Signing In

- An authorized adult (*18 yrs. old or older*) whose name is listed on the emergency card must sign each child in and out of Encore: The Lab daily. (Before School and Afterschool)
- "Signing In" includes a legible signature (no initials) and the time of the "Sign In." This sign-in is our legal record of when your child arrived at the site. Some sites may use a digital sign-in method instead of, or in addition to, a physical signature. We cannot accept responsibility for students dropped off at the site without being signed in by an authorized adult. You may not sign your child in before the program's opening at 7:00 a.m. Staff cannot sign your child in (a.m. care) or out (p.m. care). Students may not sign themselves in or out at any time.
- Sites may utilize a digital or scan check-in and out method.
- The Lab Staff may not sign in students for parents.
- Staff will check in students coming from the classroom at school dismissal.

## Signing Out

- Only parents/ guardians or authorized adults (18 years old or older) listed on the emergency card will be allowed to sign children out of The Lab. A valid picture I.D. may be required at any time.
- Signing out includes a legible signature (no initials) and the time of “Sign Out.” Some sites may use a digital sign-out method instead of, or in addition to, a physical signature.
- There must be a signed, written note, email, and/ or phone call from the parent/guardian if a person not listed on the emergency card is to sign a child out. That person must have a valid picture I.D.\*, which is inspected and noted by the staff prior to signing the child out.

### **\*A valid picture I.D. is required.**

Please be patient when a staff member checks for I.D. It is required any time a staff member does not recognize an adult. This procedure is for your child’s protection and safety. Please inform anyone picking up your child that they must provide proper, valid picture identification.

Your child may be released to attend other after-school activities such as Scouts, sports programs, etc. However, they must first check in at The Lab. Parents must notify the Site Supervisor if there is a change in their child’s schedule; parent(s)/guardian(s) must notify the Site Supervisor BEFORE the change. The Lab staff will not be responsible for “suiting up” or tardiness regarding your child’s other after-school activities. Please contact the Site Supervisor at your child’s school if any changes in your scheduled pick-up times. Children must be picked up no later than 6:00 p.m.

## **Custody Orders**

The school and The Lab Staff cannot legally prevent a parent from picking up a child without a current, legal court order on file that specifically restrains a parent from contact with that child. We do not enforce those court orders but rather contact local law enforcement to enforce the court’s orders. Staff is authorized to deny access to a parent or guardian when that person behaves in a way that poses a significant risk to the child. It is your responsibility to provide current court orders to The Lab and explain any circumstances that the staff needs to be aware of to provide a safe environment for your child and others..

## **Absence/Attendance**

If your child is absent from The Lab, you must notify the Lab site your child attends. Days of absence may not be made up, and tuition credits or refunds are not given

for absences. Reporting to the school office does not relieve your responsibility to report the absence to The Lab. Repeated failures to notify The Lab staff via e-mail or phone call about absences from the program is justification for your child to be dismissed from the program.

If your child is absent from the program for more than 10 consecutive school days other than verified illness or other excused absence, and fees have not been paid, they will be dropped from the program. Your child must attend school during the day to be able to participate in The Lab. You cannot use The Lab if your child has not attended the school that day; there are no exceptions. Reminder: Tuition credits/refunds are NOT given for absences during the school year, including vacations/breaks.

### **Parent Withdrawal from the Program**

Parent must provide a written notice, via e-mail, to the Site Supervisor at least thirty (30) days in advance if withdrawing their child from The Lab. Fees are to be paid up to the withdrawal date.

Enrollment cannot be put on hold for any length of time. Parents will be responsible for all monthly tuition fees unless a formal withdrawal has been made and 30 days notice has been given. All changes to schedule and/ or drops from the program for the first month of service (August) must be made by July 18, 2023. The first invoice will be provided on July 25, 2023, and is due on August 1, 2023. Late fees will be applied on August 18, 2023.

### **Change in Schedule**

All changes in schedules must be made in writing via email to your Site Supervisor. We require a 2-week notice for a schedule change. All changes to schedule and/or drops from the program for the first month of service (August) must be made by July 18, 2023. The first invoice will be delivered on July 25, 2023, and is due on August 1, 2023. Late fees will be applied on August 18, 2023.

### **Re-Enrollment**

Re-enrollment in the program after an absence of two (2) weeks or ten (10) consecutive days will be allowed if space is available and all past due tuition/fee balances are paid in full.

### **Special Needs Children**

The Lab is available to any child who attends school in the Fullerton School District where a LAB program is operating, including children with special needs. However,

**Fullerton School District, Educational Services/ Encore: The Lab Before & After School Program**  
1401 W. Valencia Drive, Fullerton, CA 92833

all children attending The Lab must be able to function in a setting of one (1) adult to fourteen (17) children. The Lab will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities or special needs.

Before a child with special needs attends The Lab there will be a meeting with appropriate staff, including parents, the Site Supervisor, Program Supervisor, School Psychologist, Program Specialist, and Administrators. We will make an individual assessment as to whether we can meet your child's needs. We ask that parents assist us by providing us with all information that would help us arrange a positive experience for you and your child while attending The Lab, including being invited to participate in any IEP meetings the school or parents may arrange. Please speak to the Site Supervisor or The Lab Supervisor before enrolling your child in the program.

It is essential to understand that The Lab is not part of the instructional day of any child. We provide a childcare program offering services to help the needs of working parents. Staff will use agreed-upon strategies to help a child access the program we offer, or it may be determined that The Lab setting is not an appropriate placement for the child's needs.

### **Homework Program**

Homework time is an essential part of The Lab. It includes time to complete homework assignments and academically enriching experiences to work on when homework is completed. During this time, your child will be encouraged to complete their homework assignments, and staff will supervise and assist them. We cannot guarantee that work is completed or done accurately. Parents will still need to review their child's assignments to ensure they are done thoroughly and accurately. Please address homework concerns with the site supervisor.

### **Snack Time**

Snack will be provided to all students enrolled in Encore: The Lab. You may also choose to send a snack from home instead or in addition. *Please do not send any food item that contains nuts or nut products.* Please provide a refillable water container labeled with your child's name.

### **Sick Children**

We cannot provide childcare for students who are ill. If your child shows any signs of an oncoming illness, we would appreciate it if you would make alternative childcare arrangements until they are well. Staying home is for your child's well-being and the well-being of the other children and the staff of The Lab. All current COVID-19 protocols and guidelines will be followed. A child who appears to be ill will not be

admitted to the program, and parents or an authorized adult will be contacted to pick the child up within thirty (30) minutes of being contacted.

If a child does not attend school for any reason but primarily due to illness, they may not participate in The Lab. If your child cannot participate in the regular routines and activities of The Lab, they should not participate in the program until they are entirely able to participate.

After a child has been ill, they need to have been free of fever, vomiting, or diarrhea, without the aid of medication or medical treatment, for at least 24 hours *before* returning to school or The Lab.

### **COVID 19 Guidelines**

The Lab will follow all Fullerton School District, state, and county licensing guidelines regarding COVID 19 and change our policies accordingly. If your child tests positive for COVID 19, please notify your school office and the Site Supervisor.

Temperature screening may be conducted at arrival to The Lab in the morning and afternoon.

Hand sanitizing may occur at arrival, before and after snacks, before and after activities where shared items are used (blocks, manipulatives, etc.), and before and after playground use.

### **Injuries/ Medical Emergencies**

Staff is trained in First Aid/CPR and will handle minor injuries. Staff will use their best judgment in evaluating the severity of injuries and illnesses. The staff will notify parents of minor injuries. The District's policy is to inform parents immediately about any head injuries. Typical first aid treatment includes washing the wound with soap and water and applying a cold compress or bandage. Parents will be notified by phone in case of more severe bumps, cuts, scrapes, etc. Parents contacted by phone concerning injuries are responsible for deciding if medical attention is needed. For this reason, parents must keep all phone numbers current and accurate. If The Lab cannot reach parents, the Site Supervisor will determine the need to contact emergency services personnel through 9-1-1. Parents are responsible for all costs incurred in treating injuries/illnesses that may occur while their child attends The Lab. If your child receives an injury at home that may effect their participation in The Lab, please inform the staff. If your child cannot participate in the regular routines and activities of The Lab, they should not attend the program until they are fully able to participate.

## **Insurance**

The Lab and the Fullerton School District are not liable for injuries due to an accident. All expenses incurred in the treatment of injuries are the responsibility of the parent/guardian. Information about student accident insurance at parent expense is available from the school office. Parents are strongly urged to consider purchasing this or other insurance programs to cover their children in case of an injury at school or during school activities.

## **Medications**

Children may not have medications on their person and may not medicate themselves while participating in The Lab program. Medications include but are not limited to: all pills, injections, inhalers, eye and ear drops, cough drops, cough medicine, throat lozenges, aspirin, Tylenol, ointments, lotions, sunscreen, or any other medication.

\*Parents may provide the The Lab with prescribed emergency medication, such as an EpiPen or Inhaler, and must follow the following guidelines:

- Proper medical forms must be on file with The Lab prior to allowing the medication to be housed in our program.
- The medication must be in their original containers with a legible prescription label as prescribed to the individual (student) receiving the medication by a licensed physician.
- For containment purposes, medication and a photo of your child must be placed in a clear zip lock bag labeled with your child's first and last name.
- If needed, only personnel who are trained to administer emergency medication will be designated to do so as only when the appropriate district forms are completed according to the aforementioned guidelines.
- It is the responsibility of the parents to keep inhalers and epi-pens up to date.

**For all other medication needs, please contact our After School Programs Nurse, Ms. Shellie Whalen, at 714-447-7477.**

All Lab staff are CPR/ First Aid/ and AED certified

## **Personal Belongings**

All personal items must be labeled with the child's name – lunch boxes, book bags, jackets, sweaters, musical instruments, etc. Neither The Lab nor the school is responsible for the care and safety of personal belongings. The school and The Lab personnel are not responsible for lost or stolen items. Even though children are

accountable for the care and safety of their belongings, the staff will do all that they can to help ensure that things are not lost or stolen.

Students are not to bring to The Lab any item they would not be permitted to bring to class during the school day. Parents should check with the Site Supervisor before allowing their child to bring personal items to The Lab.

### **Toys**

The Lab is well supplied with appropriate games, equipment, and materials, for all children in the program. Personal toys and equipment such as cell phones and video games should not be brought to The Lab since we cannot guarantee their care and safety or prevent them from being lost, stolen, or broken.

### **Laptops/iPads**

Laptops/iPads will be used only for homework, and The Lab staff is not responsible for lost or damaged devices. Students may be permitted time to do leisure activities on their devices on special occasions.

### **Behavior/Discipline**

Parents are encouraged to take the time to go over the *Participation Agreement* with their child to ensure that it is understood. The Participation Agreement is to be signed by both the parent and their child. An initialed copy of the Participation Agreement Contract is submitted during the online registration process prior to attending the program.

The goal of Positive Behavior Intervention Support (PBIS) is to ensure a positive, predictable, cooperative, safe, and caring environment. Strategies support students during the school day and after school to develop and learn social, emotional, and behavioral competence, which in turn supports their interpersonal and academic engagement. Our standards of behavior mirror those of the school. When applicable, inappropriate behavior at The Lab will result in appropriate consequences, including an appropriate consequence from the school. These consequences include a redirection of activities, time away from activities, suspension, or dismissal from the program.

## **BULLYING POLICY**

### **“BULLYING IS NOT ALLOWED AT FULLERTON SCHOOL DISTRICT”**

The Board of Trustees for the Fullerton School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority

and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel in a systematic or reoccurring manner.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity to damage or victimize that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe. (Education Code 234.1)

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Any student who engages in bullying on school premises or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Incidents of Bullying shall be immediately reported to any Fullerton School District teacher, principal/assistant principal, or the Office of Child Welfare and Attendance at 714-447-7528.

### **School Breaks and Vacations**

At this time, The Lab will follow the Fullerton School District calendar and observe all school holidays. WE WILL BE CLOSED FOR Thanksgiving Break, Winter Recess, Spring Break, and staff development days. (Please see page 16) Tuition during these months is not adjusted as our tuition is based on ten (10) equal monthly payments.

### **Movies**

Occasionally, we may show movies to your child as part of our program. We usually only show "G" rated videos, although "PG" rated videos may be shown with parent permission. We ask that parents do not send videos to The Lab since the use of most privately owned videos may be a violation of copyright laws.

## **Dress code**

We support the dress code of the schools. Children are to be dressed in a manner that is clean, safe, and modest. Clothing must be sturdy enough to fully allow children to participate in an activity-based program. If parents might be upset with their child getting clothing dirty or spilling paint on it, then it should not be worn to The Lab. It is permitted and suggested that shorts be worn under dresses. Shoes with closed toes and sturdy backs must be worn at all times. Sandals, flip flops, jelly shoes, and most platform or high-heeled boots and shoes do not provide adequate protection or do not allow students to move and run as part of an active program safely. Those types of shoes should not be worn to school or The Lab. It is suggested that items like jackets and sweatshirts be labeled with your child's first and last name.

The following are not permitted at school/school activities, The Lab or its activities:

- Clothing, jewelry, drawings, markings, etc. that suggest or promote gang affiliation or activities; with sexually suggestive slogans or pictures; or that advertise or suggest the use of alcohol, tobacco products, drugs or illegal/controlled substances; or that suggests/promotes discrimination, intolerance, hate speech or activities toward others.
- Pants will be worn at the natural waistline (sagging or low rise pants are not allowed) and will be well-fitting and not "baggy." The Site Supervisor will decide if the clothing is in conformance with expectations. Any problems will be discussed with parents.

Sometimes young children may have a toileting accident. Please note staff may not assist the child. It is suggested that TK and Kindergartners keep an extra set of clothing in a labeled plastic bag. Soiled clothes will be sensitively placed in a plastic bag and kept outside.

## **Parking**

At most schools, parking is difficult, especially before school and dismissal times. You will have to park your car and walk to and from The Lab building to sign your child in and out of the program each day. Children may not sign themselves in or out of the program, and staff may not accept a child into the program or release them from the program unless parents have signed for them. You must park in designated spaces.

Certain areas are off-limits to vehicle traffic; please check with the Site Supervisor regarding these areas. Driving on school grounds is not permitted and may result in termination from the program. Our main concern is the safety and protection of

your child and all children in our program. Your cooperation will help us achieve this goal.

### **Telephone**

Phone messages may be left at each site. If staff is unavailable, please leave a voicemail. If you cannot leave a voicemail, please call the Supervisor's office at (714) 447-7477, and your message will be forwarded to the site staff. Please remember that the site phone is a business phone. We are happy to give messages to your child if your plans change. We do not allow children to use the phone to make social plans or talk with parents, siblings, or friends.

### **Parent/Staff Communication**

It is in the interest of students, parents, and the school staff to communicate freely and regularly. The staff needs to understand situations at home that may influence the typical behavior of students. Please feel comfortable explaining the reasons for changes in behavior and checking with the staff to inquire about your child's day. If a situation arises that requires The Lab team to be aware of, the Site Supervisor will be available to meet with you, but it is best to make an appointment to talk so that you can receive their full attention.

### **Confidentiality**

Information regarding children and their families is kept confidential within The Lab and school staff. State law mandates that only a parent or guardian and appropriate staff members discuss issues relating to a child or their family. If you have concerns regarding another child enrolled in the program, you may bring those concerns to the attention of the Site Supervisor, however, the discussion must be limited to your child only. All employees of the Fullerton School District are designated as mandated reporters of suspected child abuse or neglect. All employees may also be required to cooperate with law enforcement, social services, or other government agencies.

### **Complaint Procedures**

*There are two (2) complaint categories within The Lab. If the complaint concerns an employee of the district (1<sup>st</sup> category), please take the following steps:*

1. Attempt to resolve the concern directly with the employee calmly and problem-solve. If that does not solve the situation, go to step 2.
2. Contact the Site Lead or Supervisor of the employee. An appointment will be made to meet with you to discuss your concern. If this does not resolve the concern/complaint, go to step 3.

3. Contact the Director of Child Development Services. Submit a copy of your concern/complaint in writing. If this does not resolve the concern/complaint, go to step 4.
4. Contact the Assistant Superintendent. Submit a copy of your complaint in writing. If this does not resolve the concern/complaint, go to step 5.
5. Contact the Superintendent. Submit a copy of the complaint/concern in writing.

*If your complaint or concern is related to program issues (2<sup>nd</sup> category), please follow these steps.*

1. Put the complaint or concern in writing and contact the Site Lead of the program. If this does not resolve the concern/complaint, go to step 2.
2. Contact the Director of Child Development Services and submit a copy of your written concerns/complaints. If this does not resolve your concern/complaint, go to step 3.
3. Contact the Assistant Superintendent. Submit a copy of your written concerns/complaints. If this does not resolve your concern/complaint, go to step 4.
4. Contact the Superintendent. Submit a copy of your written concern/complaint.
5. The Fullerton School District will provide a written response to your concerns. You may contact the Fullerton School District Board of Trustees through the Superintendent's Office.

### **Child Abuse Reporting**

While everyone should report suspected child abuse/or neglect, the California Penal Code provides that certain groups of professionals and laypeople are mandated to report any suspected child abuse to the proper authorities. Please be advised that the staff of The Lab is mandated to report any suspected case of child abuse or neglect.

School Calendar

\*Please note that this is a tentative schedule and may be subject to change due to any unforeseen circumstances.

Calendar: 2023/2024

First Day - Monday August 14, 2023

Last Day -Friday May 31, 2024

<i>*Please note this is a tentative calendar may be subject to change.</i>			
Labor Day	Monday	September 4, 2023	Closed
Full Day Parent Conference	Wednesday	September 20, 2023	Closed
Staff Development	Tuesday	November 1, 2023	Closed
Veteran’s Day	Friday	November 10, 2023	Closed
Thanksgiving Break	Mon-Fri	November 20-24, 2023	Closed
Non- Student Day	Friday	December 22, 2023	Closed
Winter Recess	Mon-Fri	Dec. 25 2023-January 5, 2024	Closed
Staff Development	Monday	January 8, 2024	Closed
Martin Luther King Jr. Holiday	Monday	January 15, 2024	Closed
Lincoln’s Birthday	Monday	February 12, 2024	Closed
President’s Holiday	Monday	February 19, 2024	Closed
Spring Break	Mon-Fri	March 18–March 22, 2024	Closed
Memorial Day	Monday	May 27, 2024	Closed

## Contact Information

Site /Grades	Site Lead	E-Mail Address	Phone #	Location	Hours
Acacia K-6	Rosalia Martinez	<a href="mailto:rosalia_martinez@mufsd.org">rosalia_martinez@mufsd.org</a>	714-943-8574	Rm. 21 & 22	9:30 am to 6:00 pm
Beechwood K-6	Amber Garcia	<a href="mailto:amber_garcia@mufsd.org">amber_garcia@mufsd.org</a>	714-943-8572	Child Dev. Portable	12:00 to 6:00 pm
Fern Drive TK -6	Matthew Deemer	<a href="mailto:matthew_deemer@mufsd.org">matthew_deemer@mufsd.org</a>	714-349-8583	Rm. 21 & 22	9:30 am to 6:00 pm
Fisler K-6	Keisuke Takayama	<a href="mailto:keisuke_takayama@mufsd.org">keisuke_takayama@mufsd.org</a>	714-943-8232	Rm. i2 & i1	9:30 am to 6:00 pm
Golden Hill TK-6	Erica Pereyra	<a href="mailto:erica_pereyra@mufsd.org">erica_pereyra@mufsd.org</a>	714-213-9253	B-6	9:30 am to 6:00 pm
Hermosa K-6	Ana Turcios Miranda	<a href="mailto:ana_turcios_miranda@mufsd.org">ana_turcios_miranda@mufsd.org</a>	714-292-9590	Rm. 21	9:30 am to 6:00 pm
Laguna Road K-6	Krista Pugliese	<a href="mailto:krista_pugliese@mufsd.org">krista_pugliese@mufsd.org</a>	714-213-9526	Rm. 24	9:30 am to 6:00 pm
Rolling Hills K-6	Amber Silvas	<a href="mailto:amber_silvas@mufsd.org">amber_silvas@mufsd.org</a>	714-357-1969	Rm. 24 & 25	10:30 am to 6:00 pm
Sunset Lane TK-6	Himashie Perera	<a href="mailto:himashie_perera@mufsd.org">himashie_perera@mufsd.org</a>	714-357-4657	Rm. 300	9:30 am to 6:00 pm

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Jason Chong	Director, Educational Services	Office: 714- 447-7400	<a href="mailto:jason_chong@mufsd.org">jason_chong@mufsd.org</a>

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**Fullerton School District**  
**Educational Services**  
**The Lab Before and After School Programs**

The Lab Fees 2023-2024	Monthly Tuition Amount
<b>AM Care</b> (Acacia, Beechwood, Fern Dr., Fidler, Hermosa Dr., Laguna Road, Sunset Lane) *minimum enrollment required	\$138
<b>AM Care</b> (Golden Hill) *minimum enrollment required	\$143
<b>AM Care</b> (Rolling Hills) *minimum enrollment required	\$165
<b>PM Care Grades TK/ Kinder</b> all Lab locations	\$363
<b>PM Care Grades 1-6</b> all Lab locations	\$358
<b>Non-Refundable Registration Fee</b>	\$90 Individual/ \$160 family
<b>Sibling Discount</b> (not available for AM care)	10% off lowest priced sibling
<b>Tuition is based on 10 <u>equal</u> monthly payments billed August-May. Fees are subject to change.</b>	
<p><b>AM care begins at 7:00 a.m.*</b>  <b>The Lab sites close at 6:00 p.m.</b>  <b>Monthly fees include 180 school days and minimum days and conference weeks.</b>  <b>Fullerton School District Tax Identification Number is 95-6001405.</b>  <i>*Must have a minimum enrollment</i></p>	