

FULLERTON SCHOOL DISTRICT



**Parent Information Session 2023-2024**

# 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



## Encore: The Lab follows the Fullerton School District Pupil Calendar

- The Lab 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.



[THE LAB 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.

[The Lab Website](#)



ENCORE: 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 The Lab on the 6th business day if fees are unpaid.

Site Supervisors and/ or our program Clerk 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 and must be listed on their Lab emergency card.



# 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. Programs open at 7:00 am.



# SIGNING OUT

After School Care

Each student must be signed out daily by an authorized person 18 years of age or older who is listed on their Lab emergency card. Please sign out with a complete and legible signature, initials are not acceptable.

ID is required.



# SIGN IN/ OUT

Scan Method

\*We will be implementing a scan in and out method (while still collecting a signature) at a later time this school year. More details to come...



# 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 supervisor and [Erika Trujillo Cruz](#).

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. Registration fee  
will apply.



# ABSENCES

Must be reported to your LAB  
location

Encore: The Lab 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 The Lab site by phone so that the site supervisor 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.



# HOMework

Dedicated Homework Time

There will be a dedicated time for homework.

This is not tutoring, but a time and place for students to complete their homework with the assistance of our staff.

Students are responsible for getting their homework out to work on.

If you are not satisfied with the amount of homework being completed, please communicate with your site supervisor.

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# CUSTODY ORDERS

Provide a copy to your site supervisor

If you have a custody or restraining order in place for your child, please provide a copy to your site supervisor 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 supervisors 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.



# SNACK

Encore: The Lab will now provide an afternoon snack 5 days a week

Please feel free to have your student enjoy the snack that is provided at no cost, or send a snack from home if your student prefers...or both! :)



# PARENT HANDBOOK

And Participation Agreement

Our parent handbook and participation agreement were part of the online 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 Encore: The Lab.

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

Encore: The Lab 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.

You may add more emergency contacts at any time with your site supervisor.



# 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 Encore: The Lab.
- Students must be fever free for 24 hours without fever reducing medicine before returning to The Lab (any illness).



# WHAT DOES YOUR CHILD NEED AT ENCORE: THE LAB

- Water bottle labeled with their name (we also have water coolers available on site to refill reusable water bottles)
- Optional- snack from home if your student would prefer their own instead of the one we will serve (snack menus will be posted at the Encore: Lab site).
- 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 clothing independently if necessary.



# ENCORE!

## EXPANDED LEARNING

IN ADDITION TO ENCORE: THE LAB, OTHER EXPANDED LEARNING OPPORTUNITIES WILL BE OFFERED THROUGHOUT THE YEAR IN THE FORM OF 6 WEEK, 1 DAY PER WEEK, ENRICHMENT CAMPS. THESE ENRICHMENT OPPORTUNITIES ARE SEPARATE FROM THE LAB AND MORE INFORMATION WILL BE COMING SOON. LOOK OUT FOR FLYERS TO SIGN UP FOR THESE ENRICHMENT OPPORTUNITIES.

# IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE CONTACT

## **Site Supervisor-** Email or Phone

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

## **Erika Trujillo Cruz, Clerk-** Email or Phone

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



# ENCORE LEADERSHIP TEAM

VANESSA LARIOS, PROGRAM SPECIALIST [EMAIL VANESSA](#) ACACIA, BEECHWOOD, FERN, LAGUNA ROAD

MARIA WASSERMAN, SUPERVISOR [EMAIL MARIA](#) FISLER, GOLDEN HILL, ROLLING HILLS

TAMMY LIGON, PROGRAM SPECIALIST [EMAIL TAMMY](#) SUNSET LANE, HERMOSA DRIVE

JASON CHONG, DIRECTOR [EMAIL JASON](#)

QUESTIONS?