Fonwood Early Childhood Center
Parent Orientation
“We’re Wild About Learning”

Ms. Shanedra Burkhalter, Principal
Welcome to Fonwood ECC
“We’re Wild About Learning”

• Phone Number:
  • 713-633-0781

• Address:
  • 9709 Mesa Drive, Houston, TX 77078

• School Website:
  • www.houstonisd.org/fonwood

• Administrators:
  • Principal – Ms. Shanedra Burkhalter
  • Instructional Coordinator – Flora Henry-Smith
Fonwood Early Childhood Center is the best Early Childhood Center for students in the North Forest area because we offer a strong academic foundation in language and literacy, mathematics, and social and emotional development.
First Week of School
Things to Know

- When is the first day of school?
  - Monday, August 23, 2021

- What are our school hours?
  - 7:30 a.m. to 2:50 p.m.

- Will students be able to eat breakfast at school?
  - Breakfast served from 7:30 a.m. to 8:00 a.m.

- Will I be able to walk my Fonwood Cub to class?
  - *Parents are allowed to walk students to class the FIRST DAY of SCHOOL ONLY. Only 2 Adults are allowed per student.*

- What are daily requirements for my Fonwood Cub?
  - Students must wear their Fonwood backpack daily. This backpack will be provided by the school at Meet and Greet.

- Where can I park on the first day of school?

  Park in the outer lane of the Circular Drive, Visitor's Lot or on the street
ONLY 2 adults per student will be allowed to walk the child to class on the First Day of school.
All Fonwood students have four options for transportation.

- HISD Bus Rider
- Private Day Care Bus Rider
- Car Rider
- Walker

Each student will receive 2 transportation tags at Meet and Greet today. The animal name on this tag represents the team your student is on.

Transportation tags are required to pick up Car riders and Walkers. If your tag is lost or misplaced, you must secure a temporary tag from the main office before you child will be released.
Morning Arrival

- **7:30 a.m.:** School opens and staff supervises students as they proceed to cafeteria or gym. Instruction begins as soon as students arrive.

- **7:30 a.m. - 8:00 a.m.:** Breakfast served in the classrooms (BIC). Breakfast is the most important meal of the day! If your child arrives after 8:00 a.m. he/she will miss the opportunity for a healthy morning meal.

**ARRIVE TO SCHOOL ON TIME.**

- **7:55 a.m.:** Late students must be brought into the building via the front office.

- **7:55 a.m.:** upon entering the office **The authorized adult must complete a tardy form for the student to receive a tardy pass. Multiple tardies will result in an administrative conference.**
Student Drop Off
(Car riders)

- School doors do NOT open until 7:30 a.m. Do NOT leave your student prior to this time as there will be no adult supervision.

- ALL car riders will be dropped off in the circular drive off Sterlingshire Street. The Main Office doors will not open until 7:55 a.m.

- Cars are not allowed to park in the circular driveway off Sterlingshire Street from 6:30 – 7:55 a.m. due to traffic flow. If you need to enter the building you must park in the visitor’s lot and wait until 7:55 a.m. for entry into the Main Office.
Student Drop Off
(Walkers)

- School doors do NOT open until 7:30 a.m. **DO NOT** leave your student prior to this time as there will be no adult supervision.

- **ALL walkers will be escorted to the hall entrance door on Sterlingshire Street. The Main Office doors will not open until 7:55 a.m.**

- **Cars may park in a parking space in front of the school beginning 7:15 a.m.** Parents needing to enter the building must park in a parking space or on the street and wait until 7:55 a.m. for entry into the Main Office.


- **PARENTS MAY NOT PICK UP CHILDREN FROM THE CLASSROOMS.**

- **Students must be picked up by an authorized adult.**
  - *If an emergency arises and someone who is not authorized to pick up your child has to, the main office must be contacted before 1:30 p.m.*

- **A student’s mode of transportation for dismissal may only be changed if there is an emergency. If an emergency were to occur, contact the front office immediately to inform the appropriate personnel. Although contacting the teacher is helpful, the Main Office must be notified for the change to be official.*
Student Dismissal
Continued

Car Riders

- Every parent/guardian will receive two transportation tags at Meet and Greet. If your student is a car rider you MUST have this to pick your student up during dismissal.
  - Additional transportation tags may be purchased for $1.00.

- Parents of car riders **SHOULD NOT** get out of the car during dismissal.
  - If this occurs the student will not be sent for until after parent is in car.

- School personnel will call for students and escort them to the parent once transportation tag has been verified.

- Students will be picked up in the Circular Drive off Sterlingshire Street.

- Cars are not allowed to park in the circular driveway from 1:30-3:30pm.
Walkers

- Every parent/guardian will receive two transportation tags. You MUST have this tag to pick your student up during dismissal.
  - Additional transportation tags may be purchased for $1.00.
- School personnel will call for students and escort them to the parent once transportation tag has been verified.
- Walkers will be picked up at the South Exterior Doors.
- Cars are not allowed to park in the circular driveway from 1:30-3:30pm.
Early Arrival/Late Pick

• Supervision is **NOT** provided prior 7:30 a.m. during morning arrival

• If an emergency arises and you will be late picking up your child, please notify the main office.

• Supervision is provided during dismissal, however calls will be made to authorized adults after 3:10 p.m.
Early Pick Up

• Students will not be allowed for Early Released after 1:30 p.m.

• When leaving early the student must be signed out by an authorized adult in the main office.

• Transportation tag, Driver’s license, state identification, or passport is required before a student is released.
Nurse Protocol

Important Information

- The Nurse will Verify all immunizations and contact you if your child needs any updates.

- Please note that failure to satisfy immunization requirements may result in your child being removed from school.

Helpful Hints:

- Provide food allergy, Medical diagnosis, and/or special diet information to school Nurse as soon as possible.

- Completed HISD medication release forms are required for all medications, including OTC medications; being administered during school hours. All forms turned in for medications must be HISD approved forms and will be signed by parent / representative at the time the medication is given to the school Nurse.

- All students are encouraged to be toilet trained. Please provide any medical diagnosis concerning toileting to Nurse Ivory.
Other Nurse Protocols

Your child should not attend school if the following conditions exist:

- Fever greater than 100.0 degrees; may not return until symptom free for 24 hours without medications
- Open rashes until improved or doctor’s release
- Contagious illnesses that require a doctor’s release to return such as:
  - Pink eye
  - Chicken pox
  - Ringworm
  - Scabies
  - Hand, foot and mouth disease
  - COVID-19 related diagnosis
Fonwood ECC Dress Code

Girls
Khaki shorts, skirts, pants, jumpers and skorts
• Hunter green short/long sleeve polo knit shirt
• Fonwood ECC Polo Shirt or Fonwood ECC T-shirt
• Skirts and skorts should be knee length
• Closed toe-shoe, comfortable shoes (Velcro shoes recommended for PK-3)

Boys
• Khaki shorts or pants
• Hunter green short/long sleeve polo knit shirt
• Fonwood ECC Polo Shirt or Fonwood ECC T-shirt
• Closed toe-shoe, comfortable shoes (Velcro shoes recommended for PK-3)

NOT allowed:
• Opened toe, flip flops, sandals or high heels
• Large or dangling earrings
• Any clothing displaying inappropriate language, pictures, or themes

IN CASE OF ACCIDENTS
Parents should send a change of clothes including: socks, underwear, shirt and pants, skirt or dress in a gallon size bag. All soiled clothing will be returned in the gallon size bag if an accident occurs. Once the items are used, please send a replacement set so that your child always has extra clothing on hand.
• Complete change of clothes in Ziploc bag
• Fonwood Backpack (provided by Fonwood ECC)
• Tiger Folders
  • Homework
  • Daily Merit Sheet
  • School Communications
• Absence Excuse Notes (If applicable)
## School Meals

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FREE to all students</td>
<td>• FREE to all students through the Community Eligibility Provision (CEP)</td>
<td>• Can not be provided during lunch.</td>
</tr>
<tr>
<td>• 7:30 a.m. – 8:00 a.m.</td>
<td>• Every student is expected to eat either the school lunch or a complete lunch brought from home daily.</td>
<td>• Cookies, candy, soda, cake, etc. can not be eaten at school.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Birthday parties are allowed during the last 30 minutes of day. Parents can not bring Cupcakes or Cakes to campus. They may bring favor bags with trinkets and healthy snacks (store brough and individually packaged).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ***Parents will be responsible for providing class snacks. Assigned through snack calendar.</td>
</tr>
</tbody>
</table>
Snack Calendar

- Each class is responsible for their own snacks. Students will be assigned days to provide snacks for the entire class.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Ms. Jones</td>
<td>Jaelen</td>
<td>Lauren</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I get involved?

Staying involved in your student’s education and school.
# Communication

<table>
<thead>
<tr>
<th>Paw Print</th>
<th>Merit Sheet</th>
<th>Progress Reports</th>
<th>Report Cards</th>
<th>School/Class Dojo</th>
</tr>
</thead>
</table>
| • The PAW Print is a weekly newsletter for parents to stay informed of ALL school activities. | • Daily Merit Sheets comes home daily  
• Requires a parent’s signature **daily**  
• Homework is given regularly Monday-Friday.  
• All students are encouraged to read or be read to at least 15 minutes each night. | • Update of student progress  
• Sent home every 4 weeks. | • Pre-Kindergarten Progression of Skills  
• Official part of student’s academic transcript  
• Sent home at the end of each cycle | • School/Class Dojo is the school-wide communication app that connects you to your child’s school and classroom. You can see your child’s feedback from teachers, hear important announcements and updates, watch instructional videos, receive and post student activities in your child’s portfolio, and see your child’s classwork in their own Student Story. |
Stay in Contact

- If you have a change of address or phone number during the year you have to fill out a change of information form so that if an emergency arises, we will be able to contact the parents/guardians.
Student Attendance

- **Student attendance is mandatory.**

- After **3 unexcused absences** parents will be issued a warning about attendance. After **10 unexcused absences** a court order will be issued, and parents will have to appear before a judge.

- Students are tardy at 7:55 am and will be marked absent if not in class by 9:30 a.m. A parent must escort students into the building after 7:55 am.

- If a student is absent more than 3 consecutive days, a note from a medical professional is required.
Perfect Attendance

• Fonwood rewards both students and parents for perfect attendance.

Monthly attendance incentives
• September: Fonwood lunch kit
• October: Face Painting and Popsicles
• November: Game Day Party
• December: Dance Party
• January: Popcorn and Storytime Day
• February: Lunch with the Principal
• March: Sweet treats day
• April: Movie Day Party
• May: Fonwood Sunglasses

How to qualify for these events?
In order to qualify, students need to be at school everyday. If a student is absent due to illness, he/she does not qualify for perfect attendance.
Parent Engagement Coupon Book

• Each time you attend a Fonwood event to support your Fonwood Cub bring your Parent Engagement Coupon Book to have it stamped.

• At the end of each semester, you will be notified to bring in your coupon book, to receive raffle tickets for each of the stamps that were acquired.

• Your tickets will be entered into a drawing to receive a prize for each semester.
School Events

- School events are held by teams. These include:
  - Meet and Greet
  - Open House
  - Parent-Teacher Conference
  - Family Literacy Night Events
  - Etc...

- Make sure you attend at the designated time for your student’s team. Not doing so will result in your family not being able to participate in the scheduled event.
- Pre-Registration for school events.
Volunteering Opportunities

- Fonwood welcomes parent volunteers. In order to have this opportunity parents must be Raptor certified.

- What is Raptor?
  - RAPTOR is HISD’s Volunteer System. Each year, thousands of parents, students and community partners support students and teachers by volunteering their time.
• Introduction of Head Start Center Manager and Assistant Center Manager (roles)

• Discuss Family Service Providers role

• Discuss required health documents
  • Physical Exams
  • Dental Exams
  • Immunizations
  • Insurance

• Discuss parent involvement:
  • Parent Committee Meetings
  • Parent Committee elected positions
  • Policy Council Meetings

• Explain teacher home visits

• Discuss homework calendars

• Explain requirements for daily Student Qualtrics questionnaire

• Provide Head Start staff contact information
Meet the Members!
How to join the Fonwood PTO?
Upcoming events
Connect with us: ECC PTO Fonwood
Tiger Cubs’ Daily Activities
Tiger Cubs’ Daily Activities
Daily Enrichment Classes

Comprehensive Library and Computer Lab

Oral Language Lab in collaboration with Rice University School of Literacy and Culture

State of the Art Physical Education Gymnasium
Do Not Leave Orientation Without Doing the Following:

- Completing Transportation Steps
  - If transportation for your student has changed see Ms. Bustamante or Ms. Martinez.

- See Nurse Ivory if you received a phone call about incomplete immunization records.
Next Steps

• Purchase Fonwood t-shirts and polo shirts
  • T-shirts - $10.00
  • Long sleeve t-shirts - $12.00
  • Polo shirts - $15.00

• Meet your Fonwood Cub’s Teacher!
Stay Connected

- Connect with us on School Dojo
  https://www.classdojo.com/invite/?s=579f9f9e5d0de0475a35028d

- Visit our school website:
  - www.houstonisd.org/fonwood

- Like us on Facebook
  - Fonwood ECC

- Get up to the minute school updates by following us on Twitter
  - @FonwoodECC
Thank you for your Time & Commitment!

We look forward to a successful academic year, filled with tons of fun and learning!

Thank you for being “WILD” about early childhood education!
Questions???