

## IMPORTANT INFORMATION FOR ALL K-8 FAMILIES

Welcome to New Foundations Charter School!

The information outlined on these pages is only an overview of some of the policies, regulations and rules of New Foundations Charter School. The complete and detailed listing is in our Parent/Student Handbook. We strongly urge you to read and review the complete Parent/Student Handbook, which can be found on the school's website, [www.nfcsonline.org](http://www.nfcsonline.org) on the Student Information/Forms page.

New Foundations Charter School tries to go as paperless as possible. Therefore, almost everything you need to know about or do for school will either be found on our school's website ([www.nfcsonline.org](http://www.nfcsonline.org)), will be e-mailed to you or you will receive a telephone burst (automated call) with important information.

### TELEPHONE BURSTS

- ❖ You need to say something (like *Hello*) for the automated call to begin. The calls will be sent out to inform or remind people of things such as school closings or delays, upcoming deadlines or special events and programs.

### WEBSITE [www.nfcsonline.org](http://www.nfcsonline.org)

- ❖ Please do your best to review the website often. Almost everything you need to know or do will be explained and available on our website. You will find information regarding
  - Calendars and Calendar Changes
  - Teachers' Pages/Students' Grades and Attendance
  - Clearance Forms and Instructions
  - Breakfast and Lunch Menus
  - Special Events and Programs
  - School Events, Forms and Deadlines
  - Parent/Student Handbook
  - Report Card Conferences
  - Home and School Information, Meetings, Events, Forms and Deadlines
  - C.A.R.E.S. Information and Forms
  - Before and After Care
  - After School and Summer Programming
  - Summer Camp
  - Service Learning

### E-MAILS

- ❖ You will receive general information e-mails very often from school.
  - Every Wednesday you'll receive the *Bulldog Spotlight*, which is the school's newsletter highlighting many of the upcoming programs, events and deadlines involving our students.
- ❖ You must tell school if you change your e-mail or else we will not be able to notify you as to when you need to do the registration or the re-enrollment forms for your child(ren).

## E-mails (continued)

- ❖ You also will not be able to receive any other important information regarding your child(ren) or school.
- ❖ Please check your SPAM file in case any of the NFCS e-mails go there in error. All you have to do to permanently get NFCS e-mails out of your SPAM file is to open the NFCS e-mail, click on the "NOT SPAM" tab on your computer. You should check your SPAM file periodically just in case.

## STUDENT OFFICIAL FORMS (VIA E-MAIL)

- ❖ Several times a year you will receive individual e-mails for each child you have at NFCS telling you that you will have to use the *Snap Code* in the e-mail to go onto a special website to fill out official school forms for each child.
- ❖ You will need and receive a new ***Snap Code*** for each form needing to be filled out for each child you have at NFCS.
- ❖ In the spring of each school year you will have to fill out the ***Registration Form*** for each child who will be a student at NFCS for the next school year.
- ❖ This registration will also include you having to printout, fill out and return to school a ***Charter School Enrollment Form*** each year for each child (legally, we must maintain a hard copy of this form in each student's file each year).
- ❖ Once on the registration website you will also be told which, if any, medical/dental forms are needed for your child and how to print them out.
- ❖ Not all grades require all medical/dental forms.
- ❖ **All students new to New Foundations Charter School will require a Physical and Dental Form be completed and returned to school before school starts in August.**
- ❖ Shortly after Winter Break you will receive individual e-mails for each child you have at NFCS telling you that you will have to use the ***Snap Code*** in the e-mail to go onto a special website to fill out an ***Intent to Re-Enroll Form***
  - This will tell us if your child will be returning to NFCS for the next school year and we need to hold a spot for them.
  - We need this form completed even if your child will not be returning to NFCS for the next school year.
  - This is where we find out where we might have any openings for the following school year. If your child is not returning we will fill that opening with a waiting sibling or a new student from our lengthy waiting list.

## **Student Official Forms (continued)**

- ❖ The Registration Form, Charter School Enrollment Form and the Intent to Re-Enroll Form all have to be done every year for every student at NFCS.

## **ATTENDANCE**

- ❖ Every student requires good attendance to be as successful as possible at school. We understand, though, that things happen at home or in life that requires a student to occasionally arrive late to school, need to leave school early or even be absent for the entire day. We ask that you follow these basic procedures when these situations arise:
  - ❖ **Late to School**
    - ❖ K-8<sup>th</sup> grade students start school at 8:15 am.
    - ❖ Students are considered late to school if they arrive after 8:15 am.
    - ❖ Students are considered absent ½ day if they arrive at school after 10:00 am.
    - ❖ Students are considered absent for the entire day if they arrive at school after 12:00 noon even if they choose to come to school after 12:00 noon.
    - ❖ We ask that late students be walked into the school building and not just dropped off at the curb, especially younger children.
    - ❖ A note from home or from the appointment the student had must accompany the student when they arrive late to school.
  - ❖ **Early Dismissal From School**
    - ❖ You must send in a note with your child to your child's teacher the morning they need an early dismissal.
    - ❖ Do not e-mail your child's teacher or leave a phone message for your child's teacher about your child needing an early dismissal on that day. The teacher is teaching and may not have an opportunity to see the e-mail or hear the message until after school is over.
    - ❖ If you do have a reason for an emergency early dismissal for you child (such as a last minute doctor's appointment) you have to call the main office with your request. The office will forward your message to the teacher.
      - Do not e-mail your child's teacher or leave a phone message for your child's teacher about your child needing an emergency early dismissal. The teacher is teaching and may not have an opportunity to see the e-mail or hear the message until after school is over.
      - Please make certain a last minute early dismissal is absolutely necessary. Remember, the office will be interrupting the teacher and the other students.

### ❖ Early Dismissal From School (continued)

- You also can send in a note prior to the day of a needed early dismissal when you know in advance (such as for religious observances and doctor's appointments, etc.).
- ❖ Students are considered absent ½ day if they leave school prior to 1:00 pm
- ❖ Students are considered in school for the entire day if they leave school after 1:00 pm.
- ❖ K through 8<sup>th</sup> grade students are not permitted to sign themselves out of school.
  - Students must be picked up and signed out of school by a parent/guardian or an individual listed on their emergency contact list.
  - Students will not be released to any individual who is not on the student's emergency contact list unless a parent/guardian authorizes the school in writing to do so.
  - If anyone not on an emergency contact list arrives to pick up a child the school must be able to contact a parent/guardian for authorization prior to releasing the child.
    - Please do not send an unauthorized person to pick up your child unless it is a true emergency.

### ❖ Absences

- ❖ If you know in advance about a needed absence (religious observance, doctor's appointments, etc.) please send a note in to the teacher in advance informing of the absence.
- ❖ For last minute absences you must call the school office with the name of your child, his/her classroom and reason for the absence no later than 8:30 am.
  - Even in the middle of the night you can leave a message with this information on the school's answering machine and even request homework.
  - After about 6:00 am you should be able to talk to someone in the main office.
  - Do not e-mail or leave a phone message with your child's teacher about the absence.
- ❖ Absent notes must be sent into school upon the student's return for the absence to be considered excused.
- ❖ If the student is absent for three (3) or more days a doctor's note is required upon the student's return to school.

### HOMEWORK

- ❖ Your child is responsible for doing his/her homework every night it is given even if he/she is absent, came to school late or had to leave early.
- ❖ All assigned homework for every grade is outlined on each teacher's page on the school's website.

## Homework (continued)

- ❖ If you want homework for a child who is not in school.....
  - If you know in advance that your child will be absent a request for homework should be included in the note you need to send into your child's teacher in advance of the absence.
  - If it is a last minute absence for your child you must request homework when you call the absence into the main office by 8:30 am (even if the request is made via a message on the school's answering machine the request must be made by 8:30 am).
  - Do not e-mail or leave a phone message for your child's teacher asking for homework. The teacher is busy teaching during the day and probably will not get the message or see the e-mail until after school is over.
  - No homework can be requested after 8:30 am. The office cannot interrupt the teacher once teaching has begun.
  - Homework will be available at the front desk in the main office at 3:00 pm to be picked up or it can be requested (by 8:30 am) to be sent home with a sibling or friend.

## VOLUNTEERING

- ❖ NFCS encourages every parent/guardian to support our curriculum, programs and activities by volunteering 20 hours of service for each child enrolled.
- ❖ Parent/Guardian volunteers are not permitted to work around nor have any direct contact with any child without the proper clearances on file with NFCS as stipulated by the State of Pennsylvania's regulations.
- ❖ If you've had the necessary clearances done for somewhere else within the past twelve (12) months NFCS will accept and honor copies of them.
- ❖ If you need to get these clearances done you will find information on the school's website as to how to do them (the Volunteer Clearances Forms Information Packet is located on the Student Life/Forms page).
- ❖ Clearances are valid for sixty (60) months from the date of issue.
  - The three (3) clearances that must be on file with NFCS and their costs are:
    - PA Child Abuse History Clearance - No Charge/Free
    - PA Criminal Record Check - No Charge/Free
    - FBI Fingerprinting Report - \$27.00

## MEALS (LUNCH/BREAKFAST)

- ❖ NFCS contracts with Mashio's Food Service Co. to provide breakfasts and lunches for our students.
- ❖ NFCS takes part in the Federal Free and Reduced Meals Program. The application for this program can be found on the school's website under Student Life/Meal Plans and Menus.
  - One (1) application per family needs to be completed every school year to take part in this program.
- ❖ The costs for meals are

	◆ FULL PRICE	REDUCED PRICE	FREE
➤ BREAKFAST	\$ 1.50	\$ .30	\$ 0.00
➤ LUNCH	\$ 2.50	\$ .40	\$ 0.00

- ❖ If your child has to pay for meals you need to set up an account on line (via our school's website under Student Life/Meal Plans and Menus). You can deposit money in the account with a credit card and money will be deducted as it is used.
  - You can also send a money order into school to put money on the account.
  - No cash is accepted in the lunchroom.
- ❖ Students may bring in lunch from home instead of getting lunch at school if they don't like what is being served on a specific day.
- ❖ NFCS is a Nut Free School. Please do not send in any food (lunches, birthday treats, holiday treats, etc.) that contains any nuts or nut products. This includes peanut butter or nutella type spreads.
- ❖ Students may not bring soda or candy to school.
- ❖ Students cannot bring anything for lunch that has to be heated up.
- ❖ Students cannot bring anything for lunch in a container that will break, such as glass.

## SCHOOL BUS

- ❖ NFCS contracts with the School District of Philadelphia, who sub-contracted with Yellowbird Bus Co., to provide school buses for our students.
- ❖ Every student from 1<sup>st</sup> through 8<sup>th</sup> grades is routed on a school bus route to/from school.
  - You can choose for your child to ride the school bus or not.
  - You cannot make private stop arrangements with the driver.
- ❖ No kindergarten student can ride a school bus to/from school even if he/she has an older sibling that does.

### **School Bus (continued)**

- This is due to the School District of Philadelphia not busing kindergarteners, and we contract our service with them.
- ❖ Students are expected to follow the same basic rules of discipline on the school bus as they would while in school.
- These are outlined in detail in our Parent/Student Handbook that can be found on the school's website under Student Life/Forms.

### **AM DROP-OFF/PM PICK-UP**

- ❖ If your student is being driven to school in the morning please remember the following
  - You may not park or pull up on Torresdale Avenue on the side of the school between Rhawn Street and the north side of the school's main entry gate.
    - This area is for school buses only.
  - Torresdale Avenue from north of the entrance gate on is for you to drop off you child and then drive off.
  - If you must get out of your car with your child for any reason please park either across the street or farther up on Torresdale Avenue under the bridge.
    - Do not double park in front of the school.
    - Do not make u-turns in front of the school.
    - Cross at the corner with the traffic light.
    - Keep traffic moving.
    - Only cross Torresdale Avenue or Rhawn Street at the traffic light. Do not cross in the middle of the block.

### **OTHER IMPORTANT THINGS YOU NEED TO KNOW**

- ❖ **NFCS' School Closing Number is 171.**
  - If the School District of Philadelphia closes due to inclement weather NFCS will close, too.
  - If the School District of Philadelphia closes early due to snow NFCS will close early, too.
    - If the School District of Philadelphia closes early or even if they do not open at all due to severe heat, however, NFCS WILL NOT CLOSE because NFCS is air conditioned and most school district buildings are not air conditioned.
  - If NFCS is closing or opening late for any reason you will receive a telephone burst with that information.

## **Other Important Things You Need to Know (continued)**

- If you don't get notified of our closing then school is open.
  - If school will be closing early a telephone burst about that will go out about that, too.
  - Information about NFCS closing for the day or closing early is always posted onto the school's website.
  - If NFCS is closed for the day, opening late or closing early due to inclement this information will also be announced (usually via the listings that move along the bottom of screens) on every TV station that handles this information.
  - Please remember that NFCS is not part of the School District of Philadelphia so we have a different school calendar than they do. Please follow the NFCS calendar only.
    - NFCS has different ½ days than the school district.
    - NFCS has different days off than the school district.
    - NFCS has different hours for our school day than the school district.
- ❖ **Phones & Other Electronic Devices**
- Students are not allowed to use their telephones or any other electronic devices while they are in school.
  - If a student needs to use the telephone he/she must ask permission and use one in the classroom or in the main office.
- ❖ **Forgotten Items**
- Once a student arrives at school they cannot call anyone to bring to school something they forgot to bring to school.
  - No one at school will accept anything\*\* brought in for a student for any reason at all once the student arrives at school.
  - \*\*The only exceptions to this are medicine and eye glasses.
- ❖ **Flyers Outside of the Main Office**
- Almost all flyers, forms and information that you will find on the school's website you can also find displayed outside the main office.
  - You can stop in anytime to review what is there or you can have your child stop by the office and pick up something for you.

**WE ALSO ASK THAT YOU LET US KNOW RIGHT AWAY IF YOU CHANGE YOUR PHONE NUMBER OR MOVE AT ANY TIME SO THAT WE CAN KEEP YOUR CHILD'S INFORMATION AS CURRENT AS POSSIBLE AND THAT WE ARE ALWAYS ABLE TO CONTACT YOU.**

**And don't forget to like us at [facebook.com/newfoundationscharterschool](https://www.facebook.com/newfoundationscharterschool)**