

Kindergarten Learning Center



TAKING P.R.I.D.E. IN ALL
THAT WE DO

**Student Handbook
2009-2010**

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Kindergarten Learning Center

Andrew G. Lethbridge
Principal

Richard Kogelschatz
Resource Dean

August 24th, 2009

Dear Parents, Students, and Friends:

The Parent-Student Handbook contains information about the school day and policies that are necessary in its day to day operation. The motto of the Kindergarten Learning Center is to take P.R.I.D.E. in all that we do, and striving to reach this goal is a cooperative effort on the part of the students, teachers, administrators, parents and community.

We will encourage all of our students to strive for academic excellence, good citizenship, and the beginning stages of ownership in the learning process. Only with parent cooperation can we continually assist your child in obtaining a high quality education.

I encourage parents to be active in school activities, to volunteer when possible, and to stay informed about your child's progress at school. We will communicate to you on a regular basis through notices, newsletters, etc.

Please read this handbook carefully with your child(ren). Your knowledge of the material in this handbook can help eliminate misunderstandings that could develop during the school year. If you have questions or concerns on the operation of our school please contact a staff member or myself for further clarification. I look forward to a great year of learning at the Kindergarten Learning Center.

Respectfully,

Andrew Lethbridge

TAKING P.R.I.D.E. IN ALL THAT WE DO

3560 US 27 South Sebring, Florida 33870 Tel (863) 314-5281 Fax (863) 314-5287

SCHOOL MAILING ADDRESS

Kindergarten Learning Center
3560 US 27 South
Sebring, Florida 33870

SCHOOL TELEPHONE NUMBERS

Office	863-314-5281
Fax	863-314-5287
Daycare	863-314-5281 ext. 136
Cafeteria	863-314-5281 ext. 130

VISION

Through collaboration among parents, students, and teachers involved in the Kindergarten Learning Center, we empower each child to take the first step in their journey of a lifetime of learning. By embracing the diversity of our students, parents, families, and staff in a respectful and nurturing environment, we actively engage and develop our students' skills necessary to meet the challenges they face today, tomorrow, and in their future.

MISSION

To prepare our students with lifelong academic and social skills by using technological and innovative instructional techniques.

P.R.I.D.E.

At the Kindergarten Learning Center students, parents, and staff take P.R.I.D.E. in all we do. What is P.R.I.D.E.?

- P*atience*
- R*espect*
- I*ntegrity*
- D*etermination*
- E*xcellence*

HIGHLANDS COUNTY SCHOOLS DISTRICT MISSION

"The Highlands County Schools, with the cooperative efforts of students, parents and community, will provide educational opportunities that prepare all students to be responsible and productive members of a diverse society."

KINDERGARTEN LEARNING CENTER FACULTY & STAFF
2009-2010

Principal

Andrew Lethbridge

lethbra@highlands.k12.fl.us

Resource Teachers

Jill Compton, ESE Teacher

comptonj@highlands.k12.fl.us

Brian Johnson, Physical Education

johnsonb@highlands.k12.fl.us

Richard Kogelschatz, Guidance/Resource Dean

kogelscr@highlands.k12.fl.us

Pam Lieske, Media Specialist

lieskep@highlands.k12.fl.us

Darla Thorne, Literacy/Curriculum Resource

thorned@highlands.k12.fl.us

Naomi Wheeler, Guidance Resource Teacher

wheelern@highlands.k12.fl.us

Kindergarten Teachers

Maleah Bowers

bowersm@highlands.k12.fl.us

Jennifer Brinling

brinlij@highlands.k12.fl.us

Stacy Caldwell

caldwes1@highlands.k12.fl.us

Valerie Cornils

cornilsv@highlands.k12.fl.us

Cathie Drury

druryc@highlands.k12.fl.us

Linda Freeland

freelanl@highlands.k12.fl.us

Karen Howard

howardk@highlands.k12.fl.us

MaryLou Mansfield

mansfiem@highlands.k12.fl.us

Faye McFadden

mcfaddnf@highlands.k12.fl.us

Alisha Richards

richara@highlands.k12.fl.us

Brenda Shinholser

shinhob@highlands.k12.fl.us

Amy Shipman

shipmana@highlands.k12.fl.us

Stacey Smehyl

smehyls@highlands.k12.fl.us

Laurie Stephens

stephenl3@highlands.k12.fl.us

Noelle Stoll

stolln@highlands.k12.fl.us

Brooks Swett

swettb@highlands.k12.fl.us

Kate Toy

toyk@highlands.k12.fl.us

Andrea White

whitea@highlands.k12.fl.us

Carol Willard

willardc@highlands.k12.fl.us

Elena Wirick-Velez

wiricke@highlands.k12.fl.us

Office Staff

Jenifer Cauffield, Data Operator

cauffiej1@highlands.k12.fl.us

Bonnie Johns, Bookkeeper

johnsb@highlands.k12.fl.us

Anna Ortiz, Receptionist

ramireza@highlands.k12.fl.us

Instructional Support

Monika Owens, Instructional Para

owensm@highlands.k12.fl.us

Felicia Dyer, Enhancement Para

dyerf@highlands.k12.fl.us

Robert Lee, P.E. Para

leer@highlands.k12.fl.us

Laura Belanger, Technology

belangel@highlands.k12.fl.us

Vidannys Rivera, ESOL Para

riverav1@highlands.k12.fl.us

Custodial

Willie Chapple, Plant Operator

chapplew@highlands.k12.fl.us

Tara Truax, Custodian

truaxt@highlands.k12.fl.us

SCHOOL TIME SCHEDULES

- A.** Regular School Day Schedule:
- | | |
|-------------------------|-------------------|
| Students Arrive | 7:10 AM – 7:40 AM |
| School Begins/Late Bell | 7:40 AM |
| Students Dismissed | 1:30 PM |
- B.** Early Release Schedule:
- | | |
|-------------------------|-------------------|
| Students Arrive | 7:10 AM – 7:40 AM |
| School Begins/Late Bell | 7:40 AM |
| Students Dismissed | 11:30 AM |
- C.** No student is to arrive at school before 7:10AM. No student is allowed in the building before 7:10 AM.
- D.** Any student arriving at school by car must be dropped off at the parent pick-up/drop-off area. If you have an appointment or are visiting the school, you are asked to park your car in the parking lot, escort your child into the office and sign in. Do not park in the drop-off lane.
- E.** The parking spaces marked "Handicapped Parking" are only for students and visitors who are handicapped. Please do not use this space for quick drop-offs.
- F.** The bus ramp is for buses and approved daycare vehicles only. No other vehicles may enter the school grounds through the bus ramp gate.

SCHOOL BOARD OF HIGHLANDS COUNTY ATTENDANCE POLICY

Florida Statute 1003.24 places the responsibility on parents and legal guardians for school attendance of children. It is essential that our children receive an education. Failure to attend school in a regular and timely fashion hinders the education process. Truancy and poor school performance have a direct relationship to juvenile delinquency and destructive behavior. A disproportionate percentage of juvenile crime occurs when juveniles should be in school.

Regular school attendance is required for students between the ages of 6 and 16. A child must be enrolled in school for the entire school year if he or she attains the age of six years by February 1 of that school year. (Section 1003.21 Florida Statute)

1. Attendance in a public school supported by public funds;
2. Attendance in a parochial, religious or denominational school;
3. Attendance in a private school supported by tuition or endowments; or
4. Attendance in a home education program as defined in the Florida Statute 1000.21.

Students are expected to attend class regularly and to be on time in order to benefit the most from the instructional program. Any student who is absent will be expected to make up all work missed. Grades will be recorded when appropriate. It is the responsibility of the student and his/her parent to arrange for the makeup work with each teacher involved after the student's return to class. It is the teacher's responsibility to provide and accept assignments within a time frame prescribed by the principal, not to exceed two weeks. Students in grades 6-12 who are placed on 'out of school suspension', expulsion or other unexcused absences shall not be allowed to earn credit for making up missed work.

In compliance with Florida School Laws, The School Board of Highlands County recognizes excused absences as those resulting from:

1. Personal illness of the pupil (medical evidence may be required by the principal);
2. Court appearance of the pupil (summons required);
3. Medical appointment of the pupil (a medical statement may be required);
4. Religious holiday;
5. Death in the immediate family;
6. Approved school activity (absences recorded but not reported);
7. Attendance at a center under Health and Rehabilitative Service supervision;
8. Insurmountable problems (permission by principal may be required).

Written notice stating the reason for the student's absence must be presented to school personnel. Absences not documented in writing by the parent/guardian and not included in the excuses listed above shall be UNEXCUSED. If a student is continuously sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance.

Each school will have a School Attendance Review Committee (SARC) that meets regularly to address attendance. Guidelines are provided in The School Board of Highlands County Code of Student Conduct under absenteeism. The SARC may refer cases to the local Children In Need of Service/Families in Need of Services (CINS/FINS). The CINS/FINS provider has the authority, under Florida law, to file charges against the parent/guardian, student and refer the family for intervention services. Section 1003.27, Florida Statutes.

Each public school principal or designee shall notify the district school board of each minor under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days. For appropriate-aged middle and high school students, the superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth and social security number of each minor who has been reported and fails to satisfy the school attendance requirements of Section 322.091, Florida Statutes. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license and shall suspend any previously issued driver's license.

TARDINESS

If a student arrives at school after 7:40 AM, he/she is considered to be tardy. Parents must accompany their child into the office to sign him/her into school. The number of tardies will be monitored due to the student missing important instructional time. Excessive tardy days will be reported to the Student Attendance Review Committee. It is also discouraged to sign students out early. When a child is tardy or checked out early it is likely to break the educational momentum for the teacher and other students as well.

WITHDRAWAL FROM SCHOOL

Parents should indicate the withdrawal from school as much as one week prior to their moving. Parents should see that all school materials are returned and all personal items are removed from the center or classroom.

STUDENT DISMISSAL PROCEDURES

A. All students must remain on the school grounds after arriving at school. Once signed out, students are allowed to leave with parents or guardians. Students can be released to others, provided their names are listed on the student's emergency card. Some form of identification must be shown before any child is released.

B. Parents are strongly urged not to call for children prior to the regular dismissal except in emergency situations. This disrupts the class activities. Parents are to report to the office to check-out students. Identification must be shown.

C. A note is required for any change in the child's routine dismissal procedures. This written documentation should be sent to the Kindergarten Learning Center with the child. Any student without a note will be sent home via their normal routine. Only emergency phone calls will be accepted for changes after 1:15 PM. This is for the safety of your child to prevent last minute mistakes in how they are getting home. Please see the sample letter on the back page of the handbook. Please make copies as needed or include all required information on your note. Also, please write notes on a full size sheet of paper if you do not use the form located on the back page of the handbook.

D. Parents coming to pick up their child are to remain in their vehicles and wait in the parent pick-up line. You may be asked for identification. Have your student identification card available on your dash to aid us with dismissal.

E. Students not picked up by 1:50 PM will be brought to the office. At this time the school secretary will begin calling the names on the emergency list. If contact cannot be made and pickup arranged prior to 2:00 PM, the child will be placed in the After School Care Program and *all applicable fees will be charged.* Payment in full will be expected at that time.

BUS TRANSPORTATION

A. As bus riders, students are in the custody of the school from the time they load the bus in the morning, until the time they are delivered home in the afternoon. The bus driver is to be obeyed at all times.

B. Discipline on the bus is very important to insure the student's safety. The driver is in charge of the bus and students reported for repeated violations may be suspended from riding the bus. Your cooperation and support of this regulation is expected. For rules and regulations refer to the School Board of Highlands County Code of Student Conduct.

C. Routes, bus stops, and bus procedures are established by the transportation supervisor and the driver. If you have a question about these items, contact the Transportation Department at the School Board of Highlands County Office – 471-5555.

BREAKFAST AND LUNCH

- A.** Breakfast will be provided at no charge to all students. Lunch will be served to all students who wish to purchase it. The cafeteria follows a prepayment plan. Make checks payable to: Kindergarten Learning Center cafeteria. Please make payments on a weekly or monthly basis, if possible.
- B.** Lunch money will be collected by your child's teacher and sent to the cafeteria.
- C.** Please put lunch money in a separate envelope with your child's name, teacher's name, amount enclosed, and what it is for. Children forget what it is for and lose money frequently.
- D.** If a student is absent from school, the child's account is not charged and the lunch payment will be carried over into the next week.
- E.** Free or reduced lunch applications are given to all students at the beginning of the school year. They can be obtained at any time during the school year from the front office. Please return the form immediately if free or reduced lunches are needed. Fees are applied for days prior to approval.
- F.** If your child is going on a field trip with the school, you have the option to purchase a lunch from the cafeteria. The cost of the lunch will be deducted from the child's lunch account.

REPORTING PROCEDURE

- A.** Student portfolios and grade books will be kept on each child. A portfolio is a collection of artifacts and record of progress and achievement over time. Teachers will use both observational data as well as individual testing to complete a report card on each child.
- B.** Parents are urged to review the report with their child. If there are any questions, contact the school to set up a conference with the teacher and/or the principal.
- C.** Kindergarten students will receive report cards four times a year. Report cards will be issued in October, January, March, and at the end of the school year.

PARENT-TEACHER CONFERENCES

- A.** Parent-Teacher conferences are scheduled for the Fall and Spring. Fall and Spring dates will be announced. Parents will be expected to attend scheduled conferences to discuss their child's progress and receive the Report Card. If possible, siblings should not attend this important time with you.
- B.** Parents have a right to schedule a conference with their child's teacher. When the school and home work together as a team the child makes great strides in his/her social and academic growth. Conferences can be scheduled most school days during the teacher's preparation and planning time. Call the school or send the teacher a note to arrange for a conference.

PUPIL PROGRESSION PLAN

The Pupil Progression Plan contains admittance and promotion policies for students with emphasis on the mastery of the basic academic skills. The Pupil Progression Plan has been adopted by the School Board of Highlands County and has been approved by the State Board and State Department of Education. The Pupil Progression Plan also contains policies regarding transfer and withdrawal of students, student records, entrance, and attendance requirements, grading and homework policies, etc. Every parent should be familiar with the content of the plan because it directly affects each child in our school system. Copies of the Student Progression Plan are available at schools, the School Board Office, and the School Board web site, <http://www.highlands.k12.fl.us/spp.pdf>.

CURRICULUM

All curriculum used at the Kindergarten Learning Center will be aligned with Florida's state standards and benchmarks. Known as the Sunshine State Standards, these are available for viewing or downloading at <http://www.fldoe.org/bii/curriculum/sss/>. Please contact the teacher or principal if you do not understand what is required during your child's kindergarten year.

DISCIPLINE

- A.** Rules and expectations are developed by the students and teachers in every classroom. This plan will focus on four school wide rules:
 - i. Be kind to others.
 - ii. Be kind to things.
 - iii. Be respectful.
 - iv. Take PRIDE in all that you do.
- B.** Your child's teacher will communicate with you concerning the rules as it specifically applies to your child during the school year.
- C.** Students with severe, and/or repeated discipline problems will be sent to the office to be seen by the dean and/or principal. Parents are notified either by a phone call, School Behavior Report or both.

KINDERGARTEN LEARNING CENTER **BEHAVIOR EXPECTATIONS**

HALLWAY: What will it look/sound like?

1. Students will remain quiet in the hallway.
2. Students will walk in an orderly fashion by taking care of themselves and others.
3. Students will respect displayed work and art in halls.

CAFETERIA: What will it look/sound like?

1. Students will enter and leave quietly and stay in an orderly line.
2. Students will pick up after themselves and keep the cafeteria clean.
3. Students will use "good manners".
4. Students will stay seated until a line up signal is given.

PLAYGROUND: What will it look/sound like?

1. Students will respect and stay in the boundaries of the playground area.
2. Students will share and use playground equipment properly.
3. Students will take care of themselves and others.
4. Students will line up when the signal (bell/whistle) is given.

BATHROOM: What will it look/sound like?

1. Students will use the restroom with care and respect.
2. Students will be quiet in the restrooms.
3. Students will flush and wash after every visit.

Parent Pick-Up & Drop-Off: What will it look/sound like?

1. Students will show care and respect when arriving at school and at dismissal time.
2. Students will walk to the dismissal area with their teacher and remain seated until called upon.
3. Students will remain seated and keep their hands to themselves.
4. Students will speak with indoor voices in the pick-up area.
5. Students will leave all belongings inside their school bag while waiting to be picked up.

Bus Ramp: What will it look/sound like?

1. Students will show care and respect when arriving at school and at dismissal time.
2. Students will walk to the bus ramp with their teacher and remain in the bus until dismissed.
3. Students will remain in line and keep their hands to themselves while waiting to be loaded on the bus.
4. Students will speak with indoor voices on the bus ramp and bus.
5. Students will leave all belongings inside their school bag while in line or on the bus.

KINDERGARTEN LEARNING CENTER PROCEDURES

- A.** Students are to remain in their designated play areas. The specific locations will be clearly explained to all students by the teacher.
- B.** Students are not permitted to stay in the building during recess, P.E., and/or break times on fair weather days, unless there are special reasons such as sickness, or by a teacher's request.
- C.** Students damaging school property will be charged for the materials damaged and the cost of the installation.
- D.** Students are not allowed to leave the school grounds without permission.
- E.** Candy and gum are not to be brought to school.
- F.** Personal items (including but not limited to toys, radios, fancy jewelry, purses, etc.) are not to be brought to school unless requested by the teacher. We cannot be responsible for their safety and loss is often the usual route of said items. Small children tend to lend or give away their belongings and getting them back creates added problems for you.
- G.** Birthday party invitations may be passed out at school if the entire class is invited.

STUDENT SUPPLIES

- A.** Each student is required to have at school the necessary supplies to be prepared for each day's activities.
- B.** Parents will be provided with a list of supplies needed for the beginning of school during Kindergarten Orientation or via the Highlands Today or News-Sun. If you have any questions about your child's supply list, please contact the classroom teacher.
- C.** As supplies diminish during the year the classroom teacher may inform the parents of the child's additional needs.

DRESS CODE

As stated in the Code of Conduct District Handbook, the dress code for children in school in Highlands County Public Schools is as follows:

STUDENT DRESS CODE

Policy 5.37

Statutory Authority: 1001.41; 1001.42, Florida Statutes

- (1) We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and observe basic standards of cleanliness and good grooming. A student's dress and appearance should not cause disruption, distract from the educational process, or create a health or safety concern for himself or others. Therefore, we establish as policy the following:
 - (a) Shoes shall be worn at all times. **Heelies, roller shoes, etc., are not allowed.**
 - (b) Dresses, skirts, shorts and skorts shall be below mid-thigh with no slits above mid-thigh.
 - (c) Formfitting, body hugging clothes are not allowed.
 - (d) Pants must be zipped, worn at the natural waistline, and be no longer in length than the heels of the shoes.
 - (e) No head coverings are allowed.
 - (f) Blouses, shirts and dresses shall not:
 1. be strapless
 2. be transparent
 3. reveal bare midriff
 4. be low cut
 - (g) Undergarments must be worn but not visible.
 - (h) Jewelry may not pierce the skin except the ears.
 - (i) All clothing must be worn right side out.
 - (j) Students may not wear clothing or display jewelry, buttons or any other items (including tattoos) with words, phrases, symbols, pictures, patches or graphics which use indecent, swear or suggestive words or are drug, alcohol or gang-related.
 - (k) Choke or wallet chains and chain belts are not allowed.
- (2) In addition to the minimum standards herein established, each school may enhance upon these guidelines utilizing faculty, staff, parent and student input as appropriate. Provision for exception based upon religion shall be made at school sites.
- (3) School-based administrators have the final authority to determine when personal appearance and dress do not meet Board and school standards and also have the authority to take appropriate action.

ADDITIONAL KINDERGARTEN LEARNING CENTER DRESS CODE POLICIES

- (1) Girls are recommended to wear shorts under skirts or dresses.
- (2) Sneakers are preferred for student safety and are required for P.E.
- (3) Shoes should be close-toed.
- (4) Parents should consider sending a change of clothing including socks and underwear to the homeroom teacher in a zip-loc bag in case of an accident.

FIELD TRIPS

- A.** Field trips are provided periodically for our students. These offer extensions of the classroom learning situations and enjoyment. Parents are required to sign permission slips for field trips. If an admission charge or a bus fee is required, notification and the price of the charge will be included on the permission slip.
- B.** *Deadlines will be adhered to for student and chaperone permission slips and money. No permission slips will be accepted after the deadline. No exceptions will be made.* Teachers will not be sending additional notices for permission slips and money. Please do not appear on the day of a field trip expecting to attend without prior planning. Please plan ahead for your child's field trips and money. If everyone plans appropriately, your child will have a wonderful experience on the field trip.
- C.** *No siblings are allowed on field trips.*
- D.** No refunds will be given unless approved by the office in advance. Please call the school by 7:25AM if your child will not be able to attend the field trip.

EMERGENCY TREATMENT FORM

- A.** Parents are expected to complete a student emergency treatment form on each student. This is needed in case of an accident or emergency which may it necessary to get in touch with parents. There must be a telephone number listed on the emergency treatment form. If there is no phone number, 911 will be called in emergency situations. Any expenses incurred, will be the responsibility of the family.
- B.** If you have an unlisted telephone number, please include it on your emergency treatment form. We guarantee this will not be given to anyone and not be used except for school purposes. These emergency treatment forms are housed in the office and are essential to us.
- C.** If any information on the emergency treatment form changes during the year, contact the secretary immediately to update the information, especially any new phone numbers, including work, home and cell numbers.

LEGAL CUSTODY OF STUDENTS

Where the legal custody of a student has been judicially assigned to one parent, a legal guardian, or to foster parents, a certified copy of the judgment must be submitted to the school administration. A copy will be kept on file with the student's records. *In the absence of a legal document, a child may be released to either parent.*

OFFICIAL ANNOUNCEMENT STATIONS

In the event of severe weather or school closings, please use the following news outlets for official School Board of Highlands County information:

- WWOJ 99.1 FM
- WITS 1340 AM
- WWTK 730 AM
- WJCM 105.7 FM
- WFLA – NBC Channel 8
- WTSP – CBS Channel 10
- WTVT – FOX Channel 13
- WFTS – ABC Channel 28
- www.highlands.k12.fl.us

CHANGE OF ADDRESS

If you change your address and/or telephone number during the school year, please report these changes to the school secretary so that she may make the necessary changes on the permanent record. It is very important that we have the correct information on hand at all times in case of an emergency.

STUDENT IMMUNIZATION PROCEDURES

For children entering Florida schools for the first time in the current School Year, Florida laws (statutes 232.0315 and 232.032) require that students attending Florida schools (public, private, and charter), have the following documentation on file in their school health records.

- A. Physical exam (DH-3040) COMPLETED and SIGNED by a licensed physician, physician's assistant, or ARNP. The exam must be within the 12 months prior to your child enrolling in a Florida school. Children are not admitted to school without this physical exam form. Contact your medical provider (doctor/clinic) for a school physical exam (DH-3040)
- B. Certificate of Immunization (DH 680) with all immunization dates/or disease date(s) must be completed and/or updated by the health care provider. Students entering the designated grade levels are required to show proof of these vaccines or a valid medical/religious exemption before entry into school.
- C. NOTE: These new immunization regulations apply to all new students and retained students.

Highlands County Health Services:

Physical exams & immunizations for ***qualifying students** may be obtained at any of the following locations or your personal physician:

*Highlands County Health Department
7205 S. George Blvd., Sebring
386-6040 - 465-2252 (LP)*

*Highlands County Health Department
107 N. Main St., Lake Placid
465-2252 (AP)*

*Central Floridian Health Center
Truck Route, Avon Park
452-3840 (LP) - \$15.00*

*Woodlawn Elementary School
718 Fielder Blvd, Sebring, FL
Physicals by appt. only - Tues. 8:30am -10:30am
Immunizations from 2:00pm to 4:30pm on Tues.*

*Avon Elementary School
705 Winthrop St., Avon Park, FL
Physicals by appt. only - Wed. 2pm -4pm
Immunizations from 2:00pm to 5:00 pm on Wed.*

*Fred Wild Elementary School
1910 S. Highlands Ave., Sebring, FL - Thurs. AM
Immunizations from 2:00pm to 4:00pm on Thurs.*

***Physicals and Immunizations are free to Medicaid clients.**

***All others will pay a sliding scale based on income.**

ELEMENTARY IMMUNIZATION REQUIREMENTS	
DTP/DTaP/DT	5 doses (4 doses if last dose was given on or after the 4 th birthday). DT requires a medical statement from the doctor as to reason why the Pertusis vaccine was omitted.
POLIO (OPV/IPV)	4 doses (3 doses if last dose was given on or after the 4 th birthday).
MMR/Measles	1 st dose given on or after the 1 st birthday 2 nd dose given no less than one month after the first dose
HEPATITIS B	3-dose series given before entry into Kindergarten and 1 st - 4 th grades in School Year 2005 - 2006
VARICELLA	2 doses required for entry into Kindergarten and 1st grade starting the 2008 - 2009 School Year

HOW CAN PARENTS BECOME INVOLVED?

- A.** Visitations at school: Join us for lunch any day! Just let the cafeteria manager know in the morning or if possible, the day before your visit.
- B.** Visitations of classes: Visitations for observation may be arranged at any time after September. Make your date through the classroom teacher. All parents are welcome in the school for brief visits. All we ask is to call and arrange the visit with your child's teacher prior to your visit.
- C.** Parent Conferences: Parent conferences are scheduled to occur twice a year. Notices will be sent home to parents regarding the time and date of each conference. All parents are expected to attend and discuss their child's progress with the teacher.
- D.** SAC or PTO: The Kindergarten Learning Center's School Advisory Committee and Parent Teacher Organization meet monthly.
- E.** Volunteer Program: We need you at school! Whatever your time or talents, share them with us. There is no finer reward than working with the children at the Kindergarten Learning Center. If you have special talents, we would like to have you share them with us. Please let us know. You can contribute to a richer program for the children. If you would like to volunteer, please call our Volunteer Coordinator, Mr. Kogelschatz, at 314-5281, ext. 111.

RECYCLING PROGRAM

The Kindergarten Learning Center, in conjunction with the School Board of Highlands County and Keep Highlands County Beautiful, participates in a school wide recycling program. We currently recycle aluminum, cardboard, paper, and steel products during the school year.

AFTER SCHOOL CARE PROGRAM

The KLC offers after school care, Monday through Friday for students attending our school. For more information and registration packets, contact the office.

KINDERGARTEN LEARNING CENTER TRANSPORTATION CHANGE

TODAY'S DATE: _____

STUDENT'S NAME: _____

TEACHER'S NAME: _____

EFFECTIVE DATE(S) OF CHANGE: _____

INSTRUCTIONS FOR CHANGE:

PARENT/GUARDIAN SIGNATURE: _____