



The Susan and Dom Telesco
Center for Creative Education

The Foundations School

Family Handbook

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Section 1: School Culture

Welcome to The Foundations School! We are so happy to have you as part of our community. This handbook is your guide to help you understand how our school works, what we expect from our students, what we expect from you, and what you can expect from us.

The Foundations School offers rigorous academic instruction in every subject, helping students to develop advanced skills in reading, writing, math, and scientific inquiry. But The Foundations School is not just about hard work. We place equal value on a creative mindset and a student's growth in contributing to the school community.

At The Foundations School, it is important to have fun and enjoy learning. We act out the plots of plays we may have written. We grapple with advanced problems in math. We fill our classroom libraries with authors and characters that reflect the diversity of our school and world. We play games. We dance. We sing. We challenge each other in sports and fitness. We explore Palm Beach County's rich resources during field trips and making new friends in other countries through our global collaborations. We thoroughly enjoy our playground. And we create art...a lot.

Above all, we are a joyful place where everyone has space to explore, discover, and grow.

Mission Statement

The Foundations School's mission is to prepare students for future academic success and lifelong learning by cultivating compassionate, creative, problem solvers and leaders through research-informed, innovative education.

School Creed

Our Creed is a statement of shared beliefs, values, and goals. We use it to help set the tone for our school culture, motivate and inspire, and help us all understand what is important. We recite our Creed every week at our community meetings.

*I am creative and curious.
I will try my best, even when it's hard.
I learn from my mistakes and never give up.
I am honest, even when no one is watching.
I ask for help when I need it.
I treat everyone with kindness and respect.
I share gratitude and say, 'thank you' often.
With hearts full of kindness, onward we go.
Together we learn, together we grow,
At The Foundations School, our best will show.*

School Vision

TFS envisions a future in which a child's zip code no longer predicts their academic success, where learning gaps are prevented rather than remediated, and where elementary schools serve as engines of equity, innovation, and evidence-based practice-ensuring every student leaves elementary school prepared to thrive.

School Philosophy

We believe

...that elementary education is the most powerful opportunity to shape a child's academic

trajectory and life outcomes. When students receive strong instruction early, grounded in evidence, creativity, and care, they are far more likely to thrive academically and socially throughout their lives.

...that all children are capable of high levels of learning when instruction is developmentally appropriate, intellectually rigorous, and responsive to individual needs. We acknowledge that not every student will achieve the same *academic outcomes* due to significant developmental, cognitive, or learning differences, but every student can make meaningful growth and reach their own potential with the right supports. Learning should be active, joyful, and purposeful, engaging students as thinkers, problem solvers, and collaborators.

...that as a laboratory school, The Foundations School is committed to the continuous improvement of teaching and learning. Classroom teachers are central to this work, serving not only as instructors but as contributors to research and innovation. We intentionally study what works, refine practice based on data and observation, and share effective models that can strengthen elementary education more broadly.

...that strong foundations in literacy, mathematics, and critical thinking are essential, and that the arts and creativity, and real-world problem solving are not supplements, but integral to deep learning. Academic excellence and whole-child development are inseparable.

...that schools should prepare students not only for future academic success, but for responsible participation in their communities. Through compassion, curiosity, and leadership, students learn that their education empowers them to contribute meaningfully to their world.

Community Meeting

Community meeting is an opportunity for students, teachers, and staff to commune and share stories, acknowledge student accomplishments, and make meaningful connections with others. Held weekly for each division (primary and secondary), the meeting includes:

- Stories and a weekly message about our school culture.
- A celebration of student accomplishments and positive behavior.
- A greeting to each other and opportunity to connect as a community.
- A quiet moment for reflection.

Standards for Student Behavior

We have high expectations for our students. These standards help us keep the school a safe, positive, and civil place for everyone.

We expect all students to:

- Do their best.
- Come to class ready to learn.
- Use appropriate and kind language.
- Cooperate with staff and follow instructions.
- Respect other students, staff, themselves, and our school property.
- Keep a positive attitude and a "growth mindset" (believing you can learn!).
- Engage fully in class activities.
- Help create a safe and positive space for everyone especially when using technology
- Display academic integrity with no cheating or plagiarism

Our school-wide framework to help our students remember to be their best self is:

S - Stay Ready
H - Help Others
A - Ask Questions
R - Respect Everyone
K - Keep trying
S - Shine Bright

Section 2: Our Family Partnership

Our Shared Commitment

At the heart of our approach to family partnership is the belief that students thrive when our community extends beyond the school's walls and the formal school day. Family partnership is a key component of The Foundations School's program, and student success depends on collaboration between the school and families.

Our Promise to You (The School's Commitment):

- We promise to be prepared to help your child grow, academically and as a person.
- We promise to use assessment and diagnostic information to help your child learn.
- We promise to share information about your child and how they are doing.
- We promise to provide you access to your child.
- We promise to respond to you quickly, and no later than the end of the next school day.
- We promise to set our tuition on a sliding scale, so it is affordable for every family.
- We promise to model our school's mission and creed in everything we do.
- We promise to always look for ways to be the best choice for your family.

Your Promise to Us (The Family's Commitment):

- You promise to get your child to school on time, every day, ready to learn.
- You promise to have your child participate in all diagnostic or standardized testing.
- You promise to pick your child up on time.
- You promise to read our communications and respond quickly.
- You promise to support our school's rules and expectations at home.
- You promise to share information that helps us support your child.
- You promise to make your payments and approve your scholarship invoices on time.
- You promise to model the school mission and creed when interacting with us.
- You promise to participate in school life by attending meetings and family events.
- You promise to keep your contact information up to date in Gradelink.

Meetings and Events

The Foundations School hosts several events during the year to make sure we stay connected.

Orientation

Orientation is a required meeting for all families held before the first day of school to ensure everyone starts the year smoothly.

Meet the Teacher

Early in the fall, you'll get to meet your child's teachers and get an overview of the curriculum and classroom expectations.

Middle School Night

Starting in 4th grade, we help families learn about the "Choice Program" in the School

District. In 5th grade, we help you with applications, recommendations, and interview prep.

Student-Led Conferences

We require your attendance at three individual family conferences each year (November, March, and June). You will sign up for the time you will visit. This is a special time when your child reviews their portfolio of work and discusses their strengths, weaknesses and accomplishments. Of course, the teacher is there for brief conversations and to briefly answer questions. Actual Parent-Teacher conferences should be scheduled outside of these student-led conferences.

Adult Learning Events

These events are a chance for parents to learn about a specific topic like Literacy Night, homework support, financial literacy, or online safety, Digital Citizenship, have a discussion, ask questions, and meet other parents.

Other Events

Other opportunities to come together include: Muffins with Mom, Donuts with Dads, Family Art Day, Culture Day, School Talent Show, and the end-of-year Awards Assembly.

Section 3: Communication

Gradelink – Student Information System

This is our MAIN communication tool. Please download the app! Your Parent Portal can be used to access:

- Grades and assignments
- Newsletters (current and past) and other information
- Communication with us
- Attendance
- Alerts for grade, discipline, and attendance (depending on your settings)
- Invoices due and making payments

ClassDojo

Your child's teacher also uses ClassDojo for classroom-specific updates and communications. Please, speak to your teacher about how to access ClassDojo for your child's class.

TFS Monthly

This monthly newsletter comes out on the last Friday of each month with a preview of the next month's calendar, special announcements, and the new menus if any.

Email

We respond to all emails by the end of the following school day at the latest.

Phone

For emergencies, please call the school at (561) 805-9927. Please do not ask for your teacher's personal cell phone.

Whom To Contact

Topic

Contact

School events (timing, location, etc.)	Community Resource Liaison
Community Resources/Assistance.....	Community Resource Liaison
Absences (Report by 9:00AM).....	Classroom Teacher
Late drop-off or early pick-up.....	Classroom Teacher
Enrollment in morning care or after care.....	Chief Compliance Officer
Your child's feelings, friends, or adjustment.....	Classroom Teacher
Your child's schoolwork or class events.....	Classroom Teacher
Tuition, Payments, or Financial Aid.....	Chief Financial Officer
Transcript, records, or enrollment.....	Head of School
Standardized Testing.....	Head of School
Doctor's note (if absent >3 days).....	Community Resource Liaison
Food Service.....	Director of Operations
Step Up or ELC Scholarships	Chief Compliance Officer
Special Education.....	ESE Coordinator

Online Presence

We post photos and stories of school events on our website and social media! It's a great way to see what's happening! However, just as we restrict staff from doing so, we ask that you refrain from posting any content with images or videos that may contain other students and do not represent yourself as an official spokesperson for the school. Instead...help us broadcast and share the content we have created and approved!

- Facebook & Instagram: Follow us!
- Website: <https://cceflorida.org/the-foundations-school-2/>

Section 4: Extended-Day Options

We offer morning and after-care for our families. You will only be billed for the days you attend.

Morning Care

7:00 AM - 7:45 AM. Breakfast is included. The cost is \$4/day.

After Care

3:15 PM – 5:59 PM. A healthy snack, homework support, and enrichment clubs (like Art, Theater, Fitness, and Dance) are included. The cost is \$8/day.

Payment Help:

We do not offer scholarships for extended day options, but the Early Learning Coalition (ELC) of Palm Beach County offers waivers for families who qualify. You can contact them at <https://www.elcpalmbeach.org/>

Mentoring

We partner with groups like First Serve to provide mentors for our students in after care. These mentors visit weekly to help our youth develop character, competence, and a commitment to their community.

Section 5: General Information

Attendance

To foster a climate of academic achievement and successful family partnership, The Foundations School maintains high expectations regarding attendance and punctuality. Being at school, on

time, every day, ready to learn is one of the most important factors in your child's success!

Also, our school calendar does not necessarily follow that of the School District so please, check our calendar closely for closures, holidays, teacher work days, etc. We would hate for you to miss days unnecessarily.

When a student reaches 5 absences within a trimester, the Community Resource Liaison will schedule a meeting to create an improvement plan. If the problem continues, further actions, such as probation, expulsion, loss of CCE scholarship, loss of field trip privileges, and referral to appropriate authorities or agencies if warranted will result. Three unexcused tardies/early departures are considered one (1) absence. Students who are not in attendance for at least 180 days risk not being reenrolled and may not be eligible for promotion at the end of the school year.

The full attendance policy can be found on our website at <https://cceflorida.org/policies-documents/>

Arrival

For all students not in morning care, the building opens for students at 7:45 a.m. Students not in their class by 8:00 will be considered tardy.

Dismissal

Regular dismissal begins at 3:00 with the exception of Wednesdays which is early release day at 2:00.

By the way, we will only release your child to people who are "approved for pickup." Please, be sure to call us and we can add them to or remove them from your approved list. We will use this list when dismissing from school AND aftercare. Please, do not be upset with us when we refuse to release a child to an adult NOT on your list. In fact, we hope you would appreciate that we do NOT release your child to someone whom you have not explicitly approved.

Early Pickup

Dismissal outside of regular times is a significant disruption and is generally not permitted, especially the last hour of every school day. Exceptions **may** be made for doctor appointments and/or emergencies.

Dismissal Procedures

- General Dismissal: Families should form a car line on the south side of the building. Do not block the cul-de-sac with our car line. Staff will call for your child using our campus communication system as you pull up.
- Late Pick-Up: When families are late picking up students from regular dismissal, the family may be invoiced \$1.00/minute.
- After Care Pick-Up: You must park and walk into the building to sign out your child(ren). Late pickups from After Care (after 5:59 PM) will be billed \$1.00 per minute. Please, keep us informed of who has permission to sign out your child(ren).

Re-enrollment

While we may give priority to returning students who are meeting academic and behavioral requirements, re-enrollment is not guaranteed. Factors influencing an invitation to re-enroll are

not limited to:

- Parental commitment and partnership
- Parental financial standing with the school
- Attendance and punctuality
- Academic and behavioral performance

When families are invited to return, please complete the online re-enrollment process and pay the registration fee by the announced deadline. If you do not re-enroll by the deadline, you risk being considered “withdrawn.” Please, don’t delay and lose your spot in our school!

Weather-Related School Delays/Closing

We may have to cancel classes on occasions such as inclement weather and emergencies. The Foundations School will determine school closings and will contact families through Gradelink, whether text or email.

Birthdays

While we appreciate your wanting a happy birthday for your child while at school, please know that interruptions such as Birthday celebrations are actually disruptive even upsetting for a variety of reasons.

Coordination of birthdays and other non-school-based events should be done outside of school and in a manner that is as inclusive as possible. Classmates notice when some classmates get an invitation to your child’s party, and they do not.

If you must do something during school time, please:

- Inform your classroom teacher!
- Celebrations will occur during the last ten minutes of lunch time.
- No decorations.
- Consider healthy snack alternatives or party favors, activities, and games instead of sweets.
- If you must bring sweets or food items, they must be single-serving, nut-free, and store-bought. Classmates may have allergies of which you are unaware!
- We cannot substitute lunch for other students so no pizza or such for the entire class.
- Limit two family members to attend.

Dress Code

We do not have a school uniform, but all students are expected to follow our dress code. Dress and grooming should be neat, clean, age-appropriate, and in keeping with community standards for a respectable, positive, and safe school atmosphere.

- Footwear (Very Important): We value outdoor play! Students must wear safe, closed-toe shoes with socks, such as sneakers, every day.
- NOT Allowed: Flip-flops, Crocs, sandals, or any other open-toed shoe is not permitted.
- General Rules:
 - Clothing must be modest and age-appropriate. No excessive or inappropriate areas of skin or undergarments may be exposed.
 - No clothing, grooming, or logos that disrupt the learning environment.
 - No clothing that presents a safety concern or includes messages that are gang-related, sexually explicit, vulgar, violent, or that promote illegal activities.
- K & 1st Grade: Please provide a complete extra set of clothing (shirt, shorts/pants, socks,

underwear, and a sweatshirt) to keep at school in case of accidents.

Technology

We recognize and value the role that technology can play in teaching and learning. Your child will be issued a device for use at school. Use of personal devices, like cell phones, tablets, smartwatches, and personal laptops are prohibited on school property.

We expect respectful behavior online and that devices be used for educational purposes only. For safety, we reserve the right to monitor all network activity and expect students to follow safe guidelines for safe, appropriate content. Unauthorized access, gaming, or inappropriate searches are not allowed.

If your child does not follow these policies, they risk loss of privileges and other consequences depending on the severity.

Money & Valuables

Children should not bring money, electronic devices, or expensive items to school. The Foundations School will not be responsible for lost or damaged to these or other personal items. If we discover such items at school, we will hold them and return them to you.

Section 6: Academic and Behavior Matters

Overview

We want to create a safe, supportive, and respectful school community for everyone. We promote respect for self and others through good conduct modeled by staff, students, and parents/guardians.

Every student has a right to learn in a safe and supportive community and be treated with respect. We do not tolerate bullying of any kind (in-person or online). We prohibit discrimination based on race, color, religion, age, gender identity, sexual orientation, disability, or any other identifier.

Curriculum and Instruction

Our curriculum is a unique blend of research-based, standards-aligned, curriculum combined with creativity, the arts, and other hands-on activities. We use diagnostic assessments and progress monitoring of each child to modify and differentiate our curriculum to meet children where they are ready to learn. Small class sizes, flexible grouping, dedicated educators, and support team members are all part of our responsive approach. You can see the full Curriculum Guide at <https://cceflorida.org/policies-documents/>

Academic Integrity

When a student puts their name on any submitted work, they are making a formal declaration that it is their own. Any cheating and plagiarism violate our expectations for academic integrity.

- Plagiarism: Presenting someone else's work (from the internet, a book, a classmate, etc.) as your own.
- Cheating: Using dishonest methods, such as the unauthorized use of material, information, notes, study aids, devices, artificial intelligence systems (ChatGPT or another software), or communication during an academic exercise without permission. Teachers will provide clear guidance on when, and to what degree AI may be used.

Any plagiarism or cheating is a major violation that will have severe consequences.

Student Support and Counseling

Some students may need extra support to meet academic and behavioral goals. Our team will organize a plan with goals and strategies to position a student for improvement and overall success. We partner with Center for Child Counseling and other vendors for in-house support and will contact you if we believe your child could benefit. Of course we will ask for your consent to these services.

Special Education

Please note that students enrolled in private school do not have the same individual entitlement to special education or FAPE (Free Appropriate Public Education) services as they do in public school. By enrolling in The Foundation School, you have waived this right.

If your child has an IEP from a public school, The Foundations School will work with the School District of Palm Beach County to have it converted to a PSSP (Private School Service Plans.) We will review to determine if we can effectively accommodate each student's particular needs. If an enrolled student needs more support that is available to us, we will help your family find a school where they can be successful.

Release of Student Information for Services

TFS aligns itself with other entities and organizations, especially the School District of Palm Beach County to provide products and/or services that may benefit your child (i.e. tutoring, counseling, Speech and Language Therapy, etc.) To receive these products or services we often must document student need and/or determine eligibility. We will disclose things like student grades, test scores, and demographics with these partners as it benefits your child. Once eligible and available, and the product or services are deemed warranted, you must consent to receiving the product or services. If you decline these services and interventions, you will need to arrange the necessary services at your expense and provide the school with updates and progress monitors indicating your interventions are beneficial.

Discipline

We believe discipline is an opportunity to learn from mistakes. When problems happen, we use "restorative practices" to help students understand their actions, take responsibility, and repair relationships. Standards for student behavior are established to encourage students to grow in self-awareness and self-discipline and preserve the integrity of our school community. Our goal is always to teach, not just to punish. Consequences are based on the situation per our [K-5 discipline matrix](#) and may include:

Temporary Removal from Class

A student may be removed from class for a short time to reflect, cool down, and talk with an administrator before rejoining the group.

Verbal Warning

A simple reminder or redirection from the teacher or staff member.

Documentation & Parent Contact

When behavior is a minor infraction, school administration may provide a written statement or email available in the parent portal.

Discipline of Repeated Misconduct

In the event of repeated misconduct, we will schedule a meeting with you.

Probation

A formal, written plan that includes naming the problematic behavior, the new goals, supportive interventions, and a timeframe for reconsideration.

Suspension

It is our goal to avoid home suspensions and instead deliver in-school suspensions depending on the severity and/or frequency of the infraction.

Change to Enrollment Status

In rare cases of very serious or repeated issues, whether behaviorally or academically, we may decide that The Foundations School is no longer the right school for a student.

Academic Assessment and Reporting

Assessments help us see your child's progress and achievement. They also indicate areas in which they would benefit from extra support. This insight helps us know how to best support your child. For these reasons, all students enrolled in our school must participate in all diagnostic and/or standardized testing.

Standardized Assessments

The Iowa Assessment is administered to grades 3-5 and usually during the month of June. Additionally, i-Ready Diagnostics in math and reading are administered to all grades (K-5th) beginning, middle, and end-of-year.

Reporting Progress

Families can expect three online report cards per school year through the Parent Portal. Our report cards list the state standard in all subject areas, so that you are more richly informed of what skill or knowledge is required in each subject area. Families with an outstanding balance or other obligation may not be able to view report cards in the Parent Portal until the obligation has been remedied.

Families will also be informed of progress through a written Progress Monitor made available in the middle of every trimester.

School Grading Scale

The Foundations School uses the following grading scale for Report Cards:

- 4=Exceeding standards
- 3=Meeting standards
- 2=Approaching standards
- 1=Beginning standards
- 0=Not Meeting standards
- N/A= Not assessed during that term

Voluntary Withdrawals

Families are free to withdraw their students at any time from The Foundations School. This should be in writing to the Head of School and state the last day of attendance and perhaps state the circumstances for withdrawing.

Hopefully you will reach out to us prior to making this decision. If we can better understand your circumstances or your need to withdraw, we may be able to remedy the situation or activate our

resources to help unburden the family.

If you have to withdraw you are still responsible for any unpaid balances. No portion of the year's Family Contribution or fees paid or outstanding will be refunded or cancelled in the event of withdrawal. Unpaid accounts may be referred to a collection agency and we will withhold the transfer of your child's records from our school except as otherwise required by law.

If you withdraw and decide later you would like to return, simply re-apply as a new student. If you and your child were meeting expectations when you left, we will consider re-enrolling you if space is available.

Academic or Disciplinary Dismissal

The Foundations School may dismiss any student who has a conduct or academic performance judged to be unsatisfactory by the Head of School.

We expect every student to make measurable and acceptable academic and/or behavioral progress. In the event the student fails to make progress, we may consider dismissing them or withholding the offer to re-enroll for the following academic year. Conferences with parents will be documented so that you are aware of the issue, updated of progress, and informed of the risk of dismissal.

Sometimes a student may be dismissed because the family failed to uphold their responsibilities agreed to in the Enrollment and Financial Aid Agreement.

Grade Level Retention

Sometimes a student does not make expected academic or behavioral progress and is not ready to advance. At The Foundations School, "ready to advance" means your child has demonstrated that they would be successful at the next level without much if any additional support. Before we decide, we will provide the support and resources to help your child progress, and we will keep you informed and involved along the way. Those resources may include:

- Parental support and collaboration.
- Focusing on identifying and addressing learning difficulties early on.
- Differentiated learning within the classroom.
- Small group instruction in or out of the classroom.
- Referral to ESE Coordinator and/or Clinical Social Worker.
- Intensive one-on-one tutoring in a specific subject area.
- Frequent monitoring of the response to intervention.
- Referral for evaluation of learning disability or other health impairment.
- School-based academic and behavior counseling.
- Behavioral management strategies.

If these do not help and the student is deemed not ready to advance, the Head of School and their team may make the decision to retain your child and inform you of their recommendation.

Generally, the determination to retain would be made after the second diagnostic testing window (winter trimester), however, this timeframe and subsequent decision may be extended by the Head of School.

Transfer of Student Records

If you transfer to another school and there is no outstanding financial obligation, TFS will provide

student records when:

The request is initiated in writing from an official at the new school, OR
The parent requests records be provided to a specific school or person

TFS will transfer most-recent attendance records, report cards, diagnostic results, standardized test results, and any PSSP or 504 plan. Disciplinary records may be provided if the receiving school specifically requests those.

Florida Statutes define “student records” as those records, files, documents, and other materials that contain information that is either permanent or temporary.

Permanent information includes information such as: name, birthdate, place of birth, race, and sex; last known address; names of student’s parents; name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; grades; and date of graduation.

Temporary information includes health information, family background data, standardized test scores, academic improvement plans, progress monitors, honors and activities, teacher comments, personal attributes, work experience, teacher and counselor comments, and any special reports.

CCTV footage is property of The Center for Creative Education and is NOT considered as part of the student records because it does not pertain to the “instruction, guidance, and educational progress” of the student.

Generally, CCTV footage may NOT be viewed by parents, however, the Head of School may make an exception where the footage involves a single child, or other children are not identifiable. The President and CEO or the Chief Compliance Officer may show footage requested by authorities where a warrant or subpoena has been provided or voluntarily surrender footage as it relates to an active and on-going investigation by the police or DCF.

If The Foundations School ever goes out of business, Florida law states that all permanent information contained in your child’s record has to be transferred to the School District of Palm Beach County.

Record Retention

Permanent information will be retained permanently. Records remain readily available forever in Gradelink and there is no limit. However, should the school ever become defunct, change SIS platforms, or fail to maintain its subscription, all permanent information will be downloaded to internal servers within 30 days.

Temporary information will be kept for five years and then destroyed.

Section 7: Health and Wellness

When to Keep Your Child Home

A student who is unwell will not benefit from school and may jeopardize the health of others. Your decision is important for the health of our entire school community. Please, keep your child home if they have:

- A fever* (100.4°F or higher)

- Vomiting or diarrhea
- Unexplained rash
- Persistent pain (ear, head, stomach, etc.)
- A persistent cough
- Contagious with pinkeye, head lice, scabies
- Or are just too sick or too tired to learn

*Fever rule: Your child must be fever-free for 24 hours without the use of fever-reducing medication such as Tylenol or Aspirin before they can return to school.

Illness/Injury at School

Sometimes children become ill or incur minor injuries at school. We will separate your child from their classmates and make them as comfortable as possible. We will inform you or an approved guardian and provide you with a Family Alert Form. If your student is ineligible to return to class, you must pick up your child within the hour. You can read our Injury/Illness at School Policy on our website.

Medical Emergencies

All staff members are trained in CPR/AED and first aid and can respond to minor injuries or illnesses. The Foundations School will always have at least one staff certified in CPR and AED administration with our students at all times even on Field Trips.

In case of major injuries or illnesses, we will call emergency medical services and make every effort to reach a parent by telephone. A staff member will travel with any student who needs EMS transport to a hospital and wait for you to arrive. We will make sure your child is never alone until you are united with them.

Medication

Administration of medication is sometimes necessary during the school day to comply with the health care provider's prescription. But first, consult with your health care provider to see if a dosage schedule can be arranged that **does not** involve the hours the child is in school. We do not have a full-time nurse, so giving medicine at school requires extra staff time and we must ensure that the staff have been trained to administer the medication.

No medication, including over the counter and prescription, is permitted at The Foundations School without express written permission from a doctor and written consent from you. Parents and physicians will have to complete a TFS Medication Administration Authorization Form. The complete Medication Administration Policy can be found on our website.

Wellness Policy

The Foundations School has established a School Wellness Policy which addresses Nutrition Promotion, Nutrition Education, and Physical Activity. The policy also addresses guidelines, eating environment, recycling, employee wellness, health services and behavior management. This policy may be viewed at <https://cceflorida.org/policies-documents/>

Food Services & Nutrition Standards

Our school lunch is administered through the Community Eligibility Provision of the National School Lunch Program, so it is free to every student. The National School Lunch Program is federally funded by the United States Department of Agriculture (USDA) - Food and Nutrition

Services Division. Under federal guidelines from the USDA, our meals and afterschool snacks contain each of these components:

- Serving of fat-free or low-fat fluid milk
- Serving of meat or meat alternate
- Serving of vegetables or fruits or full-strength vegetable or fruit juice
- Serving of whole grain or enriched bread or cereal

To help ensure that your child's lunch is healthy and of highest nutritional value, encourage them to eat at least three of the five items on their lunch tray!

Parents may pack their child's lunch at their expense to accommodate any special diets, religious restrictions, or dietary preferences. We will email you the menus so you can plan accordingly. We do not make any substitutions unless a signed statement from a medical authority is provided stating that the substitution is medically necessary.

For more details concerning our food service please read our School Food Service Manual and our School Food Safety Plan available on our website.

Section 8: Safety & Security

The Foundations School is committed to everyone's safety. Our safety and security measures include:

Mandatory Reporting

Every employee has received training on the Florida Statutes of 2012 mandating them to report known or suspected Child Abuse/Neglect and Misconduct.

Inspections

We comply with all State and Local inspections every year! Inspections include, Private School Facility, Fire and Safety, Elevator, School Readiness, and TWO Food & Sanitation Inspections every year. We even test for Radon Gas every five years until we are ten years clear.

Social Media Use

While we use images, videos, and quotes of your child in our social media posts and advertising, we promise to only use their first name. Also, faculty and staff are prohibited from creating content for their personal social media. We also ask that parents not take or post pictures that include images of other students. It is safer when our community only shares content created, vetted, and approved by the school.

Media Release

Unless you provide the Chief Compliance Officer with written notice otherwise, you agree to allow us to use the Student's first name, photograph, voice, image, and information in the School's publications, promotional materials, website, and social media sites.

Background Check Policy

Rest assured that every employee has undergone a level II background check and filed their fingerprints with FDLE. Volunteers who contribute ten or more hours per month have also been checked.

Visitors and Guests

All visitors, guests, and volunteers entering the building must be screened through our visitor management system using a valid driver license or state issued ID. They are screened against national sex offender databases and custom school watchlists, enhancing our campus safety.

Parents are generally not permitted into the classrooms and other areas. However, we will grant access to your child whenever you ask.

Single Point of Entry

Everyone must enter and leave the school using the main entrance, which is monitored by school staff and CCTV. All other exits are for emergency and maintenance use only.

Security Cameras

Security cameras are placed strategically in outdoor spaces, corridors, and large common spaces so that we can effectively monitor our campus and movement within the building.

Pets/Service Animals

As adorable as they are, pets are not permitted in the building or on the property. However, accommodations will be made for service animals as they are needed because of a disability.

Hazardous Materials

The Foundations School takes great effort to ensure that all chemicals and materials used in the care and maintenance of the building are stored and recorded in an appropriate manner. Safety Data Sheets are maintained for all solvents, chemicals, and cleaners and are reviewed annually.

Emergency Procedures

We really need you to make sure that you continuously review and update your contact information in the Gradelink Parent Portal as this will be our primary communication in an emergency! We also practice our response to emergencies by conducting drills throughout the school year. These practice drills include Evacuation, Shelter in Place, and Lockdown.

Evacuation Drills

For everyone's safety we practice evacuating the building in a timely and orderly fashion. We also have specific places outside where everyone gathers during these drills.

Shelter in Place

Shelter in Place simply means no one is allowed outside. However, we still can move around through the entire building.

Lockdown

Lockdown means no one is allowed out of or into the building. We also restrict movement to specific areas within the building depending on the circumstances.

Emergency Planning and Response

Creating a safe climate for everyone is our priority. A critical ingredient in creating a safer school environment is our collective response. So, we practice! Weather events, fire, accidents, and other threats to student safety are scenarios that we plan for. We would link you to our Emergency Response Plan, but it is confidential!

Firearms or Other Weapons

Firearms or other weapons are prohibited on school premises (buildings, grounds, vehicles, and parking areas) unless authorized, licensed, or invited by us and constitutes a criminal act under Florida law. We reserve the right to inspect student property, including backpacks or personal items, when there is reasonable suspicion.