

FERC

STUDENT HANDBOOK



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FERC

(next to Clark Preschool)
1180 "E" Street
Merced, CA 95340

(209) 385-6664 Office
(209) 385-6351 Classroom
(209) 385-6352 Computer Lab
(209) 381-2834 TLC

HOURS

Mon — Fri 12:30 — 2:45 PM

Program Information

The Family Engagement Resource Center (FERC) Literacy Program is designed to teach language minority parents/adults English in order for them to tutor and assist their children in learning English, propelling their children toward academic success.

Classes are held from August to May and are conducted Monday through Friday from 12:30-2:45 PM at the Student and Family Service Center, 1180 "E" Street. Classroom instructions will focus on improving the students' listening, speaking, reading, and writing skills. Tutoring strategies will also be emphasized through the parent education workshops provided by our Community Outreach Specialists.

Orientation and Assessment

Students are required to attend a program orientation within one week after enrollment. Program expectations and requirements such as attendance policy, tutoring log, and etc., will be covered during the orientation. Participants will be assessed using the CASAS Assessment (Comprehensive Adult Student Assessment Systems) for proper placement in the program.

Expectations and Requirements

Attendance Policy

Participants may be dropped from the program after 10 days of absence.

AB 2102

California State Law requires that adults tutoring children other than their own must be fingerprinted.

Pledge Form/Tutoring Log

FERC participants are required to fill out an Adult Pledge Form and turn in a monthly tutoring log.



Contacts

Family Engagement Resource Center (FERC)

1180 "E" Street

Merced, CA 95340

(209) 385-6664 Office

Hours

Monday — Friday

12:30 — 2:45 PM

Toddler Learning Center (Room 12)

(209) 381-2834

Blanca AlcarazOrozco Bilingual Aide

Elizabeth "Liz" Yanez Instructional Aide

Computer Lab (Room 13)

(209) 385-6352

Tzeng Saechao

Community Outreach Specialist

Classroom (Room 14)

(209) 385-6351

Marilu Vega

FERC Literacy Instructor

Cecily Lee

Bilingual Aide

Registration and Orientation

Community Outreach Specialists

Lucas Lopez (Spanish) (209) 385-6752

Tzeng Saechao (English and Mien) (209) 385-6753

Fong Her (Hmong) (209) 385-6754



Toddler Learning Center (TLC)

The program supports children of the FERC Literacy students. While parents are in the classroom learning, their young children (from ages 2 years old to 6th grade) are cared for by our dedicated and professional staff in the Toddler Learning Center (Room 12). The TLC is rich in resources to keep the children engaged and learning. Activities in the learning center include but are not limited to Circle Time, Movie Time, Holiday Crafts, and Homework Time. Snacks are also provided to children enrolled in the program. After school children must be part of the Merced City School District.

Rules

- ◆ Emergency Card must be on file for each child.
- ◆ Sick children must stay home. We cannot care for ill children.
- ◆ Parents are to sign their child/ren “In” and “Out” in the Babysitting Log.
- ◆ No gum or food in the Toddler Learning Center unless provided by the FERC Literacy Program.
- ◆ Toys and materials must stay in the room.
- ◆ No hitting, throwing objects, foul language, and/or running in the TLC.
- ◆ Toddler must let the staff know if he/she needs to use the restroom. If needed, the parent may accompany the child to the restroom*.
*changing station is available for parents in the student restroom.

Discipline Policy

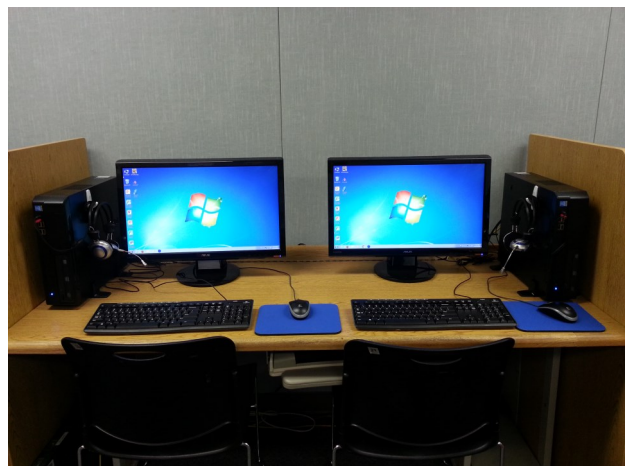
- ◆ The safety of all children is our top priority.
- ◆ Children are expected to follow all classroom rules. Consequences for misbehavior may include warning to “time-out”.
- ◆ If misbehavior continues, parent will be notified to discipline the child. Child may be suspended for one day if deemed necessary.



Computer Lab

The computer lab is equipped with the latest hardware and software to assist the students in learning English. Students can supplement their classroom instruction by using the interactive self-paced English language software (Rosetta Stone and Burlington English). The 25 student stations, Chromebooks, and the newly upgraded interactive Smart Board are invaluable tools for computer literacy.

Students will have opportunities to learn computer basics, keyboarding, internet, email, Google programs (Google Docs and Google Slides), and much more.



Network Acceptable Use Contract

I agree to:

- Use the computer for school work and to learn, only when my teacher says it is OK.
- Use the printer with permission.

I will:

- Use good manners.
- Be polite at all times on the computer.
- Never tell anyone my full name, my home address or phone number.
- Not look at anyone else's files without their permission.
- Only use email appropriately and only for school assignments.

I will show respect for others by:

- Not emailing any bad words or inappropriate pictures to anyone.
- Never searching for sites or words not approved by my teacher.
- Not running a business on the Internet, or posting advertisements for commercial or noncommercial activities.

I will share the computer and the network.

I will show respect for all hardware and software that I use.

I will not take anything from the Internet or send anything over the Internet that belongs to someone else.

If I know that someone is breaking any of these rules, I will tell my teacher.

I understand these rules and promise to follow them. If I do not follow these rules, I know that I will not be able to use the computer at school anymore.

Student Signature: _____ Date: _____

Transportation

Transportation services are provided free of charge through Merced's Regional Transit System, The Bus, to all program participants. Any student who wishes to ride the bus should contact Mr. Lucas Lopez at (209) 385-6752 as soon as possible. The FERC Literacy Program will issue a "bus pass" and will give a list of names to the Merced Transit System. We will verify the transportation list monthly before new passes are ordered.

The bus will pick up participants at established bus stops located nearest to participants' home. The bus will drop off participants at the 13th and D Street Bus Stop, about 2 blocks from the Student & Family Service Center (FERC location). If you have any concerns about the bus service, please call the Merced Regional Transit office directly at (209) 384-3111.

Participants **must** ride the bus back home when they come to FERC on the bus. Participants will be picked up at the 13th and D Street Bus Stop to return home.



Restroom Rules

1. Please use designated restroom. Adults use the Staff Restroom and children use the Student Restroom.
2. Bilingual Aides from the Toddler Learning Center will accompany children to the restroom.
3. Parents may accompany their children to the restroom at any time as long as no other students are present.
4. No adults should be in the restroom with your child.
5. Please flush the toilet after use.
6. Please wash hands with soap and water.
7. Please dispose of feminine waste in the appropriate container.



Adult Pledge Form

Name _____

Address _____

Phone _____ Child's School _____

I, the undersigned, pledge to provide English language tutoring to at least one English learner who is currently enrolled in the Merced City School District while I am enrolled in the District's FERC Literacy Program. As a record of my adherence to this pledge, I agree to submit a monthly Tutoring Log to the FERC Literacy Program staff documenting the dates and amount of time that said tutoring was provided.

The child/children I plan to tutor is/are:

Child's Name

School

This is my child:

Yes No
 Yes No
 Yes No
 Yes No

Signature: _____ Date: _____

For Office Use:

FERC Staff Signature

Date Received



Registration

Name _____

Address _____

Phone _____



I have children in the Merced City School District.

Yes No

School _____

I will need transportation.

Yes No

I will need babysitting.

Yes No

How many children _____

Ages of children _____

I will need orientation.

Yes No

If no, when did you receive the orientation?

Date _____



Acknowledgment

Merced City School District

Family Engagement Resource Center (FERC)

Statement of Acknowledgment

I, the undersigned, have read and understand the contents of the Merced City School District FERC Literacy Handbook and will follow the program guidelines.

Signature: _____ Date: _____

