Fonwood Early Childhood Center

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Shanedra Burkhalter, Principal

http://www.houstonisd.org/fonwood

"We're Wild about Learning!"

Parent Handbook 2026 - 2027
Prekindergarten 3 and 4

http://www.houstonisd.org/fonwood

Welcome to our School Family!

Welcome to our School Family

A Message from the Principal

Dear Families,

Welcome to the 2026 - 2027 school year! Fonwood Early Childhood Center is committed to the Houston Independent School District's promise to provide a fair and equitable education for all children and to make sure that all high school graduates are college and career ready. Congratulations on taking the most important step in your child's education. Learning begins here!

Fonwood ECC is the best Early Childhood Center for parents in the North Forest area because we offer a strong academic foundation for their students in language and literacy, mathematics, and social emotional development. Our campus values each child by capitalizing on their strengths and building a strong foundation for a rapidly changing world. Fonwood provides a positive learning experience for all our students through the Three Cheers for PreK curriculum along with supplemental resources and through the Conscious Discipline Program that encourages social and emotional development through self-regulation.

You are your child's first teacher. Parents, teachers, and administrators must join as partners to make sure that the seeds for success are planted early. Please read the information in this handbook carefully. Highlight important dates and plans to be present at all Literacy Night events. Your presence is mandatory to ensure your child will be successful. I encourage you to become a Volunteer in Public Schools (RAPTOR) so that you can lend a helping hand on field trips, during lunch, or in one of our offices. Make yourself available to your child's teacher.

I'm excited about having you and your Tiger Cub join the Fonwood family. Get ready for an educational journey that you will cherish for years to come!

The Parent Handbook has been prepared to help answer any questions you might have about Fonwood Early Childhood Education Center. If you have any questions that are not answered by the handbook, please feel free to call our school at 713-633-0781.

Wishing you well,

Shanedra Burkhalter

Principal

General Information

Campus Vision and Mission

HIGH Performing Culture at HISD and Fonwood:

Core values undergird the culture and the priorities. They are not only statements of what we believe or value, but they guide actual behavior and the prioritization of decisions and actions.

2026-2027 District and Campus Core Values:

Program Goals and Objectives

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical, and creative development. We will provide learning experiences that promote:

Social Development
Learning to get along in groups
Learning responsible behavior
Acquiring respect for individual differences

Emotional Development
Promoting positive self-image
Promoting trust, independence, and harmony
Developing self-control

Cognitive Development
Emerging literacy skills
Building number sense
Experiencing science, art, and music

Physical Development
Improving large and small muscle development
Improving hand/eye coordination
Encouraging hands-on experiences

Creative Development
Promoting active learning
Making choices

Parent School Communication

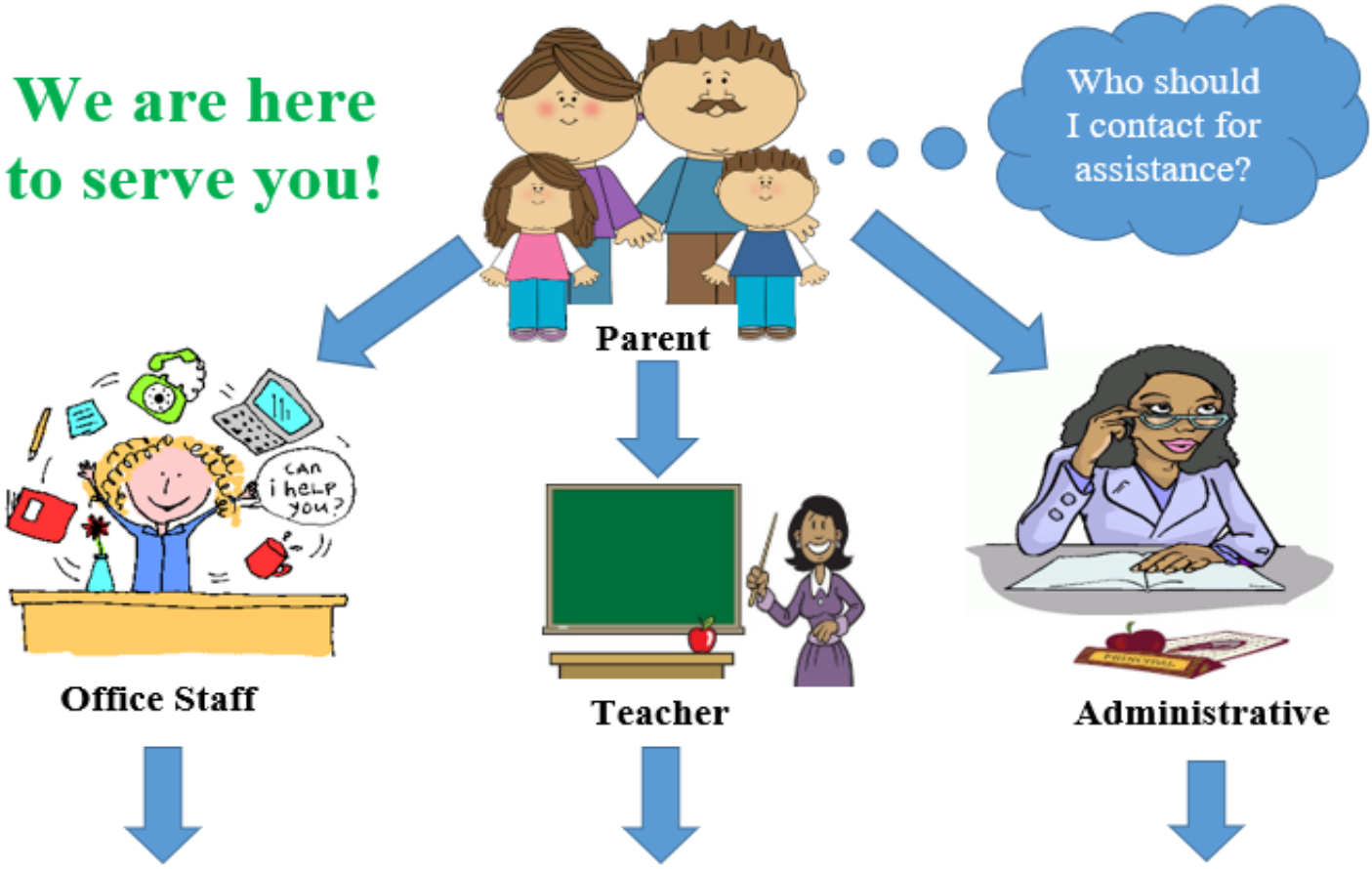
Parent Concerns/Resolving Concerns

When you have a concern about a school policy or employee, follow the steps outlined below to resolve the issue in a productive and positive manner.

1. Contact your child's teacher first. If you do not feel comfortable discussing the issue with your child's teacher, schedule an appointment with your child's team leader.

2. If the problem persists, contact the principal or assistant principal by calling the main office and leaving a message. An administrator will return your call and schedule a meeting, if necessary.

3. If you have an issue that compromises your child's safety, call the school immediately to schedule an appointment with campus administration. Do not allow this problem to continue.



Office Managed	Teacher Managed	Administrator Managed
• Event dates • Raptor (HISD required volunteer registration) • Student dismissal changes • Report a change in contact number • HISD Bus service information • Lunch schedules • Approved snacks • Lost and found items • Car tags • Uniforms • Attendance • Teacher schedules	• Student behavior • Schedule a Parent/teacher conference • Classroom bullying • Classroom projects • Student dismissal changes • Report a change in contact number • Sign up to be a field trip chaperone • Homework • Classroom events • Event monies in binder	• Emotional/physical child neglect • Teacher grievance • Unresolved issues

Calendars and Important Dates

HISD
HOUSTON INDEPENDENT SCHOOL DISTRICT

YEARLY CALENDAR

2026-2027

JUNE • 2026
4 .....Last day for students
5.....Staff PD Day (no classes)
9.....5th Quarter Staff PD
10-30..5th Quarter
19 .....Juneteenth

JULY • 2026
1-17.....5th Quarter
2.....Recess (no classes)
3 .....Independence Day observed
20-29..School Leaders' Induction and Preparation
30-31..All Staff Induction and Preparation

AUGUST • 2026
3-7 .....All Staff Induction and Preparation
10 .....First Day for Students

SEPTEMBER • 2026
7 .....Labor Day
21.....Staff PD Day (no classes)

OCTOBER • 2026
9.....Staff PD Day (no classes)

NOVEMBER • 2026
6.....Staff PD Day (no classes)
23-27..Recess (no classes)
26 .....Thanksgiving Day

DECEMBER • 2026
21-31..Recess (no classes)

JANUARY • 2027
1 .....New Year's Day
4.....Staff PD Day (no classes)
18 .....MLK Jr. Day

FEBRUARY • 2027
15.....Staff PD Day (no classes)

MARCH • 2027
8-12.....Recess (no classes)
26.....Recess (no classes)

APRIL • 2027
16.....Staff PD Day (no classes)

MAY • 2027
28 .....Last day for students
31 .....Memorial Day

JUNE • 2027
1.....Staff PD Day (no classes)
7.....5th Quarter Staff PD Day
8-30.....5th Quarter
18 .....Juneteenth

JULY • 2027
1-15.....5th Quarter
2.....Recess (no classes)
5 .....Independence Day observed
16.....5th Quarter Staff PD Day

Updated 4/6/2026

Curriculum Theme Calendar: Savvas - Three Cheers for Pre-K

Theme	Sub-Theme	Overview: Children will learn about…
Hello School!	• Welcome to Pre-K • Classroom rules • Feeling safe	• that they are an important part of the school community. • to express their own feelings appropriately.
Marvelous Me!	• Who am I? • My Body and Senses • My Family and Friends	• about their preferences and the preferences of others. • what makes them happy and sad.
Look Outside	• Fall • Winter • Spring • Fall	• that seasons occur all over the world. • what characterizes seasons in the part of the world where they live.
Taking Care	• Taking Care of Myself • Taking Care of Friends • How Ohers Take Care of me • Taking Care of the World	• ways to care for themselves, both physically and emotionally. • ways to care for others, both physically and emotionally.
Everyday Helpers	• Helpers all Around • Helpers and Their Tools • Mail Carriers Help us • Firefighters Help us	• learn about the jobs people do in their community. • learn about the tools needed to do each job.
From Farm to Table	• From the farm • How we get our Food • All kinds of Food • Family Favorites	• that food comes from a particular source. • how plants grow and what they need to grow.
On the Go!	• Transportation • Trains • Trucks and Planes • Vehicles	• learn about all modes of transportation, including cars, trains, airplanes, and ships. • learn the purposes of each type of vehicle. about all kinds of animals.
Animals All Around	• All Kinds of Animals • Animal Features • Life Cycles • Where Animals live	• about all kinds of animals. • about the characteristics of different animals.
Earth, Moon, and Sky	• All About Trees • The Sky and Wind • Phases of the Moon • Space Exploration	• about the life cycle of a tree. • what trees and plants need to live?

Our School Family and Planning Times

Team	Planning Time
Lions **Wolert: (ECSE SPED Chair)** Brooks-Payton: ECSE Smith: ECSE	**12:55 – 1:45 PM**
Kangaroos **McKenzie: PK-3 (Team Lead)** Ward PK-3 Jensen PK-3	**9:45 – 10:35 PM**
Toucans **Campbell: PK-3 (Team Lead)** Bryant PK-3 R. Washington PK-3	**12:55 – 1:45 AM**
Gators **Jackson: PK-4 (Team Lead)** Flora PK-4 Doyle- PK-4	**10:35 – 11:25 pm**
Bears **Celia Sosa: PK-3 (Team Lead)** Portales PK: 3-4 Flores PK 3-4	**8:50 – 9:40 AM**
Zebras **Benn: PK-4 (Team Lead)** L. Washington PK-4 Matthews PK-4	**12:00 – 12:50 PM**
Giraffes (Ancillary) **Reading Lab** Edwina Hubbard Oral Language Lab	**8:05 – 8:50 AM**

School Hours

7:30 a.m.	**School Day Begins, Breakfast in Classrooms (BIC) Instruction**
8:00 a.m.	**Breakfast Ends (Tardy Bell)**
10:00 a.m. - 12:35 p.m.	**Lunch Schedule**
3:00 p.m.	**Dismissal**
4:00 p.m.	**Main Office Closed**

Daily Requirements

Parents must send the following items to school daily:

- ✓ **Complete Change of Clothing**
  - **Uniform bottoms, uniform shirt, underwear, and socks (*may remain at school in cubby)***
- ✓ **Backpacks must be worn daily**
- ✓ **Lunch Provisions – Sack Lunch (optional)**
- ✓ **TIGER Folder**
- ✓ **Homework (if applicable)**
- ✓ **Signed Daily Conduct Log with Comments (if necessary)**
- ✓ **Absence Excuse Notes, if necessary**

Parents must check backpacks daily and respond to information provided.

Your Fonwood Cub's First Week of School

During the first week of school, your Fonwood Cub will learn school rules and classroom routines that will teach them to be responsible school citizens and successful pre-school students.

Review all information that your child's teacher shares with you during the Teacher Meet and Greet and every day of the first week so that your child can learn school procedures as quickly as possible. Explain to your child that it is important for him/her to be a good listener so that directions can be understood and followed.

Your child will bring home a **First Day Envelope on August 10, 2027**. Parents are required to complete all forms and return them to their child's teacher the next day on **August 11, 2027**.

Parents will be allowed to walk students to class on the child's first day of school ONLY. School administrators will be available to answer your questions and address any concerns. We are here to help!

7:30 a.m.	School opens and school staff supervise students moving to their classrooms.
7:30 a.m. – 8:00 a.m.	Breakfast is served in the classrooms. Breakfast is the most important meal of the day! PLAESE ARRIVE TO SCHOOL ON TIME.
8:00 a.m.	Tardy Bell Tardy students must be brought into the building by an adult (18 or older). This does not include older siblings. ***The adult must sign students in, including time of arrival for the student receiving a tardy pass. Multiple tardies will result in an administrative conference that could result in removal from Fonwood ECC.*

Dropping Off and Picking Up Your Fonwood Cub

Morning Arrival

School doors will open at 7:30 a.m. Students will not be allowed in the building until 7:30 a.m. Please do not leave your student prior to this time as there will be no adult supervision. This does not include older siblings.

Visitors may enter the building beginning at 7:30 a.m. Except for the first day of school, parents are not allowed to walk students to class without approval from school administration. Students will be supervised by school employees. School staff will escort students to classrooms for breakfast.

Please do not park in the large circular driveway off Sterlingshire from 7:00 a.m. until 8:00 a.m. Cars will enter the circular driveway off of Sterlingshire to drop off students. Fonwood staff will unload students. **Please do not exit your vehicle.** Parent conferences will not take place at this time. If you need to schedule a conference with your child's teacher, you have three (3) options: 1) leave a note in the main office for the teacher, 2) respond on the Daily conduct Log or 3) respond via Parent Square. Parents who need to visit the main office will have to enter the building at 8:00 a.m. or later. Use the main entrance located on Sterlingshire.

Dismissal

PARENTS WILL NOT BE ALLOWED TO PICK UP STUDENTS FROM CLASSROOMS. Students must be picked up by an AUTHORIZED ADULT at 2:50 p.m. unless the student is an HISD or private bus rider. An authorized adult is a person whose name and information are included in your child's enrollment/emergency contact information. All parents will be issued two color coded transportation tags at Meet and Greet that will include your child's name and teacher's name. **Individuals who drive or walk to pick up students MUST present a transportation tag issued by the school.** The first two transportation tags that you receive will be free of charge. All others must be purchased for $1.00. Those individuals that you issue a transportation tag must be included on your child's enrollment information. A STUDENT CANNOT BE PICKED UP WITHOUT A TRANSPORTATION TAG or a State approved ID as well as being listed on the enrollment/emergency contact information. If a parent arrives to pick up a student without a transportation tag, they must report to the Front Office to receive a temporary transportation tag after being verified with a State Approved ID, before picking up their student.

School personnel will call for students and escort them to the car rider area or the walker area once the transportation tag has been verified and matched with each student's identification badge. Car riders will be picked up from the gym entrance. Cars will enter through the circular driveway off Sterlingshire. Parents should remain in the cars. Students will be loaded in the cars by staff members. Walkers will be picked up from the school's west side entrance that is located near the covered area. Please see the school map at the end of this documentation.

Please call the main office before 1:30 p.m. to inform school administration in the event that you have an emergency and/or someone who is not in your child's records, has to pick your child up. That's fine if you call the teacher to let them know of any changes **but an official change occurs only if you call the Main Office**.

Please do not park in the circular driveway off Sterlingshire from 2:50 pm to 3:30 pm. Parents that need to enter the building will park in the Sterlingshire parking lot. Parent conferences will not take place at this time. If you need to schedule a conference with your child's teacher, please leave a note in the Main Office for the teacher. Parents who need to visit the main office will have to enter after 3:15 p.m.

Late Pick Up

Parents must ensure their students are picked up on time. If you anticipate being late, please contact the Main Office as soon as possible so we can plan accordingly.
Routine late pickups are not permitted. Repeated late pickups will be documented, and ongoing occurrences will lead to administrative follow-up.

Students Leaving Early

The entire instructional day is vital to the education of our students; therefore, students will not be released early after 1:30 p.m. Please make dental/doctor appointments after school hours when possible. Students who are leaving school before regular dismissal time must be signed out by an authorized adult in the main office. An authorized adult is a person whose name and information are included in your child's enrollment/emergency contact information. Students will not be permitted to leave school with anyone other than those persons listed on the student's enrollment card. **A driver's license or state approved identification will be required before any student is released.**

Fonwood ECC Backpack Policy

All students are required to bring a backpack to school every day. On the first day of school, each student will receive a backpack tag to attach to their backpack for identification and safety purposes.

Please ensure that your child comes to school daily with their backpack and that the backpack tag remains securely attached at all times.

Lost and Found

Lost items that are found will be placed in the lost and found box. Parents may check the box for any lost items. It is not unusual for students to forget jackets, lunch kits and other items. It is important to label all student property with the student's name. If you desire to check the lost and found, please ask in the Main Office and you will be escorted to its location.

HISD Student Code of Conduct and Fonwood Student Discipline Policies

Code of Student Conduct

Fonwood ECC is committed to the academic success for every student. Students are expected to respect their peers, all staff members, volunteers, and other adults always. Students who disrupt the operation of the school, interferes with the rights of others to receive an education. Students who damage school or personal property will be held accountable for their behavior.

All students and parents will have access to the HISD Code of Student Conduct, which describes disciplinary offenses and how the school district addresses them. The school will maintain safety for all students as well as maintain a balance between the rights of individual students and teachers. Parents are required to sign for the receipt of the Student Code of Conduct.

Student Discipline

Fonwood ECC will use Conscious Discipline, a research-based comprehensive self-regulation program that combines social and emotional learning with discipline and guidance. Built on a foundation of current brain research, the School Family is constructed from safety, connection and problem-solving.

Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. It is the premier program that:

- Integrates classroom management with social-emotional learning
- Utilizes everyday events as the social-emotional curriculum
- Addresses the adult's emotional intelligence as well as the child's

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

School climate impacts all achievement. The culture of a school can foster bullying, blame and cliques, or it can build cooperation, willingness, and responsibility. The School Family builds connections between families and schools, teachers and teachers, teachers and students, and students and students to ensure the optimal development of all. These connections provide the three essential ingredients for school success:

1) **A willingness to learn:** Without willingness, each interaction becomes a power struggle instead of a learning opportunity. The School Family brings all children, especially the most difficult, to a place of willingness through a sense of belonging.
2) **Impulse control:** Connection with others is the construct that literally wires the brain for impulse control. Disconnected children are disruptive. External reward/punishment systems cannot improve a child's ability to self-regulate because they are not designed to teach new skills. The School Family uses connection to internally encourage impulse control and teaches self-regulation skills in context.
3) **Attention:** Our attention system is sensitive to stress and becomes engaged with positive emotions. The School Family reduces stress while creating an atmosphere of caring, encouragement and meaningful contributions. These components are essential for children to develop and apply sustained attention.

Commitments

Making a commitment increases the chance of following through while also increasing self-regulation and confidence. At Fonwood Early Childhood Center we encourage students to make daily commitments and invite children to check on their commitments daily to promote safety.

School-Wide Commitments

1	**I will use safe walking feet.**	
2	**I will use helping hands.**	
3	**I will use kind words.**	
4	**I will use watching eyes**	
5	**I will use listening ears**	

Fonwood ECC School Policies and Procedures

Emergency Contact /Change of Address/Phone Number

Each parent is required to maintain current contact information in the classroom and the Main Office. Information should include:

- Parent/guardian's name
- Complete address
- Complete contact phone numbers
- Emergency contact person's name and number
- Name of authorized person(s) allowed to pick up student

*****Please come to the Main Office to complete a change of information form in the event that your information changes.***

School Supply Lists

Pre-Kindergarten 3 & Pre-Kindergarten 4 Classroom Supply List

- Backpack
- 12-No.2 pencil(sharpened)
- Play-Doh (8-pack)
- 2-Boxes of Kleenex (100 count)
- 2-Liquid hand sanitizer
- 1-Baby wipes
- 1-Hand-paper towel
- 2- Lysol /Clorox disinfectant wipes
- 1- multi-color construction paper (9X12)
- 1-Pair of scissors (round point)
- 8-Elmer's glue sticks
- 1 ream of copy paper
- 1-Ziploc (sandwich size)
- 1-Ziploc (Gallon size)

*1-Complete change of clothes including undergarments in a labeled gallon-sized Ziploc bag

PLEASE NOTE: Many of these supplies are consumable.
Teachers may request additional supplies as needed throughout the school year.

Dress Code Policy

Students at Fonwood Early Childhood Center are expected to wear the school uniform every day. On Fridays the student can wear their favorite university shirt or Fonwood spirit shirt with khaki bottoms.

Our goal is to be proactive and avoid having to ask parents/guardians to bring the school uniform to the school for their son or daughter by asking you to read the information below.

The information below guarantees that all Fonwood cubs are dressed for success.

Girls

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

Boys

- Khaki shorts or pants
- Hunter green short/long sleeve polo knit shirt
- Fonwood ECC Polo Shirt or Fonwood ECC T-shirt
- Close toe, comfortable shoes **(Velcro shoes recommended)**

All

Fonwood ECC students are required to wear a backwith with their ID Tag attached as part of their uniform.

The following are NOT allowed:

- Crocs, Open toe shoes, flip flops, sandals or high heels

- Large or dangling earrings on girls
- Any clothing displaying inappropriate language, pictures, or themes

IN CASE OF ACCIDENTS
Parents should send a change of clothes including socks, underwear, pants, skirt or dress in a gallon-sized bag. All Soiled clothing will be returned in the gallon size bag if an accident occurs. Once the items are used, please send a replacement set so that your child always has extra clothing on hand.

Personal Property

Students are NOT allowed to bring any of the following items to school:

- Large amounts of money
- Expensive Jewelry
- **Cellular Phones**
- Electronics including toys, cameras, and games

If it is necessary to bring more money than needed to pay for food items, parents should send money in an envelope labeled with the student's and teacher's name. Teachers will be able to hold the money for safekeeping. It is also recommended that you call the Main Office or your child's teacher to inform us. Please do not send any money that is not sealed and labeled.

Restroom Procedures

Fonwood students must work towards becoming toilet trained. It is the responsibility of the parent to inform the teacher and nurse, of students with special restroom needs. Students may have accidents while becoming accustomed to the restroom schedules. Therefore, parents are required to keep an extra uniform, underwear, and socks in the student's backpack. Please send extra clothes in a big Ziploc bag.

Whenever possible, teachers will help the student clean up and change clothes so that they do not have to leave the classroom. The parent/guardian will be contacted to bring a new set of clothes for students that do not have a change of clothes in their cubby.

Attendance/Tardies

As students transition from home or daycare to formal school, attendance and punctuality are important components to success. Parents are responsible for ensuring consistent attendance in school and modeling the importance of punctuality by having students at school on time. Missing multiple days and chronic tardiness harms a student's ability to learn at the pace matching their peers. Excessive absences or tardies can result in truant notices, parent conferences, and home visits from school personnel. **Students form lifelong habits in these early years.**

Students may have no more than 10 unexcused absences during the school year. Exceeding this number will result in administrative intervention. If a student will be absent from school due to an emergency or illness, please contact the school by 9:30 a.m.

A dated written excuse and/or note must be sent to the teacher for each day a child is absent within 3 days after the student returns from an absence**.**

- *Families have the option to complete an absence form that will be sent home when your child returns to school. If a note or the form is not returned within three days, the absence will be recorded as unexcused.*
- *The families of students who have excessive absences (excused and unexcused) will be required to attend a mandatory meeting with the principal. If the school is unable to contact the families of students with excessive absences, an attendance clerk and other campus personnel will visit the home to make contact.*
- *If a student misses more than 3 consecutive days, a note from a medical professional is required. If a student misses due to a death in the family, a funeral program or death notice must be presented.*

Students must be on campus by 9:30 a.m. to be considered present for the day. Students are tardy at 8:00 a.m. **If a student arrives after 8:00 a.m., they must be escorted into the school and an adult must sign them in, in the main office.**

Acceptable excuses for absences include:

- Personal illness
- Sickness or death in the immediate family
- Quarantine; example: head lice
- Severe weather conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designated person
- Participation in school activities with permission of the principal

According to the Texas Compulsory School Attendance Law (TEC.Sec.25.095) if a student has three unexcused absences a notice letter will be issued to the parent. The notice of unexcused absences must inform the parent of the:

- Duty to monitor student's attendance and require student to attend school
- Parent's subject to criminal prosecution (TEC Sec 25.093)
- Request conference to discuss absences

Every week and month Fonwood will reward students and parents for perfect attendance. We will also reward students and parents throughout the school year. To qualify for perfect attendance, students need to be in school every day. Even if students are absent due to an excused absence, they do not qualify for perfect attendance.

Immunizations/Illness/Medication

Houston ISD complies with Texas state laws on vaccinations; therefore, any student delinquent with immunizations must be excluded by law. Students who have begun the "catch up" immunization process may be enrolled provisionally for 30 days in HISD.

Students who become ill or suffer an injury at school will be sent to the nurse's office. Students with fever 100.4 or greater, vomiting, diarrhea, or rashes may not return to school until well or they have a doctor's release. Students must be fever free for 24 hours without medication before returning to school. Students who contract contagious illnesses such as pink eye, chicken pox, lice, ringworm, etc. will be sent home and may not return until the condition has been resolved.

The nurse/school personnel will give immediate first aid to any student sustaining injury or severe illness. Parents will be contacted regarding the injury/illness.

Parents will transport their child to a medical facility unless the child's condition requires immediate transportation. In this case, school personnel will call EMS/ambulance for transport. The nurse will require parents to complete a Health Inventory so that the school is aware of important health concerns, such as severe allergies or breathing problems that children might have.

Any student requiring medication, including over the counter (OTC), during school hours must have a current physician release in the nurse's office. **Do not give medications to your child to take at school.** This includes cough drops. Only the nurse and designated personnel will administer medication to students. Please see that the nurse receives the Medication Release Form. ***Students should have current contact and emergency phone numbers at all times.***

Breakfast, Lunch and Snack

Breakfast and lunch are FREE to all students. Breakfast will be served in the classrooms from 7:30 a.m. to 8:00 a.m.

The same rules for behavior apply in the cafeteria as in the classroom. Students are expected to remain quiet in line and keep hands to themselves. Classes will sit together at their assigned tables. Students are allowed to talk quietly and may leave their table only with permission. For safety reasons, students are not permitted to use the restroom during lunch except in case of an emergency. Teachers will provide the opportunity for them to go to the restroom prior to going to the cafeteria for lunch.

Students may bring a sack lunch or have lunch delivered by a parent. All lunch items should reflect healthy choices. Fast food is not permitted; therefore, parents should not send students to school or deliver items such as McDonald's, Chick-fil-A, or similar. Soda, candy, fast food meals (outside vendors) or non-nutritious snacks are not permitted by Nutritional Guidelines. For health and safety reasons, students and parents may not share food with other students.

Students will have a snack during the afternoon hours. Snacks cannot be provided to students during lunch. Parents will be asked to sign up to bring snacks on the classroom snack calendar. Please do not send cookies, candies, sodas, etc. Refer to the Foods of Minimal Nutritional Value Policy at: www.fns.usda.gov/cnd/menu/fmnv.htm for allowable snacks.

Today I've Got Everything Ready (TIGER) Folder/Homework

Students will receive a TIGER binder that will be sent home every day. The TIGER binder will contain a Daily Conduct Log sheet, a Sight Word Chart, and a Literacy and Math Skill Review Chart. Students will be assigned a homework calendar as a means of encouraging independent study via Parent Square, establishing good work habits, and reinforcing basic subject skills. **Additional *homework may be assigned by the classroom teacher.*** It is each student's responsibility to complete homework assignments and meet all deadlines.

Each student will receive a Daily Conduct Log each day. This Daily Communication Log helps teachers keep in communication with parents. ***Please make sure to sign your student's Daily Conduct Log every night.*** All

students are encouraged to read or be read to at least 15 minutes each night. Questions about homework should be directed to the classroom teacher.

Report Cards and Progress Reports

The Prekindergarten Progression of Skills is the report card for Prekindergarten. The report card is an official part of the student academic transcript. It is sent home every 6 weeks: ***September 25, 2026; November 6, 2026; January 8, 2027; February 26, 2027; April 23, 2027; June 2, 2027***. This report provides information regarding student academic and social skills. Progress reports will be sent home the 3rd week between each Report Card.

Parties, Celebrations and Birthdays

Fonwood will host many events throughout the school year. Those events include but are not limited to school programs in December (Holiday Program) and May (PK Promotion Program), carnival, and classroom celebration. Parents will be issued four tickets for the Holiday Program and four tickets for the PK Promotion Program. Parents may assist in classroom and school celebrations once cleared by Raptor (VIPS) program.

Parents must make prior arrangements with the classroom teacher before planning any birthday celebration. Unscheduled celebrations are not permitted. Birthday celebrations will take place during the class's scheduled recess time only. Parents may bring cupcakes to celebrate; however, cakes and other food items (Pizza, Chick-fil-A etc..) are not allowed. All cupcakes must be store-bought and pre-packaged.
Parents may also provide treat bags for students. All items must be **nut-free**. Acceptable treats include erasers, stickers, pencils, Goldfish crackers, and books. All treats must be **individually wrapped and commercially packaged**.
To support a smooth and safe celebration, a maximum of two parents may attend to assist with distributing treats and supporting the activity. All participating parents must be **VIPS approved** and present valid identification upon arrival for check-in.

Parents and families are encouraged to pre-register for events (EOY Ceremony, Holiday Programs) that require Raptor clearance. A pre-registration form will be sent home prior to the event. Each form will ask for a name, date of birth and identification/driver's license number. When you arrive with your identification, we will have your visitor pass readily available for you.

Campus Safety

Visitors

Prominent notices will be posted on campus requiring all visitors to report to the Main Office to sign in via Raptor. This applies to parents, other HISD employees, volunteers, and other visitors. All visitors must present state or official identification to receive a pass to visit the campus. Visitors must sign out in the Main Office before leaving campus.

Drills

Monthly drills are conducted as required by state law to practice procedures in case of a fire, disaster, inclement weather, or intruder in the building.

Securing School Property

Fonwood relies heavily on friends and neighbors in the area to report to the HISD Police Department, **713-892-7777,** any unusual or suspicious activity after school hours. The HISD armed police officers are on patrol duty at night and on the weekend. Please assist us in securing our school and property so that our children can continue to enjoy a healthy and safe school environment.

Teacher/Principal Appointments

Parents are always welcome to visit the school to observe. Visits to classrooms during instructional time are always permitted. Visits will not be permitted if their duration or frequency interferes with the delivery of instruction. Parents may schedule parent/teacher conferences during teachers' planning periods. Call the Main Office to schedule appointments with your child's teachers.

Parents may meet with an administrator at any time. The chart on page 9 may help you determine if your concern may be resolved by reaching out to others on campus as well. Please keep in mind that the principal or administrator may already have appointments or meetings scheduled.

Appointments can be made in the Main Office and should be scheduled at least one day in advance if the matter is not urgent. Contact the school immediately to speak with the principal or her designee about matters that may jeopardize your child's safety.

Lunch Visits

Parents may have lunch with their student on a assigned Friday every month excluding August, September, December, and May for 30 minutes during the lunch period. Parents must sign in at the Main Office and will be escorted to the cafeteria to sit with their student. Parents may not share food with other students. Parents must remain in the cafeteria for the entire 30 minutes and will be escorted back to the Main Office once lunch is finished. Parents may not have a conference with teachers during the lunch visit. Fonwood staff must maintain safety in the cafeteria and will not have time to interact with parents. Parents will be responsible for any other children that accompany the parent to Fonwood. Fonwood will not be liable for any injuries or accidents sustained by non-Fonwood students. These are the Fridays that are scheduled for Parent Lunch visits:

Oct 16, 2026; Nov 13, 2026; Jan 29, 2027;
Feb 19, 2027; Mar 25, 2027; Apr 23, 2027

These dates are subject to change due to other events that may develop.

Communication

Communication between Fonwood ECC and parents is a very important link to a student's success. Various modes of communication will be employed to keep parents updated. Monthly and weekly calendars and newsletters will be sent out each Monday. A copy of all the written notices will be available in the main office and on Parent Square**.** The school Parent Square communication system will be used to send out phone messages. Important dates and events will be posted on the marquee. It is important to keep updated contact phone numbers.

Parents will also receive a Daily Conduct Log that reports your student's academic progress for the day and discipline for the day. Read this report daily, sign it and return it in your child's backpack. You may write questions and concerns on this sheet.

We encourage you to follow us on Facebook and Twitter. We post current events daily and include reminders about upcoming events.

School's website: www.houstonisd.org/fonwood

Facebook (www.facebook.com)
Fonwood ECC

X (Twitter) (www.X.com)
@FonwoodECC

Field Lessons

Field lessons are scheduled during the school year to support classroom activities for the Pre-kindergarten program. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to community resources. For every field lesson, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate field trip form. A high standard of conduct is expected of students who participate in field lesson activities.

Classroom teachers may choose to invite up to (2) parents to assist during these trips. *Parents that go as a chaperone are not allowed to bring other children*. Parents may be asked to attend and supervise their student on field lessons. ***Parents must be RAPTOR (VIPS) certified to attend.*** Students who attend a field lesson with their class must return to school with the same group. **Parents will not be able to take or pick up students from field trip locations. Parents must return to the school and complete the necessary forms to sign the student out for the day in the front office.**

• All parents wishing to volunteer as chaperones for field lessons must be VIPS approved with Houston Independent School District.
• Volunteer Applications can be found on our school website http://www.houstonisd.org/Domain/28818 in the get involved section.

Child Custody and Visitation

Issues involving child custody and visitation and parental rights, privileges, duties, and powers

When a new student enrolls in an HISD school, the principal or her designee should ensure that the person enrolling the child is authorized to do so. HISD complies with the law established by the State of Texas.

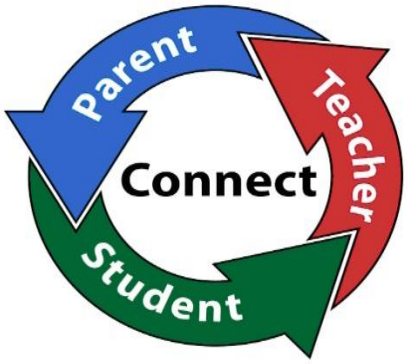
Rights, Privileges, Duties, and Powers of a Conservator as of April 20, 1995, Texas Family Code § 153.071

If both parents are appointed as conservators of a child, the court will specify the rights and duties of each parent that are to be exercised (1) by each parent ***independently***, (2) by ***joint agreement*** of the parents and/or parties to the proceeding, and (3) ***exclusively*** by one parent. These rights should be specified in the Court's Order. A Court may only limit the rights and duties of a parent appointed as a conservator after making a written finding that such a limitation is in the best interests of the child.

Unless limited by a Court Order, both parents have the following rights, at all times:

♦ to receive information from the other parent concerning the health, education, and welfare of the child.
♦ to confer with the other parent to the extent possible before deciding concerning the health, education, and welfare of the child.
♦ access to medical, dental, psychological, and educational records of the child.
♦ to consult with a physician, dentist, or psychologist of the child.
♦ to consult with school officials concerning the child's welfare and educational status, including school activities.
♦ to attend school activities.
♦ to be designated on the child's records as a person to be notified in case of an emergency.
♦ to consent to medical, dental, and surgical treatment during an emergency involving an immediate danger to the health and safety of the child; and
♦ to manage the estate of the child to the extent the estate has been created by the parent or the parent's family.

Parental Involvement



Get Involved in Your Child's School

Parents involved have a direct impact on increased student achievement. We hope you will stay involved in your child's education. Be a guest reader, speak about your job for Community Helpers Day, help with class events, chaperone a field trips, read the school newsletter, visit your child's class during scheduled activities, and meet your child's teachers.

Communicating with Your School

Your interest and involvement in your child's education are a key to academic success. Please call first to make an appointment with a teacher, school nurse, or administrator.

You are encouraged to attend open house at your child's school; to attend scheduled conferences with teachers and to make appointments for conferences to review the educational progress of your child; and to volunteer in your child's school.

Parents can also keep informed about school news, events, and programs through weekly newsletters.

School and Parent Square Communication Tool

Parent Square is a school-wide communication system for all school communications. On Monday administration will post weekly communications to Parent Square to ensure parents are aware of all upcoming school information and events. Teachers will use their Parent Square platform to communicate classroom information and events with parents.

Parent & Community Involvement

Parent and community involvement provide strong, positive forces in the academic success of students at Fonwood Early Childhood Center. Research has shown that students benefit when parents, schools, and community members work together collaboratively. As a parent, there are many ways to be involved in your child's education. The next few pages will describe opportunities provided at Fonwood.

Parent-Teacher Conferences

During Parent-Teacher conferences parents work with their school family (teachers and other parents of the classroom) to practice ways to help prepare their children for academic success when students come home. Families have an opportunity to review skills your child is learning, look at how your child is progressing, set goals for your child, and take-home fun activities to practice with your child. By the end of each Parent-Teacher Conference, parents will have a firm understanding of 1) what their student is learning, 2) how their student is progressing, and 3) how family members can help students continue learning when at home.

Literacy Night

Engaging with students through enthusiastic reading that brings characters to life and asking them questions while reading teaches students skills that are crucial to being academically successful. Literacy Nights provide families with an opportunity to learn more and practice these skills while visiting the school library. It also provides families an opportunity to check out books to read at home and engage in practices that will make students life-long readers.

Volunteering: Parent and Community Volunteers

Parent and community partners are encouraged to volunteer in various areas around the school, including cafeteria, drop off and pick up, and recess. HISD volunteers represent all economic, ethnic, and educational backgrounds. Volunteer activities may include, tutoring students, serving as classroom assistants to teachers, providing enrichment and hands-on experiences with computers, working in the library, clinic, office, cafeteria, and providing other support.

How can I become an approved volunteer?

All volunteers must register online or at their home school and pass an annual criminal background check before they can participate as a volunteer.

Please follow the steps below to become a volunteer:

Step 1:	Register online at www.houstonisd.org , stay on the homepage, and click on the Community section, click on Get Involved, click on Volunteer in Public Schools.

Step 2:	Once you have registered, you must go in person to the front office and show proof of identification.
Step 3:	Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
Step 4:	The criminal history background check can take 2-3 weeks to complete.
Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

What type of identification is accepted for RAPTOR?
- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Identification Card (issued by any state in the U.S.)
- Resident Alien Card

For more information about volunteering at Fonwood, please contact ***Ms. Hernandez in the Main Office.***

Pre-Kindergarten 3 Head Start Program

Fonwood ECC is proud to partner with Harris County Department of Education (HCDE) Head Start to provide a safe, hands on Prekindergarten 3-year-old experience. The successful partnership increases the support and services available to parents. To ensure a successful school experience parent/guardian will find additional information that pertains directly to the Prekindergarten 3 Head Start program below.

Screenings

All Head start students participate in a screening/assessment process within their first 45 days of entry into the program. Students are assessed in the following areas:

- Developmental
- Vision
- Hearing
- Nutrition
- Height and weight

These screenings are provided at no cost to parent/guardians. Screening is a brief check to identify students who may need further evaluation or treatment.

Family Services

In addition to providing learning and development opportunities for your child, the Prekindergarten 3 Head Start Program also focuses on providing growth opportunities for you and family members. Family Service Providers (FSP) are located at each Head Start Center. Beginning at the time of application and throughout the school year, FSPs maintain constant contact with families to ensure that they are aware of the many benefits offered by the Head Start program. FSPs are available to assist families at any time during business hours.

Home Visits

Home Visits are a way for FSPs to schedule personalized and individualized meeting times with parent/guardians in the comfort of your own home. Home visits may occur when there are student attendance concerns or other identified needs of the family.

Rest Time

Students have a rest or nap time every day. Please be sure that your child brings a sheet or blanket on the first day of school so that he/she can rest comfortably on his/her mat. Mats are provided at no cost to all students in the prekindergarten 3 program.

Homework Policy

Parent/Guardians will receive monthly homework calendars via Parent Square. Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. It is each **parent's** responsibility to assist students in completing homework assignments.

Each student will receive a Daily Communication Log sheet each day. This Daily Communication Log sheet helps teachers keep in communication with parents. ***Please make sure to sign your student's Daily Communications Log sheet every night.*** All students are encouraged to read or be read to at least 15 minutes each night. Questions about homework should be directed to the classroom teacher.

Restroom Policy

Fonwood students should be toilet trained. It is the responsibility of the parent to inform the teacher and nurse of students with special restroom needs by completing a form that will be included in the First Day Packet. Students may have accidents while becoming accustomed to the restroom schedules. Therefore, PK 3 parents are required to keep **TWO** extra uniforms, underwear, and socks in the student's backpack. Please send extra clothes in a big Ziploc bag.

Whenever possible, teachers will help the student clean up and change clothes so that they do not have to leave the classroom. Students without a change of clothes will have the parent/guardian contacted to bring a new set of clothes.

Please continue to the next page.

Mandatory Parent Handbook 2026 - 2027
Acknowledgement of Receipt

All parents/guardians must sign and return this form to your child's teacher by the second (2nd) day of school.

I _____ have read the Fonwood Early Childhood Center Parent
(Parent/Guardian's Name)
Handbook. I will support and promote an excellent school experience for my child by doing the following:

- Following the school and district policies covered in this handbook and the HISD Student Code of Conduct.
- Making the school aware immediately of any changes that occur in my child's life such as a relocation, health issues, traumatizing events, etc.
- Making those who will be picking up or dropping off my child aware of policies and procedures.
- Attending Parent Conferences and Literacy Night Events.
- Becoming a Volunteer in Public Schools (RAPTOR).

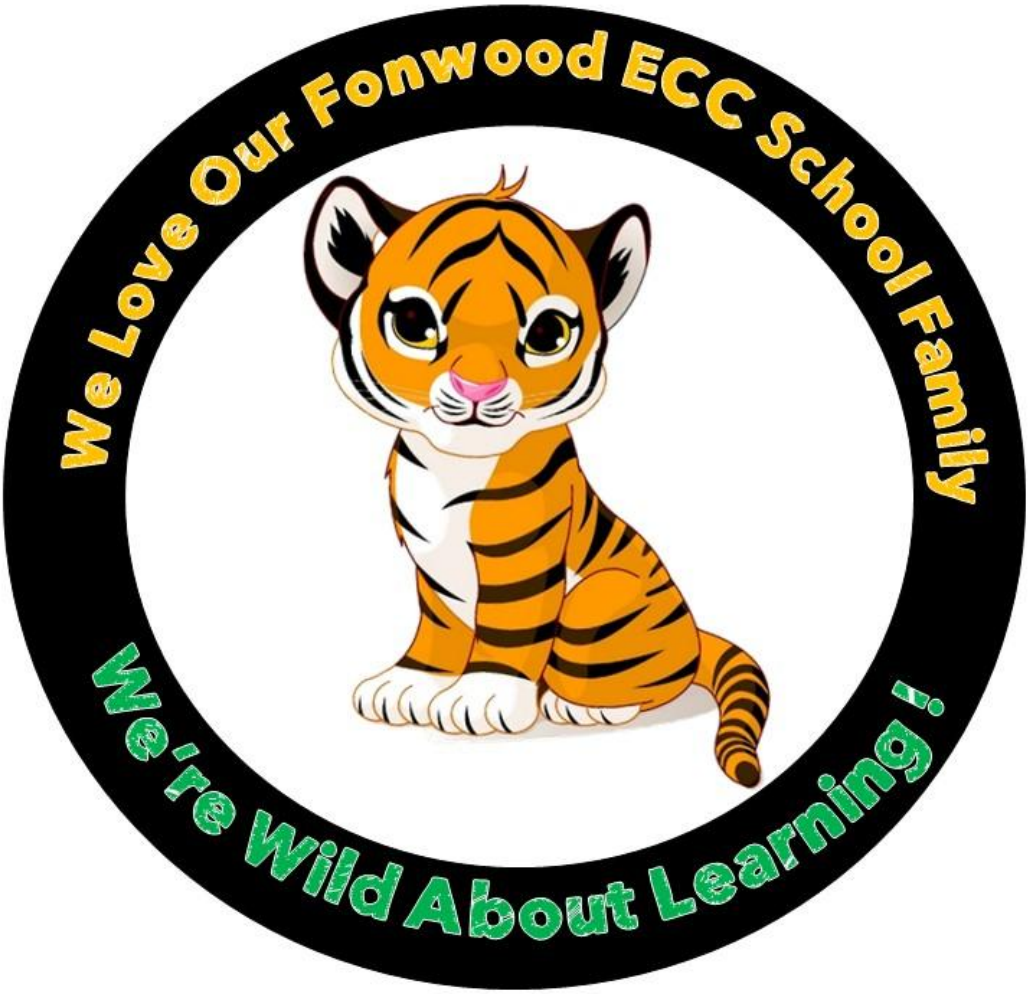
_____ _____
Child's Name (Please print) **Teacher**

_____ _____

Parent's Signature **Date**

"JUST PLAYING"

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play
About balance and shapes.
When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm Learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.
When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.
When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.
When you see me engrossed in a puzzle,
Or "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.
When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.
When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play!


We Love Our Fonwood ECC School Family
We're Wild About Learning !