

WELCOME TO COLLEGE PARK

This is a quick guide for new and returning families to College Park Elementary School. Updated information will be provided throughout the year through Parent Square and will also be posted on the College Park website at college-park.smfcisd.net.

COLLEGE PARK STRUCTURE AND COMMUNITY

- College Park is a district-wide magnet program, Kindergarten through 5th grade elementary school.
- The school enrolls students from across the entire district for the K-5 Mandarin Program and for our 4th and 5th Grade GATE Program.
- All children are integrated into the College Park school community and spend recess, lunch, field trips and PTA special events together. However, the 4th and 5th Grade GATE students do not participate in Mandarin immersion.



CONTACT INFORMATION School Phone 650-312-7691

- **Principal** - Angienette Estonina aestonina@smfc.k12.ca.us
- **Administrative Assistant** – Katie Garcia kgarcia@smfc.k12.ca.us
- **School Office Assistant** – Vilma Vandenberg vvandenberg@smfcisd.net
- **School Website** – www.college-park.smfcisd.net

FAMILY COMMUNICATION & INVOLVEMENT – How to keep informed!

- Attend Back to School Night in August
- Attend parent/student workshops fall and spring
- Attend PTA meetings, typically 2nd Tuesday of each month
- Enter contact information in AERIES and receive communications via ParentSquare

FAMILY WELCOME & COMMUNITY EVENTS

- Welcome meeting for parents and students
 - Every June, PTA sponsors a Welcome to College Park event (\$20/family donation requested)
 - Meet other new families, the Principal, PTA and Friends of Mandarin Scholars (FMS)
 - Hear about student playdates and gatherings
- August Popsicle Social – The day BEFORE school starts at 3:00 pm for an opportunity to meet PTA officers, other parents and classmates and to see the class lists and teacher assignments
- Throughout the year, the PTA and FMS have events planned for all students and families to attend.

AFTER SCHOOL PROGRAMS

- Registration via the district website www.smfcisd.net from there click on Annex Afterschool & Camps
- Other recommendations from FMS (Friends of Mandarin Scholars) at www.mandarinscholars.org “About Us” then “Resources”

RESTROOM POLICY

- **IMPORTANT NOTE: ONLY COLLEGE PARK students may use student restrooms**
- Families and guests may use restrooms in the gym or get a key from the school office

MEDICATION & ALLERGIES

If your student has an inhaler for asthma, takes any medication on a regular basis, has any food allergies (peanuts? dairy? other?), or has an epi-pen, please be sure to provide Katie Garcia, our administrative assistant, with TWO copies of the medical form signed by your doctor, two epi-pens and/or two bottles of medication BEFORE school starts. Please ask for the medical form from the front office.

UNIFORMS

- White polo shirts and navy blue pants/skirts/shorts (See Uniform and Dress Code attached)
- School sweatshirts/T-shirts can be purchased via the PTA
- Lightly used uniforms can be purchased from the PTA the first two weeks of school.
- Label your child's clothing

SNACK & LUNCH

- Please send your child with a healthy snack & lunch (children frequently eat everything at AM recess).
- Starting the first day, to purchase lunch or morning snack, each child will have a meal card to swipe.
- According to the meals purchased, parents pay for AM snacks and lunches with an envelope in the office or via a www.MySchoolBucks.com account.

DAILY SCHEDULE – Minimum days are every Wednesday plus some special days

Grade	Start	Recess	Lunch/Play	Dismissal	Minimum Day Dismissal
Kindergarten	8:13	10:15-10:35	12:35-1:25	2:00	12:35
1 st to 5 th Grade	8:13	10:15-10:35	12:35-1:25	2:45	12:35

Campus opens at 8:00 am. Bell Rings at 8:13 am

All families are welcome to walk their student onto the school campus through the College Park Main Gate, next to the Main Office at the Indian Avenue parking lot. Students are supervised in the lunch area as you enter the campus through the Main Gate and will proceed to class at 8:13 am.

All families must exit campus by 8:20 am.

UPDATED DROP OFF SYSTEM & PICK UP SYSTEM

In order for this new system to work, we will need to all do our part to ensure the safety of every child and family. Please **DO NOT PARK** and drop off your child in the **Indian Avenue** parking lot. This parking lot is strictly for Turnbull and College Park staff and Turnbull PK Families who need to drop off and sign their child at Turnbull. **Main Entrance to school is NOT a drop off zone.**

There will be signs posted at DROP OFF and PICK UP zones at the Counseling Center Driveway on Indian Avenue and at the driveway on El Dorado Avenue. Staff and volunteers wearing yellow vests will be at zones to help with DROP OFF and PICK UP.

HOW YOU CAN HELP:

- Follow signs and directions from staff and volunteers
- Pull into driveway and stay in your vehicle. Your student will be assisted for both drop off and pick up.
- For drop off please make sure that your student has their backpack and lunchbox in order to keep the flow of the cars going during this time.

DROP OFF ZONES

MORNING DROP OFF ZONE begins at 7:55 am.

- **Kindergarten, 1st and 2nd Grade DROP OFF ZONE:** Counseling Center Driveway on Indian Avenue
- **3rd, 4th and 5th Grade DROP OFF ZONE:** El Dorado Avenue Driveway

PICK-UP K: 2:00 / 1st – 5th Grades 2:45 (12:45pm Wednesdays) - Campus gates close at 3:15 pm

- Kindergarten: Meet students with teachers by Main Gates at 2:00pm on Indian Avenue. **Families with older students may wait in the lunch court and your older student will meet you in that area.**
- **1st and 2nd Grade PICK UP ZONE:** Counseling Center Driveway on Indian Avenue
- **3rd, 4th and 5th Grade PICK UP ZONE:** El Dorado Avenue Driveway

FUNDRAISING ORGANIZATIONS & REQUESTS

- **Parent Teacher Association (PTA)** – supports College Park programs (technology, arts, PE, field trips, safety, etc.) through volunteering and financial support. A direct appeal letter sent the first day of school with a suggested donation amount for each student. (2022-23 estimate - \$450/child)
- **Friends of Mandarin Scholars(FMS)** – supports Mandarin education (classroom assistants, Mandarin PE, materials, events) at College Park and the district through volunteering and financial support-direct appeal letter sent the first day of school with a suggested donation amount for each student (2019 estimate - \$525/child)
- **San Mateo Foster City Education Foundation** – provides financial support for district-wide programs, like music, libraries, counseling, and/or athletic programs. A financial support-direct appeal letter will be distributed with a suggested donation of \$250 for each student.
- **Classroom Requests** – Teacher requests to individual classroom or grade level families for field trips/special projects

SOME EXAMPLES OF MAJOR PTA and FMS SCHOOL/COMMUNITY EVENTS

- **Fall Family Fun Day!** Saturday in August to gather as a community to kick off the school year!
- **38th Annual Coastal Clean Up-** Everyday is Earth Day at College Park and we will be participating in the San Mateo Coastal Clean Up every year!
- **Book Fair** (English and Mandarin): During fall parent-student workshop week
- **Lunar New Year** – An upscale, adults only winter evening fundraiser to launch each new year
- **Art and Science Day:** A full spring day of art and science activities for students provided by parents and outside vendors for groups as small as 15 and as large as 400
- **Literacy Week** – Four days devoted to reading and books just before the winter break
- **FMS Gala:** Our largest annual event for our school to raise funding for our Mandarin aides and more...

VOLUNTEER OPPORTUNITIES

General Requirements

- All volunteers must sign in/out, wear a name badge, and be fingerprinted for the SMFCSD district.
- All volunteers must attend volunteer training each school year (training sessions are scheduled during the 1st month).

Organized through the PTA, FMS and/or the School District

- College Park has many annual events for both students and families (see attached calendar). Each event (see above) or program requires volunteers with a variety of talents including planning, advertising, procurement, set-up, clean-up, building, cooking, fundraising and more.
- Ongoing volunteer efforts including Art in Action, Music for Minors, technology, photocopying committee, fund raising, membership drive, organizing auctions
- Lunch time duty (monitoring the lunch court or playground)

Organized by the Teacher/Art coordinator

- Classroom assistance to work with students or assist the teacher during the school day
- Art in Action docents and helpers (lead & assist art classes)
- Field trip assistants and chaperones

English Learner Support at College Park

English Learner (EL) support at any school in our district is provided to students whose first language or whose family language is not English. EL support applies to all home languages; Spanish, Mandarin, Hindu, Russian, etc.

Mandarin Homework help is available every morning before school and four days after school, (not Wednesdays). There is no charge for this help and all families are encouraged to take advantage of this time. The teachers are our regular classroom assistants as well as community volunteers.

Events for English Learner Advisory Committee

ELAC (English Learner Advisory Committee) meetings are scheduled throughout the school year and are open to all families, and are specifically designed families whose child has been assessed to receive English Learner Services. Meetings are held at College Park School with parents from several schools. Please check the website and look out for more information in Parent Square.

College Park Panda Pride Behavior Expectations

- Be Safe
- **Be Respectful**
- **Be Responsible**

College Park participates in the districtwide program, PBIS (Positive Behavior Intervention System), Second Step and Restorative Practices. Every child is taught these 3 principles and is expected to apply them at all times while at school. You can help your child be successful by teaching and applying these four principles at home and during social occasions. Together, we can create a joyful, safe learning environment! and respect for authority