



Guide to IPSF Summer at Eastwood

Session A June 13 - July 2

Eastwood

99 Meander, Irvine, CA 92620

949-936-8102

Site Administrator:

Aaron Jetzer - ajetzer@ipsf.net

Site Clerk:

Elisa Fins - efins@ipsf.net

Welcome to IPSF Summer at Eastwood! We're excited to have your child with us and hope their learning experience will be enjoyable and meaningful. Please read through the following important informational items, classroom assignments, campus map, and parking lot procedures. IPSF staff will be wearing gray polos, orange lanyards, and identification badges so please ask one of us to guide you in the right direction.

Please be prompt when dropping off and picking up your child. Students not picked up within ten minutes of dismissal will be escorted to the front office. **Excessive late pick-ups may result in a dismissal from the program.**

Daily Schedule

Elementary School Schedule – Grades K-6	
Locations: Eastwood	
8:20 a.m. – 8:30 a.m.	Student drop off
8:30 a.m. – 12:00 p.m.	Period 1 class*
12:00 p.m.	Student pick up (for students attending Period 1 only)
12:00 p.m. – 12:45 p.m.	Supervised lunch and recess* (for students attending a full day only) <ul style="list-style-type: none">• Recess - 12:00 p.m. - 12:20 p.m.• Eat - 12:20 p.m. - 12:45 p.m.
12:35 p.m. – 12:45 p.m.	Student drop off (for students attending Period 2 only)
12:45 p.m. – 4:15 p.m.	Period 2 class*
4:15 p.m.	Student pick up

*Includes 20-minute recess break (times will vary by grade level and location).

Please note: Students of all grade levels who are enrolled in only one period are not permitted to be on campus for lunch.

Parking and Drop-off/Pick-up Procedures

This site will be hosting a large number of students this summer. The parking lot will be busy, so please use the map included as a guideline for efficient traffic flow. In addition, the Irvine Police Department will cite any parent parked illegally or unloading students in any street away from the curb, often referred to as double parking. Not only is it

illegal, but incredibly dangerous. Parents and students are to refrain from walking through lanes of traffic in the parking lots. It is required and imperative that everyone uses the sidewalks at all times. Safety is our utmost concern and your cooperation is expected and obligatory.

- Loading Zone Route: Please follow proper traffic flow at all times. Pull forward as far as possible in the loading zone and be sure that your child(ren) exit the vehicle from the passenger side (right side) only. Students should have their backpacks close at hand and be ready to exit the vehicle once it has stopped. Retrieving items from the trunk slows the line significantly, so have everything ready.
- Escorting Students on Campus: If you would like to walk your child to their designated drop-off location (on the blacktop in the back of the school), please park in the parking lot off Rotunda or along any of the streets adjacent to the school. There are no restrictions on street parking except for the BUS LOADING ZONE. Please do not leave your vehicle unattended in the loading zone or drop-off/pick-up lanes. **Please plan on escorting students on the first day of each session.**

Kindergarten Drop-off/Pick-up: Please park in the Parking lot Rotunda or on the street near that parking lot. There are no restrictions on street parking except for the BUS LOADING ZONE. All kindergarten students are to be escorted to their classroom. Each Kindergarten class has a designated area for pick-up at the end of the day. Please check with your child's instructor for specific instructions.

Period 1 students:

- Drop-off: Students may not arrive prior to 8:15 a.m. Students are to line up on the blacktop near the playground in the back of the school. There will be cones and signs indicating each class. Instructors will meet students at these cones and escort the children to class.
- Pick-up: Parents may enter the designated areas of campus to pick up students at the sound of the bell at 12:00 p.m. Upon picking up your child, promptly exit the campus as classes are still in session for period 2 students. Your cooperation will help us provide proper supervision and ensure the safety of all students.

Period 2 students:

- Drop-off: Students may not arrive prior to 12:45 p.m. Students are to line up on the blacktop near the playground in the back of the school. There will be cones and signs indicating each class. Instructors will meet students at these cones and escort the children to class.
- Pick-up: Parents may enter the campus to pick up students at the sound of the bell at 4:15 p.m.

All day students:

- Students enrolled for both period 1 and period 2 will have a lunch break from 12:00 p.m.-12:45 p.m. (with a 20 minute recess break included). All day students are escorted to the lunch tables everyday by their period 1 instructor to drop off their lunches (If they pre-purchased from Cater Tots they will go directly the playground.) They will then play for the first 20 minutes and then come to the lunch tables at 12:20 p.m. to eat. Students will be dismissed at 12:43 p.m. to line up at their designated cones for Session 2.

Playground use outside of program hours is not permitted.

Please note that the lunch period from 12:00 p.m. - 12:45 p.m. is only for students attending both period 1 and period 2 classes.

Student Safety

- Please consider peanut-free options for snacks and lunches and remind your child not to share their food as we have many students with food allergies. Peanut-free lunch tables are available in the lunch area if desired.
- This is a CLOSED campus for the safety of all students and staff. Parents and non-staff adults will NOT be allowed on campus during class sessions. **Parents are not permitted to volunteer or observe in class at anytime, and are not allowed to eat lunch/enter lunch area with students from 12:00 p.m. - 12:45 p.m.**

- All students will be given identification to wear visibly so that staff can ensure students are in their correct classrooms and will help for smooth transitions throughout the day.
- Please do not send sports equipment or electronic entertainment devices with your children. Cell phones should be turned off once on campus and stored in their backpack. We will provide sports equipment for recess playtime.
- Dogs are NOT allowed on campus at anytime.
- The summer program is an educational setting, so all school rules apply. Misconduct may be documented and communicated to parents through a behavior citation form. **Disruptive behavior and repeated misconduct may result in a dismissal from the program without a refund.**

Student Expectations

Our students are to be prepared for classes each day. We ask for the support of each parent in observing these expectations.

- We will maintain a dress code for safety and support of classroom instruction:
 - Students should wear closed toed shoes at all times.
 - Clothing with offensive messages or revealing clothing are not permitted.
- We will maintain a behavior code as follows:
 - Students will demonstrate behavior that is safe for themselves and others.
 - Students will show courtesy and respect for other people, school property, and property of others.
 - Students will stay only in supervised areas at all times.

What to Bring

- All class-related supplies will be provided, but students can bring a backpack and their own general supplies if they would like.
- Please ensure your child has a nut-free snack to enjoy during recess.
- If they are attending both periods, they will also need to pack a lunch or pre-purchase a boxed lunch from Cater Tots. Information on how to order lunch can be found here: <https://catertots.com/ipsf-summer-2019/>
- For outdoor classes, please ensure your child has applied sunscreen and brings a hat.
- For students requiring medication, please make sure you have the Medication Authorization Form filled out and drop off with the medication to the front office on the first day.

Absences/Illness

- Please call school 949-936-8102 or email clerk Elisa Fins at efins@ipsf.net to notify the clerk that your child will be absent from the program.
- Any child exhibiting signs of illness should not attend classes. They should be fever-free for 24 hours before returning to their classes.

Class Changes & Refunds

The deadline for class changes and refunds has passed. We will not be able to accommodate any class changes or refunds for this session.

We are looking forward to a great summer experience! Instructors will be contacting all parents via email on the first day of the session to personally introduce themselves and their classrooms to you. If you have any questions or need assistance during our program, please call the Eastwood office at 949-936-8102 Monday-Friday 8:15 a.m. - 4:15 p.m.

Sincerely,

Aaron Jetzer
Session A Administrator

Elisa Fins
Office Clerk



Dear Parent/Guardian,

One or more of the children in your child's classroom has an allergy to nuts. This allergy can be fatal. We ask that you assist us in providing this/these student(s) with a safe summer environment.

This is how you can help:

- Do not send any nuts or items containing nuts with your child (including all nuts, peanuts, tree nuts, etc.). This includes containers that used to have nuts or peanut butter in them.
- If your child eats peanut butter or any nuts before class, please make sure they wash their hands before coming on campus.
- Some children will bring a snack or lunch. Please help us keep our children safe by selecting your child's snack carefully.
- Remind your child to refrain from sharing food.

Thank you for your help.

Sincerely,

Cheryl L. Braun

Cheryl Braun
Chief Program Officer
Irvine Public Schools Foundation



1 Post, Suite 250
Irvine, CA | 92618
949.263.8340 | www.ipsf.net



SESSION A - EASTWOOD

Site Administrator Aaron Jetzer

Site Clerk Elisa Fins

Class Name (alpha order)	Period	Instructor Name	Room #
Art Workshop 1-3	1	Rachel Garcia	SciLab
Cooking & Crafts 4-6	1	Nina Ali	5 & Lounge
Dance Technique & Choreography 3-6	1	Emily Quist	MPR
Design Thinking: 3D Printing 3-4	1	Jennifer Feliciano	6
Field Sports 1-3	1	Kelsey Ord, Taylor Casey & Sophia Marks	15 & Field
Fire Up for Fourth Grade	1	Sarah Gibson	13
Fly into First Grade	1	Laura Padilla	3
Game Master! 4-6	1	Jennifer Diaz	18
Jump Start Kindergarten	1	Korinne Kornmann	K-3
Kinderfun!	1	Lindsay Williams	K-1
Read, Create & Build: STEAM Through Books 1-2	1	Nikkita Fox	1
Read, Write & Publish 2-3	1	Kim Bates	7
Read, Write & Publish 4-6	1	Nikhita Reddy	12
Read, Write & Publish 4-6 (section 2)	1	Lindsay Stewart	14
STEAM Studio: YouTube & Moviemaking Masters 5-6	1	Chris Bercaru & Cameron Kasey	iLab

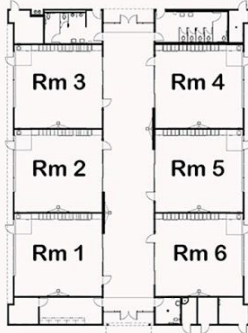
STEAM Team: Build, Play & Learn Together K-1	1	JoAnn Welche	K-2
Storybook STEM 2-3	1	Jessica Turlington	4
Success in Second Grade	1	Kelsey Estrada	2
Taking on Third Grade	1	Danielle Cross	10
Young Einsteins: Tech Academy 1-2	1	Jihee Lee & Christina Garcia	8

Class Name (alpha order)	Period	Instructor Name	Room #
Art Workshop 3-6	2	Kelsey Estrada	SciLab
Code Academy: Advanced Apps, Arduino & Robotics 5-6	2	Efren Aguilar & Dean Gella	iLab
Code Academy: Tech University 3-4	2	Chris Bercaru & Cameron Kasey	9
Fly Into First Grade	2	Emily Salveson	2
French Immersion 4-6	2	Lindsay Williams	17
Game Master! 4-6	2	Jennifer Diaz	18
Get Up & Dance 2-4	2	Emily Quist	MPR
Get Up & Dance K-1	2	Laura Padilla	Music 2
Jewelry, Design & Craft Creation 1-3	2	Brianna Stempniak & Jessica Alexander	Music 1
Kinderfun!	2	Korinne Kornmann	K-3
Read, Create & Build: STEAM Through Books 1-2	2	Nikkita Fox	1
Read, Create & Build: STEAM Through Books 1-2 (section 2)	2	Kim Bates	7
STEAM Your Own Invention 4-6	2	Jennifer Feliciano	6
STEM & Play 3-6	2	Kelsey Ord & Taylor Casey	15 & Field
Storybook STEM 3-4	2	Jessica Turlington	4
Young Einsteins: STEAM Lab Jr. K	2	Jihee Lee & Christina Garcia	8

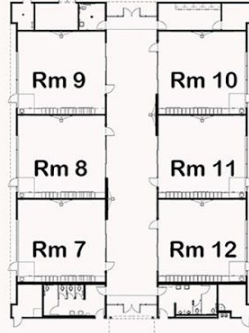


Student Drop-Off Area

Bldg E



Bldg D



Bldg C

