



Guide to IPSF Summer at University Park

Session A June 13 - July 2

University Park Elementary School
 4572 Sandburg Way, 92612
 949-936-6300

Site Administrator:
 Molly Daley - mdaley@ipsf.net

Site Clerk:
 Stacy Sundstrom - ssundstrom@ipsf.net

Welcome to IPSF Summer at University Park! 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 Location: University Park	
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)
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, so the parking lot will be busy. It is recommended to park on Sandburg Way to avoid parking lot congestion. 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 classroom, please park along Sandburg Way in the designated area. Please do not leave your vehicle unattended in the loading zone or drop-off/pick-up lane. **Please plan on escorting students on the first day of each session.**

Kindergarten Drop-off/Pick-up: Please park along Sandburg Way in the designated area. 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 outside of their assigned classroom (map and classroom numbers included below).
- 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 outside their designated classrooms (maps and classroom numbers included below).
- 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. After lunch, students will line up outside the classroom of their period 2 class where they will be met and greeted by their period 2 instructor.

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 949-936-6300 or email ssundstrom@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 University Park office at 949-936-6300.

Sincerely,

Molly Daley
Session A Administrator
949-936-6305

mdaley@ipsf.net
<https://universitypark.iusd.org/>

Stacy Sundstrom
Office Clerk
949-936-6300

ssundstrom@ipsf.net



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

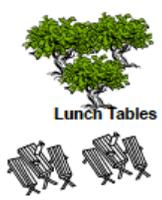
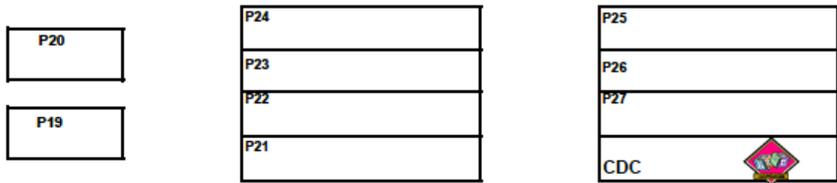


SESSION A - UNIVERSITY PARK

Site Administrator	Molly Daley		
Site Clerk	Stacy Sundstrom		
Class Name (alpha order)	Period	Instructor Name	Room #
Art Workshop (3-6)	1	Leslie Tekstra	17
English Immersion Academy (2-3)	1	Evelin Villanueva	5
English Immersion Academy (4-6)	1	Patrice Hawker	15
English Immersion Academy (K-1)	1	Samantha Waterman	30
Fire Up for Fourth Grade (4)	1	Debbie Palmer	18
Fly Into First Grade (1)	1	Lori Miller	2
Jump Start Kindergarten (K)	1	Marla Weingart	31
Oceans (5-8) SECTION 1	1	Bill Brooks	11
Oceans (5-8) SECTION 2	1	Kelley Hedstrom	13
Showstoppers (1-4)	1	Courtne James	MPR
Sports Galore (3-6)	1	Anthony Fullman	10
STEAM Team: Build, Play & Learn Together (1-2)	1	Melissa Zakhar	1
Success in Second Grade (2)	1	Lynna Phan	3
Video Production (4-6)	1	Chantal Barney	Innovation Lab
Young Einsteins: STEAM University (3-4)	1	Wendy Ochi & Payal Morari	16

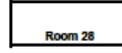
Young Einsteins: Tech Academy (1-2)	1	Shenny Nguyen & Chantal Silva	12
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Class Name (alpha order)	Period	Instructor Name	Room #
Code Academy: Advanced Apps, Arduino & Robotics (5-6)	2	Karl Echegoyen & Shivali Aggarwal	14
Code Academy: Tech University (3-4)	2	Wendy Ochi & Payal Morari	16
Cultures & Cuisine Around the World (4-6)	2	Parker Anderson	9
DIY Creations: Imagine & Design (4-6)	2	Chantal Barney	Innovation Lab
LEGO Engineering: Evolution of Engineering (1-2)	2	Chantal Silva & Merey Hannalla	12
Musical Theater (2-3)	2	Amanda Lewis	MPR
Public Speaking & Debate (4-6)	2	Steve Tobenkin	13
Read, Write & Publish (2-3)	2	Lynna Phan	3
STEAM Team: Build, Play & Learn Together (1-2)	2	Melissa Zakhar	1
Storybook STEM (3-4)	2	Samantha Waterman	30



Building "D"

Room 8 # 6328	Room 10 Sports Galore Grades 3rd-5th #6330	Room 12 Brainstorm Young Einstein TECH 1st-2nd # 6332	Room 14 #6334	Room 16 Brainstorm Young Einstein STEAM 3rd-4th #6336	Room 18 Fire Up for 4th Grade #6338
Room 7 #6327	Room 9 #6329	Room 11 Oceans #1 5th - 8th # 6331	Room 13 Oceans #2 5th - 8th #6333	Room 15 English Immersion Grades 4-6 # 6335	Room 17 Art Workshop Grades 3-6 #6337

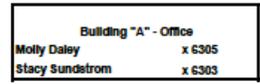


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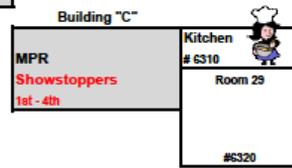
Building "E"

Library # 6315	
Room 5 English Immersion Grades 2-3 # 6322	Innovation Lab Video Production Grades 4-6 # 6323
Room 3 Success In 2nd Grade #6324	
Room 1 STEAM Team # 6326	Room 2 Fly Into 1st Grade # 6325

Quad Area



University Park Elementary
4572 Sandburg Way
AM CLASSES



P20	P24	P25
	P23	P26
P19	P22	P27
	P21	CDC



Lunch Tables

Building "D"

Room 8 # 6328	Room 10 #6330	Room 12 # 6332	Room 14 Code Academy Grades 5-6 #6334	Room 16 Brainstorm Code Academy TECH 3-4 #6336	Room 18 #6338
Room 7 #6327	Room 9 Culture & Cuisine 4th - 6th #6329	Room 11 # 6331	Room 13 Debate & Public Speaking 4th - 6th #6333	Room 15 Storybook STEM 3rd-4th # 6335	Room 17 #6337

Room 28

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Building "E"

Library # 6315		
Room 5 # 6322	Innovation Lab DIY Creations 4th - 6th # 6323	
Room 3 Read Write Publish #6324		
Room 1 STEAM Team Grades 1-2 # 6326	Room 2 # 6325	

Quad Area

Building "A" - Office
Molly Daley x 6305
Stacy Sundstrom x 6303

University Park Elementary
4572 Sandburg Way

Building "C"

MPR Musical Theatre 2nd - 3rd	Kitchen # 6310 Room 29 Jump Start Kindergarten #6320
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Building "B"

Room 30 #6340	Kindergarten Playground
Room 31 LEGO Engineering Gr: 1-2 #6341	