



TO: FPS School Board

RE: Roosevelt Early Learning Center Handbook Changes for 26–27 School Year

The Roosevelt Early Learning Center handbook now encompasses both Early Childhood and Kindergarten and is more engaging and professional looking than previous versions including photos and quotes about early education.

All changes in this handbook resemble the MSBA model handbook. Below are all of the changes.

1. **Page 2**– Added an accessibility statement regarding ASL interpreting and communication accommodations as well as added Lisa Dwyer and Val Svenby as point of contacts.
2. **Page 6**– Added an entirely new Preschool + Pre-K section that includes:
 - Preschool program description.
 - All-day and half-day schedules.
 - Transportation information.
3. **Page 6**– Arrival procedure wording updated. Changed from: "Teachers are involved in meetings and preparation..." To: "Staff are on duty from 7:45 a.m...."
4. **Page 7**– Updated District Calendar
5. **Page 9 and 10**– Attendance section reorganized. There is no new information, mostly organizational changes.
6. **Page 12**– Grades section expanded to include Preschool and Pre-K.
7. **Page 15**– Added a link to the Elementary Behavior Matrix.
8. **Page 15**– Kid's World hours changed.
 - Previous hours:
 - 6:00–8:00 a.m.
 - 3:00–6:00 p.m.
 - New hours:
 - 6:30–9:00 a.m.
 - 2:55–5:30 p.m.
9. **Pages 18**– updated information from DO about food service. Copied and pasted into the Lincoln Handbook from the DO document.
10. **Page 26**– added the Seizure Action Plan from the model handbook.



11. Page 30– Removed the section on Gifted and Talented services.

12. Page 31– Added in a sentence to testing about Capti.

13. Formatting and design updates

- Throughout
- Cleaner page layouts.
- Updated headings.
- Rearranged graphics.
- Improved spacing.