



Dear Parents/Guardians:

On behalf of Focus on the Future Training Center staff and administration, we would like to extend a warm welcome to our students, who will be attending our program for the 2016-2017 school year. Enclosed you will find important information regarding our exciting new school year. If your student is returning to Focus, all paperwork **MUST** be fully completed before admission. **Please, turn in your paperwork on or before May 15 2016 to 1717 W. Plano Parkway, Plano, TX 75075.** If you have any questions, please do not hesitate to contact us at (972) 599-1400.

**FINANCIAL MATTERS:** We will be offering a 5% (\$850) discount on all calendar tuitions (\$17,200.00) paid in full by May, 2016. (So if you pay for the full year's tuition by May 16, 2016, the tuition will only be \$16,350.00 vs. the original price of \$17,200.00) For those who elect to finance their tuition over the school year, a \$1,500 down payment is due by May 16, 2016. After the \$1,500.00 installment, the monthly payment from August 1, 2016 until May 1, 2017 will be \$1,570 per month. **A \$200.00 non-refundable application fee is required of all students at the time of application.**

## IMPORTANT NOTICE

**YOUR INSTALLMENT OF \$1,500.00, your application fee, your student's immunization records, AND THIS REGISTRATION PACKET MUST BE SUBMITTED ON OR BEFORE MAY 16, 2016 TO ENSURE PLACEMENT.**

**THE PROMISORY NOTE AND ALL ACCOMPANIED PAPERWORK MUST BE TURNED IN PRIOR TO ADMISSION AND PRIOR TO THE FIRST DAY OF SCHOOL, WHICH IS ON AUGUST 15, 2016**

We will also offer before school care (from 8:00am until 9:00am) and after school care (from 4:00pm to 5:30pm) for \$20 per day. Since this service is being provided solely for your benefit, please advise us by August 12, 2016 if you will need before or after school care for your child so it can be arranged.

## Promissory Installment Note

### RECITATIONS:

Date: \_\_\_\_\_

Borrower: \_\_\_\_\_

Borrower's Address: \_\_\_\_\_

Payee: Focus on the Future Training Center  
1717 W. Plano Parkway

Place for Payment: Plano, Texas 75075

Regular Tuition: \$17,200.00

Annual Application Fee: \$ 200.00

Total: \$17,400.00

Down payment and  
Application Fee: (\$ 1,700.00)

Sub-total \$15,700.00

Term: 10 months

Monthly Payments: \$ 1,570.00

**IMPORTANT NOTICE:** We have reserved a placement for your child for the entire school year of 2016-2017 and as a result, we are requiring that placements be secured by the following promissory note. The Full Calendar Year Tuition is considered earned from the date of this signed document as we have intentionally limited student enrollment, set staffing levels, and adjusted our operating budget to accommodate current placements throughout the full calendar school year:

**INTEREST RATE:** Annual interest rate on matured, unpaid amounts shall be the maximum amount permitted by the Laws of the State of Texas.

**PAYMENT TERMS.** This \$17,200.00 Tuition Note is due and payable as follows, to-wit: A down payment of \$1,500 is due by the 15<sup>th</sup> day of May 2016. After which, the balance of \$15,700.00 will be paid in Ten (10) equal monthly payments of \$1,570 until the principal amount is paid in full. The first such payment due and payable on the 1<sup>st</sup> day of August, 2016, and a like installment shall be due and payable on the same day of each succeeding month thereafter until the total principal of \$15,700 principal is paid in full. Timely payment of tuition is essential to our operations. *Tuition payments that are not received by the 3<sup>th</sup> day of the month are subjected to a \$25.00 late fee and a daily late fee of \$5.00 for each day the tuition remains unpaid.*

**BORROWER'S PRE-PAYMENT RIGHTS.** Borrower reserves the right to prepay this Note in whole or in part, prior to maturity, without penalty.

**PLACE FOR PAYMENT.** Borrower promises to pay to the order of Focus on the Future Training Center in accordance with the terms for payment the principal amounts, at the rates stated above. All unpaid amounts shall be due by the final scheduled payment date.

**DEFAULT AND ACCELERATION CLAUSE.** If Borrower defaults in the payment of this Note or in the performance of any obligation, and the default continues after Payee gives Borrower notice of the default and the time within which it must be cured, as may be required by law or written agreement, then Payee may declare the unpaid principal balance and earned interest on this Note immediately due. Borrower and each surety, endorser, and guarantor waive all demands for payment, presentation for payment, notices of intentions to accelerate maturity, notices of acceleration of maturity, protests, and notices of protest, to the extent permitted by law.

**INTEREST ON PAST DUE INSTALLMENTS AND CHARGES.** All past due installments of principal and/or interest and/or all other past due incurred charges shall bear interest after maturity at the maximum amount of interest permitted by the Laws of the State of Texas until paid.

**INTEREST.** No interest is due on this note provided it is paid in accordance with the specified terms herein.

**FORM OF PAYMENT.** Any check, draft, cash, or Money Order, given in payment of all or any portion hereof may be accepted by the holder and handled in collection in the customary manner, but the same shall not constitute payment hereunder or diminish any rights of the holder hereof except to the extent that actual cash proceeds of such instruments are unconditionally received by the payee and applied to this indebtedness in the manner elsewhere herein provided.

**ATTORNEY'S FEES.** If this Note is given to an attorney for collection or enforcement, or if suit is brought for collection or enforcement, or if it is collected or enforced through probate, bankruptcy, or other judicial proceeding, then Borrower shall pay Payee all costs of collection and enforcement, including reasonable attorney's fees and court costs in addition to other amounts due.

**SEVERABILITY.** If any provision of this Note or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Note nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**BINDING EFFECT.** The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.



**DESCRIPTIVE HEADINGS.** The descriptive headings used herein are for convenience of reference only and they are not intended to have any affect whatsoever in determining the rights or obligations under this Note.

**CONSTRUCTION.** The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

**GOVERNING LAW.** This Note shall be governed, construed and interpreted by, through and under the Laws of the State of Texas.

Borrower is responsible for all obligations represented by this Note.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*[Borrower's Signature:]*

\_\_\_\_\_

*[Borrower's Printed or Typed Name]:* \_\_\_\_\_

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## **Emergency Consent Form**

If your child needs emergency medical care and you are not available to give formal consent to medical authorities, care may be unnecessarily delayed. To protect your child, leave a completed EMERGENCY CONSENT FORM at Focus on the Future Training Center. In the event of a medical emergency concerning your child, this form would accompany them to the hospital so that the appropriate medical treatment can be rendered as necessary. We advise that you retain a copy of this form your records.

I/We hereby authorize **Focus on the Future Training Center** to give consent for all medical and/or surgical treatment that may be required for our child during my/our absence from \_\_\_\_\_ until \_\_\_\_\_. (Consent expires one year from this date)

### **STUDENT INFORMATION**

Child's Name: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Allergies: \_\_\_\_\_

Current Medication and Dose: \_\_\_\_\_

\_\_\_\_\_

Physician's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **PARENT(S) INFORMATION**

Parent (s) Name: \_\_\_\_\_

Parent (s) Address: \_\_\_\_\_

Telephone number of parent/guardian(1): \_\_\_\_\_

Parent/guardian (2) \_\_\_\_\_

Additional telephone numbers: \_\_\_\_\_

Parent(s) email address: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Health insurance co: \_\_\_\_\_

Member number: \_\_\_\_\_

Group number: \_\_\_\_\_

Nearest relative: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_



FOCUS ON THE FUTURE TRAINING CENTER  
2016-2017  
*INDIVIDUAL STUDENT PROFILE*  
*\*This form MUST be filled out COMPLETELY*

**NAME:**

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**AGE:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**NAME, AGES, AND NUMBER OF SIBLINGS**

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**LIKES:**

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**DISLIKES:**

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**GETS FRUSTRATED WHEN:**

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**COMMUNICATES HIS/HER FRUSTRATION BY: Please list behavioral responses**

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**COMMUNICATION MODE:**            **VERBAL** \_\_\_\_            **NON-VERBAL** \_\_\_\_

**NUMBER AND WORDS STUDENT USES:**

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**ALLERGIC TO THE FOLLOWING FOODS/ENVIRONMENTAL ALLERGIES:**

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**FOODS NOT ALLOWED:**

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**POTTY TRAINED? YES  NO**

**COMMENTS:** \_\_\_\_\_

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**FEEDS SELF: YES  NO**

**COMMENTS:** \_\_\_\_\_

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**AGGRESSIVE BEHAVIORS? YES  NO**

If yes, please explain: \_\_\_\_\_

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**PARENTS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE NUMBER:** \_\_\_\_\_

**Mom's CELL NUMBER:** \_\_\_\_\_

**Dad's CELL NUMBER:** \_\_\_\_\_

**Other EMERGENCY CONTACT:** \_\_\_\_\_



**COMMUNITY-BASED INSTRUCTION (CBI) RELEASE FORM  
2016-2017 Focus School Year**

Community-Based Instruction (**CBI**) is part of our Focus curriculum. CBI allows our students to practice concepts learned in the classroom in natural environments. CBI allows students the unique opportunity to participate in an appropriate manner in the community. Without this type of instruction, our students have difficulty making the critical connection between the concepts and the skills they need to execute. This form serves as a field trip release that will allow Focus on the Future Training Center to take your student(s) to CBI trips related to school activities. We strive to provide safety for all of our students and our CBI trips are extremely well managed and monitored for the safety and well being of our students. In order for students to participate in CBI, please fill and sign this form and turn it in along with the registration package. If you wish for your student not to participate in CBI, please state so in this form.

Parent Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email: \_\_\_\_\_

I agree that I and my child \_\_\_\_\_ named herein will hold Focus on the Future Training Center, its teachers, officers, and directors harmless from any and all actions, claims, demands, damages cost, expenses, and all consequential damage arising from, or in connection with CBI trips.

Parent (s) Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: Please let us know if there are special circumstances that we need to be aware of concerning your student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: For field trips/community based instruction: If your child needs medication while outside of our facility and on a school function, you must provide a single dosage in a prescription bottle as no medication will be taken from the school office for administration by staff except EPI-Pens and Inhalers.**



## MEDICATION INSTRUCTION & RELEASE FORM

**TO: PARENT / GUARDIAN/ PHYSICIAN**

We encourage parents to give the morning medication to the child before going to school and the evening medication when the child returns home. However, we realize that medication must be given during school hours occasionally. Please read the regulations below and carefully fill out and sign the medication form.

1. **ANTIBIOTICS**: These may be given in school for ten (10) consecutive days or less with a medication form completed by a parent. Medicine must be in a container appropriately label by a pharmacy with students' name, name of medicine, date, and doctor's name.

2. **OVER-THE-COUNTER DRUGS**: These may be given at school for three (3) consecutive days with the proper medicine form completed by a parent. The medicine must be in its original container and must be clearly labeled with student's name, name of medicine, and dosage (not to exceed dosage printed on the label.)

3. **ALL OTHER MEDICATIONS**: (Long term): All other medications may be given in school only after school medication forms have been completed by parent or signed instructions are received from the physician. The label on the medicine bottle must match the order written for school. Most pharmacies understand that the school requires appropriately labeled medicine bottles, and will give you an extra bottle with correct labeling if requested. **MEDICATION SHOULD NOT BE TRANSPORTED EACH DAY BETWEEN HOME AND SCHOOL BY YOUR CHILD. MEDICATION WILL REMAIN IN THE OFFICE AND UNDER THE SUPERVISION OF THE STAFF. ALL MEDICATION BOTTLES MUST MATCH THE DOSE PRESCRIBED.**

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STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_ DOSAGE \_\_\_\_\_

**TIMES TO BE DISPENSED AT SCHOOL** \_\_\_\_\_

DATE TO BEGIN \_\_\_\_\_ DATE TO END \_\_\_\_\_  
MONTH/DAY/YEAR MONTH/DAY/YEAR

I hereby request a staff member of the Focus on the Future Training Center to administer the above medication to my child. I understand that this person may be inexperienced and untrained in this service. Furthermore, Focus on the Future, its staff, and administrators are released from liability resulting from an adverse reaction to any medication given to my child or from any other mishaps related to the administration of my child's medication.

PARENT SIGNATURE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
NOTARY \_\_\_\_\_ DATE \_\_\_\_\_

**LONG TERM MEDICATION**

Please have physician complete above instructions and sign below. Parent must still sign release.

PHYSICIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ Notary \_\_\_\_\_ Date \_\_\_\_\_  
Area Code Number

**Please note: For field trips/community based instruction: If your child needs medication while outside of our facility and on a school function, you must provide a single dosage in a prescription bottle as no medication will be taken from the school office for administration by staff except EPI-Pens and Inhalers.**

## **TECHNOLOGY USE AGREEMENT**

Focus on the Future Training Center will have our students using our computers for educational purposes only. The use of the Computer Lab will be monitored by a staff member at all times. Students may use the Computer Lab for class assignments, instruction, research, and when granted permission and supervised by a staff member.

Different games will be available in the computer for our students to use as an added compliment to their curriculum or therapy session. These games are monitored and approved by Focus on the Future administration.

If a student has a computer game that he/she would like to bring from home to school, the game must be approved by Focus on the Future administration before it can be used by the child.

Downloading files from the Internet, loading software, emailing and instant messaging friends and others are strictly prohibited.

Students: It is your responsibility to check your computer and notify your teacher immediately if there are any problems with the computer. Any attempt to fix the computer is prohibited.

I understand that violation of these rules may result in restriction of my network account. I agree to follow the rules set forth in this agreement as guidelines of Focus on the Future Training Center.

Student Name: \_\_\_\_\_ Student Signature \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_



Dear Parents:

Focus offers Before & After School Care for parents who are in need of this service. The cost for Before & After school care is \$20.00 per day. Before & After School Care **begins August 22, 2016** at 8:00am until 9:00am and after school care is from 4:00pm to 5:30 pm; a \$5.00 per minute late pick fee will be added to your monthly statement if a student is picked up after 5:30. **Please note that a student, who has three late pick ups will no longer be able to participate in the Before and After School Care Program.** Statements are sent once per month and should be paid separate from tuition payments. Since this service is being provided solely for your benefit, please advise us if you will need before and after school care by filling out the request below by Friday August 12, so that arrangements can be made. We look forward to extending this service to you should you need it. Thank you once again for your trust and cooperation.

Best regards,

Brenda Batts, Ph. D  
Focus on the Future Training Center

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### BEFORE & AFTER SCHOOL CARE FORM

Student Name: \_\_\_\_\_

My student will \_\_\_\_\_ will not \_\_\_\_\_ need after school care

Date to begin: \_\_\_\_\_

Service to be provided daily \_\_\_\_\_ on an as needed basis \_\_\_\_\_

**Mother's** cell# \_\_\_\_\_

Work# \_\_\_\_\_

Home# \_\_\_\_\_

**Father's** cell# \_\_\_\_\_

Work# \_\_\_\_\_

Home# \_\_\_\_\_

Emergency Name \_\_\_\_\_

Emergency# \_\_\_\_\_



**TRUANCY WARNING NOTICE**  
Focus on the Future Attendance Office

**NOTICE:**

**LAWS GOVERNING COMPULSATORY ATTENDANCE IN TEXAS SCHOOLS**

Failure to comply with the laws governing compulsory attendance may result in legal action.

**OFFICIAL NOTICE TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD:**

Texas requires a child who is at **least 6 years of age**, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has **not yet reached his/her 18<sup>th</sup> birthday** to attend school whether public or private unless exempt by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. Education code 25.085/Focus on the Future Training Center Policy.

Except as provided by Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days class is offered. Education Code 25.906/Focus on the Future Training Center Policy.

A parent/guardian commits an offence of thwarting compulsory attendance under Education Code Sec. 25.093, if, after having been warned in writing, a child has unexcused voluntary absences on **10 or more days or parts of days within a 6-month period or 3 or more days or parts of days within a 4-week period from school.** (**tardies are considered parts of days**). An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500. **Education Code 25.093/Family Code 51.03 (b)(2) Penal Code 12.23.**

A **“failure to attend school”** offence may be filed against any juvenile under Education Code 25.094 / Family Code 54.021, and on a finding that the child has engaged in truant conduct, a justice or municipal court may order **1) the child to attend GED preparatory classes; 2) the child to attend a special program, that the court determines to be in the best interest of the child, including an alcohol/drug abuse program,; 3) the child and the parent/guardian to attend classes for students at risk of dropping out of school; 4) the child to complete reasonable community service; 5) the child’s driver’s license to be suspended; 6) the child to attend school without unexcused absences; and 7) the child to attend tutorials.** **Family Code 51.03(b)(2) & 54.021 (D) / Education Code 25.094.**

A parent/guardian of a school age child has the responsibility to require that their child attend school regularly. When sickness or higher obligation necessitates an absence, **a note signed by the parent/guardian** explaining the reason for the absence **is required** the day Student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed **three (3) days to submit a written note excusing the absence.**

A child not exempt from compulsory attendance laws may be **excused for temporary absence**, resulting from any unusual cause acceptable to Focus on the Future Director, or a teacher. The temporary absence may be the result of, but not limited to: 1) personal sickness; 2) family emergency; 3) religious holy day; 4) documented juvenile court proceeding; 5) Board-approved extracurricular activity; or 6) approved college visitation. **Education Code 25.087 / Focus on the Future Training Center**

When a student’s absence for personal **illness exceeds seven (7) cumulative days**, the director may require a statement from a physician or health clinic verifying the illness or other condition requiring the student’s extended absence from school (The school Administrator Assistant is available to verify an illness the day of the absence). The attendance committee may, if the student has established a questionable ‘s pattern of absences, also require a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances. **Focus on the Future Training Center Personal Illness Policy.**

Absences such as **vacations and trips** (except those excused by the administration for unusual circumstances), babysitting, working (including modeling), and nonschool-sponsored athletic events and programs shall be considered unexcused. **Focus on the Future Training Center Policy.**

**Please sign the ACKNOWLEDGEMENT below, and return the signed original to your child’s school. If you have any questions, you May contact Focus on the Future Training Center Administration.**

\_\_\_\_\_  
Director School Date

~~~~~ACKNOWLEDGEMENT~~~~~

**I have received information governing Compulsory Attendance. My signature is only and acknowledgement that I Have received this Notice,**

STUDENT’S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEXAS: \_\_\_\_\_

MOTHER/GUARDIAN: \_\_\_\_\_ HOME # \_\_\_\_\_ WORK # \_\_\_\_\_ CELL # \_\_\_\_\_  
*Signature*

FATHER/GUARDIAN: : \_\_\_\_\_ HOME # \_\_\_\_\_ WORK # \_\_\_\_\_ CELL # \_\_\_\_\_

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*Signature*

STUDENT \_\_\_\_\_

DATE: \_\_\_\_\_

*Signature*

### **GENERAL INFORMATION**

**Focus on the Future Training Center** welcomes you and your child to what is shaping up to be an exciting year full of learning for our students. Our staff would like to welcome you and encourage you to visit our school, which has an open door policy for parents, students and their families. In order to be able to offer our student an environment conducive to learning we kindly ask you to adhere to the following regulations.

1. Doors open at 8:50 every day, as teachers are in meetings before this time.
2. Visitors are always welcome, but we ask you to advise the school of your visit in order to minimize distractions to our students during their academic day, and to comply with confidentiality issues.
3. All classrooms have viewing windows for your convenience to help minimize distractions for our students. Visitors are not allowed in the classroom to minimize distractions.
4. If you would like to talk to a student in particular, or if you are a school district doing an observation, please let the front office know, and we will arrange a private place for you to observe the student.
5. Volunteers are welcomed. If you would like to volunteer at our school, please contact your child's teacher. **ALL VOLUNTEERS MUST COMPLY WITH DRUG TESTING, AND A CRIMINAL BACKGROUND CHECK PAID BY THE VOLUNTEER**
6. If you will be picking up your student early, or dropping him/her off late, we ask that you stop by the reception area where a teacher's assistant will meet you and escort the student to their classroom. We ask for your cooperation in this area. See (#1.)
7. If your child has food allergies, please give us a list of these allergies and provide us with the snacks that your child is allowed to have.
8. Students will have an hour for lunch. We use lunch times to teach students independent skills, so we ask that students bring their own lunch, in **marked** lunch boxes to school every day.
9. Students are encouraged to bring pocket change money to purchase snacks to help reinforce academic skills in community-based instruction. \$1.08 is enough for a daily purchase at the Dollar Tree store.
10. Teachers are available for conferences or meetings during their planning time. Teachers' planning time is at 8:00am prior to the beginning of school. The teachers must be in the classroom and ready to teach at 9:00am, so we ask that if you need to talk to a teacher when you bring your student to class, please see Brenda and she will make sure your message is related to your student's teacher.
11. Please label all of your child's belongings such as lunch pack, backpack, and school supplies, etc. **NO SACK LUNCHES PLEASE, ONLY LUNCH BOXES/BAGS.**

12. **Classes start promptly at 9:00 am.** Student must be in their classrooms at 9:00am ready to begin their day. If you arrive **before 9:00 am, you may walk your student to class** if you like, if you arrive **after 9:00am, the receptionist or a teacher will take your student to class, this helps in minimizing students' distractions.**
13. Please allow teachers to bring your student to the front after school. Some students are either using the bathroom, or doing their self-help skills, and we strive to preserve our children's dignity and respect by protecting their privacy.
14. Dress your student appropriately. No sandals, short skirts, short dresses, short blouses showing their navel, or short shorts are allowed. Parents will be called to bring an outfit for their student if any of the above-mentioned items are worn to school.
15. If a student has a temperature/fever of 100 degrees or more, or if he/she has vomited, Focus will call the student's parents for the student to be picked up from the school, with **NO exceptions.** This is done to protect not only the student who is sick, but also other students as well. Please note that **THE STUDENT MAY NOT RETURN TO SCHOOL FOR 24 HOURS, AND THAT A DOCTOR'S NOTE IS REQUIRED.** We understand the inconvenience of this policy, but we are required to follow this protocol as school districts do.
16. If you would like a school district to do an evaluation or visit your student at Focus, this request must be made at least two weeks in advance, and with the proper release of information from the parent. No in the classroom, observations will be allowed to minimize distractions for the other students in the class.
17. Scheduling and arrangements for school observations must be made between the district seeking the observation and Brenda Batts, Director of Focus on the Future Training Center. It is the district responsibility to contact Focus on the Future to arrange a time that would be most
18. Only one observer per student/ and a maximum of one hour will be approved from an outside school district to observe. When groups of people come to visit a student for extended periods of time, the other students' routine is at stake.
19. In order for another school district observation to take place, the administrator or Focus on the Future Training Center must be present. Please help us in adhering to the above-mentioned policies, as these policies are in place to protect not only your student's confidentiality, and learning environment, but that of the other students as well. Your consideration and the visiting school district's consideration in this area will be greatly appreciated.
20. Students must bring their own lunch to school. Teachers/staff members will not be permitted to buy lunch for students.
21. **PLEASE SEND ICE PACKS IN YOUR CHILD'S LUNCH BOX. THIS IS REQUIRED ITEM.**

Thank you very much for helping us to provide the best environment for our children by adhering to the above requests. We appreciate you sharing your precious child with us, and rest assured that your student is in an environment conducive to learning and one in which he/she will thrive emotionally, intellectually, and socially.



Sincerely,

The Staff at Focus on the Future Training Center.



## ***Focus on the Future Photo Release Form***

Focus on the Future Training Center  
1717 W. Plano, Parkway  
Plano, Texas 75075

### Permission to Use Photographs

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

I grant to Focus on the Future Training Center, its representatives and employees, the right to take photographs of my child, named \_\_\_\_\_ in connection with the above-identified student. I authorize Focus on the Future Training Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Focus on the Future Training Center may use such photographs of my child with or without his/her name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above information.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signature, parent, or guardian \_\_\_\_\_  
(if under age 18)



**FOCUS ON THE FUTURE TRAINING CENTER  
2016-2017  
REQUIRED SCHOOL SUPPLIES**

| QUANTIY         | DESCRIPTION                                         |
|-----------------|-----------------------------------------------------|
| 1               | 1 inch-3 Ring Binder                                |
| 1               | Spiral Notebook                                     |
| 1               | Pkg. Glue Sticks                                    |
| 1               | Box Zip Lock Bags                                   |
| 2               | Containers of Clorox Disinfectant Wipes             |
| Package of<br>3 | Tooth brushes                                       |
| 1               | Tooth Paste                                         |
| 1               | Plastic Supply Box to Store Tooth Brush/Tooth Paste |
| 2               | Package Regular Wipes                               |
| 1package        | Multi-colored Construction Paper                    |
| 2               | Bottles of Elmer's Glue                             |
| 2               | Boxes of Wipies                                     |
| 2               | Boxes of Kleenex                                    |
| 1,000,000       | Smiles!!!                                           |

**\*\*\*Note: Please bring your school supplies to open house on August 12, 2016. See you there!\*\*\***

## *2016-2017 Calendar At- A- Glance*

**School Hours: 9:00 – 4:00**  
**Before School Care: 8:00 – 9:00**  
**After School Care: 4:00 – 5:30**

| <b>FIRST SEMESTER</b>       |                                                            |
|-----------------------------|------------------------------------------------------------|
| August 8-12                 | Teachers' Work Week                                        |
| August 12 (Friday)          | Open House – 11:00-12:00 pm                                |
| August 15 (Monday)          | First Day of Classes                                       |
| <b>September 5 (Monday)</b> | <b>Labor Day - Student/Teacher Holiday</b>                 |
| September 6 (Tuesday)       | Classes Resume                                             |
| September 12-16             | Primary ARDs                                               |
| September 19-23             | Intermediate ARDs                                          |
| September 26-30             | Secondary ARDs                                             |
| October 5 (Wednesday)       | Parents Meet & Greet                                       |
| October 7 (Friday)          | Half Day 12:00 pm– Teacher Word Day (No B&A)               |
| <b>October 10-14</b>        | <b>Fall Break</b>                                          |
| October 17 (Monday)         | Students Return to School                                  |
| October 31(Monday)          | Halloween Classroom Parties                                |
| November 22 (Tuesday)       | Thanksgiving Family Feast – Classes end at 1:30 (No B&A)   |
| <b>November 23-25</b>       | <b>Thanksgiving Holiday for Students and Teachers</b>      |
| November 28 (Monday)        | Students Return to School                                  |
| December 16 (Friday)        | Christmas Holiday Party – Classes Dismiss at 1:30 (No B&A) |
| December 16-January 2       | <b>WINTER BREAK: Student/Teacher Holiday</b>               |

| <b>SECOND SEMESTER</b>     |                                                              |
|----------------------------|--------------------------------------------------------------|
| <b>January 2 (Monday)</b>  | <b>Teacher Professional Development Day/ Student Holiday</b> |
| January 3 (Tuesday)        | Students Return to School                                    |
| <b>January 16 (Monday)</b> | <b>MLK Student/Teacher Holiday</b>                           |
| January 17 (Tuesday)       | Students Return                                              |
| March 3 (Friday)           | Half Day 12:00 pm. Teacher Development Day                   |
| <b>March 6-10</b>          | <b>SPRING BREAK</b>                                          |
| <b>April 14 (Friday)</b>   | <b>Student/Teacher Holiday (No B&amp;A)</b>                  |
| May 8-12                   | Primary ARDs                                                 |
| May 15-19                  | Intermediate ARDs                                            |
| May 22-26                  | Secondary ARDs                                               |
| May 26                     | Last Day of School – Half Day                                |
|                            |                                                              |



*No inclement weather make-up days*

**ENJOY YOUR SUMMER!!!**

**FOCUS SUMMER CAMP 2017: JUNE 12 – JULY 21, 2017**



## Statement of Agreement

I \_\_\_\_\_ have read, and agree with the policies and procedures contained in this package. I understand that these policies are in place to protect the confidentiality, health, safety, and learning environment son/daughter \_\_\_\_\_, as well as the confidentiality and learning environment of other students at Focus on the Future Training Center.

This agreement was signed on \_\_\_\_\_  
Date

Name of Student \_\_\_\_\_

Name of Parent(s) \_\_\_\_\_

Signature of Parent(s) \_\_\_\_\_

Signature of Administrator \_\_\_\_\_  
Brenda M. Batts, Ph.D.