



**ABC WORKSHOP OF CORAL SPRINGS
PARENT HANDBOOK
2026–2027
(Kindergarten and 1st Grade)**

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Office Hours: 7:00 a.m. – 4:00 p.m.

Elementary School Hours: 8:00 a.m. – 2:00 p.m. (K – 1st Grade)

TABLE OF CONTENTS

OFFICE STAFF/CONTACT	4
HOURS OF OPERATION	4
BEFORE & AFTER SCHOOL CARE	4
ARRIVAL / DISMISSAL PROCEDURES.....	5
ATTENDANCE/ABSENCES	6
TARDIES.....	7
EARLY DISMISSAL / EARLY SIGN-OUT.....	7
MISSING ASSIGNMENTS & TESTS	7
BOOK BAGS / PERSONAL ITEMS	8
BREAKFAST & LUNCH	8
CARE OF SCHOOL PROPERTY	9
CELLULAR PHONES / ELECTRONIC DEVICES	9
CHILD ABUSE REPORTING.....	10
CLASSROOM CELEBRATIONS.....	10
COMMUNICATION	10
NEWSLETTERS.....	11
CURRICULUM	11
VISION AND MISSION	11
DISCIPLINE POLICY	12
DETENTIONS.....	12
SUSPENSION / EXPULSION	12
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	13
FIELD TRIPS	13
HEALTH.....	13
ACCIDENTS	13
EMERGENCIES.....	14
HEALTH SCREENINGS / LICE	14
IMMUNIZATIONS	14
MEDICATION	14
HOMEWORK POLICY	15
INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, SUPPLIES.....	15

LOST & FOUND	15
MEDIA RELEASE.....	16
MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE	16
REGISTERING STUDENTS / WITHDRAWALS/APPLICATION	16
SCHOOL PAYMENT POLICY	16
REPORTING STUDENT PROGRESS / ASSESSMENTS	17
SCHOOL CLOSINGS / SEVERE WEATHER	17
SCHOOL PHONES / TELEPHONES	17
PARENT NOTIFICATIONS	18
SNACK POLICY	18
TEACHERS	18
TECHNOLOGY USAGE POLICY.....	18
CHROMEBOOK /DEVICE AGREEMENT.....	18
PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT (K-1)	19
PARENT/GUARDIAN SCHOOL CONTRACT.....	20

ABC Workshop of Coral Springs

A tuition-free private school offering Kindergarten and First Grade programs, committed to delivering exceptional educational standards.

OFFICE STAFF/CONTACT

Principal: Ms. Nancy Dakdouk

Assistant Principal: Ms. Patricia Orellana / Ms. Karla De La Vega

Business Manager: Mr. Neil Dakdouk

HOURS OF OPERATION

OFFICE HOURS: 7:00 a.m. – 4:00 p.m.

REGULAR SCHOOL HOURS: 8:00 a.m. – 2:00 p.m. (K-1st Grade)

EARLY RELEASE SCHOOL HOURS: 12:00 p.m. (K-1st Grade)

BEFORE & AFTER SCHOOL CARE

ABC Workshop of Coral Springs offers a before and after-school program providing care on school days until 6:00 p.m. This program offers students a well-organized, safe, secure, and constructive environment. Students are supervised by trained staff who provide age-appropriate activities and educational opportunities. Visit our website at www.abcworkshoppreschool.com for more details and enrollment information.

ANTI-BULLYING POLICY

ABC Workshop of Coral Springs is committed to safeguarding students and employees from bullying, harassment, or discrimination of any kind. All students and employees deserve a harassment-free environment. Bullying or harassment will not be tolerated and may result in disciplinary action consistent with the Broward County Student Code of Conduct and applicable law. Parents with concerns involving other students should bring those concerns to Administration; parents should not approach other students or families directly. ABC Workshop enforces respectful conduct and will investigate and address confirmed incidents per school procedures.

ARRIVAL / DISMISSAL PROCEDURES

- Students must attend school daily and arrive punctually.
- Supervision begins at 8:00 a.m. Instruction begins promptly at 8:30 a.m.
- Students dropped off earlier than supervised time will be placed in before-care and fees will apply.
- Students arriving late must be signed in at the Front Office by an adult.
- Dismissal for K–1st is 2:00 p.m. Students not picked up by 2:15 p.m. will be sent to aftercare; aftercare fees apply.
- Only individuals listed on the Emergency Contact Card may pick up students. Valid photo ID is required.

ATTENDANCE/ABSENCES

1. Daily attendance is required by state law.
2. Parents must notify ABC Workshop of Coral Springs at abcworkshopcs@gmail.com if their child will be absent. Parents have two (2) days to provide an excuse for the absence. Failure to do so will result in the absence being recorded as unexcused.
3. Administration will contact parents regarding excessive absences (five or more unexcused absences in a calendar month or 15 or more unexcused absences in a 90-day period). Excessive tardiness will also prompt contact.
4. Continued unexcused absences will prompt a formal attendance referral and a meeting with Administration and the Social Worker as needed.
5. If unexcused absences reach statutory thresholds, the principal/designee will evaluate for a pattern of non-attendance and may refer the student to the child study team and apply interventions pursuant to Florida law (F.S. 1003.26(1)(b)).

Excused reasons include:

- Student illness
- Illness of an immediate family member
- Death in the family
- Religious observance of the student's faith
- Mandatory court appearance
- Scheduled medical/dental appointments
- Communicable disease or other approved reasons with documentation (Vacations are unexcused.)

TARDIES

- State law requires punctual attendance.
- Parents must sign in tardy students at the Front Office and provide a reason for tardiness.
- Habitual tardiness is defined as 5 tardies within a marking period and may lead to referral for a pattern of nonattendance.
- Accumulated unexcused tardies may be recorded as unexcused absences.

EARLY DISMISSAL / EARLY SIGN-OUT

- Early dismissals must occur prior to 12:30 p.m. only (elementary schedule). Only individuals listed on the emergency contact card may sign out a student. Early dismissal from a field trip is prohibited. Excessive early sign-outs will be reviewed to determine if a pattern of nonattendance exists.

MISSING ASSIGNMENTS & TESTS

- Students have two (2) class days to make up work for each class day of an excused absence, not including the day of return. Previously assigned work due the day of return remains due that day unless extended by the teacher/principal for extenuating circumstances.

BOOK BAGS / PERSONAL ITEMS

Book bags, backpacks, folders or personal items must not display inappropriate words, images, gang symbols, or anything offensive or that would reflect negatively on ABC Workshop of Coral Springs.

BREAKFAST & LUNCH

ABC Workshop of Coral Springs provides breakfast and lunch through a contracted provider. Monthly menus are posted on the school website; copies can be provided to parents.

Breakfast and Lunch program details:

- Normal Lunch Price: \$4.00 (check current pricing on the school website)
- Breakfast is served from 8:05–8:25 a.m. for K–1.
- Participation in the school lunch program is optional; students may bring lunches.
- Prohibited items: sodas, carbonated beverages, caffeinated drinks, and glass containers.
- Commercial food deliveries (Uber Eats, DoorDash, etc.) are not permitted.
- Parents may prepay lunch accounts online or via school payment methods. When an account balance falls below the meal cost, written notification will be sent; a meal may be provided the same day, but account must be replenished.

Please notify the office of dietary restrictions and provide medical documentation for special dietary needs.

CARE OF SCHOOL PROPERTY

- Respect school property; vandalism or defacement is prohibited and may result in disciplinary action and restitution for damages.
- Chewing gum is not allowed in the school building.
- All food must be consumed in the cafeteria or designated areas.

CELLULAR PHONES / ELECTRONIC DEVICES

- Use of cell phones or personal electronic devices during school hours is prohibited and disruptive. Devices should remain turned off and stored in backpacks.
- Parents should avoid texting or calling students' personal devices during school hours; contact the front office in emergencies.
- Consequences for unauthorized use:

- 1st offense: device confiscated and returned to student at the end of the day.
- 2nd offense: device confiscated and returned only to parent/guardian.
- 3rd offense: device confiscated, returned to parent, parent must sign acknowledgment; student receives detention. Further offenses may result in suspension per disciplinary procedures.

- Failure to surrender a device when requested may result in additional consequences.

CHILD ABUSE REPORTING

- State law requires school personnel to report suspected abuse, abandonment, or neglect to the DCF Hotline: 1-800-96-ABUSE.

CLASSROOM CELEBRATIONS

- Classroom parties must be scheduled and authorized by Administration and the classroom teacher.
- All snacks and food for classroom/cafeteria celebrations must be store-bought from a commercial facility and labeled with contents, in compliance with federal guidelines.

COMMUNICATION

- The classroom teacher is the primary contact for academic/behavior concerns.
- If unresolved, parents may request a conference with Administration.
- Conferences must be scheduled to avoid disruption of instruction and are conducted before or after school hours.
- Group chats are for event planning and class communications only; personal or sensitive concerns must be addressed privately with the teacher/administration.
- ABC Workshop uses the Brightwheel application and the school website for communication; ensure the Front Office has current email and phone information.

NEWSLETTERS

- Regular newsletters and Parent Updates will be posted and emailed to families. Please read updates and check the website frequently.

CURRICULUM

- ABC Workshop uses State-adopted curriculum aligned with the Florida Standards for English Language Arts and Mathematics.
- Academic dishonesty (plagiarism, cheating) is taken seriously; consequences may include a zero on the assignment and further disciplinary action.

VISION AND MISSION

- **Our Vision:** To prepare our youngest learners with the competencies and mindset necessary to succeed today and excel throughout their future academic endeavors within a community where every child is valued, respected, and supported to reach their fullest potential.
- **Our Mission:** By delivering a rigorous yet compassionate academic environment, we assist children in developing fundamental literacy, social, and problem-solving skills essential for success within a safe, respectful, and inclusive setting that establishes a robust foundation for lifelong learning.

DISCIPLINE POLICY

Discipline aims to instruct students toward appropriate behavior, not to punish them out of anger.

- ABC Workshop follows applicable Broward County policies and uses a consistent discipline matrix. Teachers have classroom-level procedures aligned to school policy. Expectations include:
- Respect for teachers, staff, and peers; bullying will be addressed.
- Respect for school property; vandalism will result in restitution and disciplinary consequences.
- Students must not bring items that cause disruption or are prohibited by school policy.

DETENTIONS

- Detentions are assigned for noncompliance and are conducted after school on scheduled days (3:45–4:00 p.m.). A detention notice will be sent home and must be signed and returned. After three detentions, Administration will require a parent meeting to create a behavior plan.

SUSPENSION / EXPULSION

- Suspension may remove a student from classes for up to 10 school days. The Principal will make reasonable attempts to use alternatives before out-of-school suspension unless circumstances require immediate action. Serious misconduct may result in expulsion consistent with the law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- FERPA protects education records. Only authorized persons with legitimate educational interests may access student records without parental consent. ABC Workshop does not share disciplinary details of other students.

FIELD TRIPS

- Field trips require prior written consent. Students may not be transported in private vehicles for official field trips. Parents selected as chaperones must be cleared volunteers and follow school guidelines. Participation is a privilege; students with disciplinary issues may be excluded and refunds are not guaranteed.

HEALTH

General guidance

- Keep children home when ill. Students with fever ($\geq 99^{\circ}\text{F}$), vomiting, contagious illnesses will be sent home.
- Students must be symptom-free for 24 hours before returning.
- Update the emergency contact card for any changes.
- The school follows Florida Dept. of Health and CDC guidance for communicable disease control.

ACCIDENTS

- Minor injuries are documented and parents may be notified. Serious injuries may result in 911 and transport to the nearest hospital; a staff member may accompany the child until parent arrival.

EMERGENCIES

- The school does not have a nurse or clinic; Parents will usually be contacted for non-emergency events; emergency services will be called when necessary.

HEALTH SCREENINGS / LICE

- Routine screenings (vision, hearing, BMI as appropriate) are conducted per state law. If lice are found, students will be sent home and must be cleared by the office before returning.

IMMUNIZATIONS

- Students must meet Florida immunization requirements. For details, see Florida Department of Health immunization pages.

MEDICATION

- All medication must be handled through the Front Office with a completed Medical Release Form signed by parent and physician. No medication (prescription or OTC) may be kept by the student except by prior arrangement with required documentation. Parents should personally deliver/pick up medications. Medication must be in original labeled containers. Over-the-counter medications require physician/parent authorization per school policy.

HOMWORK POLICY

Purpose

- Homework supports classroom instruction and student mastery of standards.

Guidelines for Students

- Do your best work, record assignments, bring necessary materials, submit on time, and ask for help.

Guidelines for Parents

- Provide a quiet study area and monitor assignments and progress (teacher communication).
- Communicate with teachers when homework is consistently difficult or time-consuming.

Time Frame of Homework Assignments (K–1)

- Kindergarten: Up to 5 minutes of reading or reading-related activity per night (Mon–Thu).
- Grade 1: About 10 minutes of homework four nights per week (Mon–Thu).

If consistent difficulty occurs, contact the teacher to adjust or provide extra support.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, SUPPLIES

- Textbooks and library books are provided; students are responsible for proper care. Damaged or lost materials will incur fees. Supply lists are posted on the school website.

LOST & FOUND

- Label personal items. Unclaimed items are donated periodically.

MEDIA RELEASE

- ABC Workshop may use photos/videos of students to promote school. Consent is part of registration. Contact Administration to change your media preference.

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

- Students will have a moment of silence each day. Participation in the Pledge of Allegiance is voluntary; parents may submit a written request to excuse their child from reciting the pledge.
- Students are not required to participate. Students may be excused from standing and reciting upon written parental request.

REGISTERING STUDENTS / WITHDRAWALS/APPLICATION

- Enrollment and registration forms are available on the school website.
- Incoming students may be assessed to determine placement when records are incomplete.
- Complete the Withdrawal Form with the registrar; return all school property and settle any obligations before records are released. Students absent without notification for 10 consecutive days may be withdrawn.

SCHOOL PAYMENT POLICY

- Payments for lunch, fees, and other charges should be made via Brightwheel App or other designated methods. Returned checks incur a processing fee. Final report cards and records will be withheld until obligations are satisfied.

REPORTING STUDENT PROGRESS / ASSESSMENTS

- Students will participate in required state and district assessments. Parents will be notified of testing schedules.
- K–1 recognition will be based on teacher-determined progress monitoring and mastery criteria appropriate for early elementary.
- For students not meeting proficiency, a Progress Monitoring Plan (PMP) will be created with interventions and monitoring; parent involvement is required.
- Progress reports are issued midway through marking periods; report cards quarterly. Brightwheel and other teacher communications will be used to monitor ongoing progress.
- Promotion decisions consider district and state standards and student progress. For K–1, promotion is based on mastery of early literacy and numeracy skills, teacher assessments, and progression standards.

SCHOOL CLOSINGS / SEVERE WEATHER

- ABC Workshop follows Broward County guidance for school closings in severe weather. Notifications will be posted on the website and sent via parent notification systems. Keep contact information current.

SCHOOL PHONES / TELEPHONES

- Office phones are for school business and emergency use. Students may use the office phone with staff permission.

PARENT NOTIFICATIONS

- The school uses text/email/phone/Brightwheel notification systems for emergencies and updates. Ensure your contact details are accurate and up-to-date.

SNACK POLICY

- Healthy snacks are encouraged. Soda and caffeinated beverages are prohibited.

TEACHERS

- All full-time instructional staff are certified or working toward certification meeting Florida Department of education requirements.

TECHNOLOGY USAGE POLICY

- Students must follow acceptable use rules for computers and networks. Unauthorized or illegal use may result in loss of technology privileges and disciplinary action.

CHROMEBOOK /DEVICE AGREEMENT

- Device distribution, care, maintenance, repair, replacement costs, and usage rules will be detailed in a separate device agreement. Students/parents are responsible for care and financial responsibility for damage due to misuse.
- Computers and Internet-based resources are instructional tools. Students and parents must acknowledge rules for responsible use. Unauthorized use (vandalism, accessing offensive content, illegal activity) is prohibited.

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT (K-1)

The Parent Handbook describes important information about ABC Workshop of Coral Springs. It is the responsibility of parents to read and follow the handbook. Handbook updates may occur; families will be notified. A signed acknowledgement sheet is required.

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____

Student's Name (Printed): _____

PARENT/GUARDIAN SCHOOL CONTRACT

ABC Workshop of Coral Springs

School Year: 2026–2027

This Contract between the Parent(s)/Guardian(s) of the student listed below and **ABC Workshop of Coral Springs** outlines the commitments required of all families.

At ABC Workshop of Coral Springs, we believe a safe, structured, and supportive environment is essential for student success. This environment is built through collaboration between parents, students, and school staff. By working together, we promote responsibility, respect, and academic excellence.

All families are required to adhere to this contract. **Failure to sign does not exempt any family from these policies.**

1. Contractual & Financial Responsibilities

- This Contract must be signed each school year and is a required part of student enrollment.
- All outstanding balances (including tuition, aftercare, late pickup fees, returned payments, or any other school-related fees) must be paid in full in a timely manner.
- Parents/Guardians agree to pay all invoices and fees by their designated due dates.
- Students with outstanding balances may be restricted from participating in school activities, including but not limited to field trips, special events, or extracurricular programs.

2. Academic Responsibilities

- Parents/Guardians agree to stay actively involved in their child's education and academic progress.
- Parents/Guardians will:
 - a) Read and respond to all school communications (emails, Brightwheel, notices, etc.)
 - b) Monitor academic progress through school communication tools
 - c) Maintain regular communication with teachers and administration when needed
- Parents/Guardians acknowledge that student success is a shared responsibility between home and school.

3. Attendance & Transportation

- Parents/Guardians agree to ensure that their child:
 - a) Arrives on time each day
 - b) Attends school regularly
 - c) Remains for the full school day unless excused
- Parents/Guardians are responsible for arranging safe transportation to and from school.
- Parents/Guardians agree to follow all arrival and dismissal procedures established by the school.
- Arrival/Dismissal Expectations (Initial Each)

I/we agree to the following:

- a) _____ I/we will pick up my/our child on time; late pickup fees may apply
- b) _____ I/we understand early dismissals must follow school policy

4. School Policies & Conduct

- Parents/Guardians agree to follow all policies outlined in the Parent Handbook.
- Parents/Guardians will:
 - a) Support school rules and disciplinary procedures
 - b) Treat staff, students, and other families with respect
 - c) Address concerns through proper school channels (teacher → administration)
- Parents/Guardians agree not to confront other students or families directly regarding school-related issues.

5. Student Expectations

Parents/Guardians agree to support their child in:

- Following all school rules and expectations
- Demonstrating respectful behavior toward staff and peers
- Taking responsibility for their actions and learning

6. Communication Agreement

- Parents/Guardians agree to maintain updated contact information with the school.
- Parents/Guardians agree to:
 - a) Check Brightwheel and school communications regularly
 - b) Respond promptly when contacted by the school
 - c) Attend meetings or conferences when requested

7. Agreement & Acknowledgment

I/we understand that ABC Workshop of Coral Springs is a school of choice. Failure to comply with the terms outlined in this contract may result in:

- Loss of privileges
- Restrictions from school activities
- Possible withdrawal or non-reenrollment

By signing below, I/we acknowledge that I/we have read, understand, and agree to abide by the terms of this contract.

Parent/Guardian Information

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Student Information

Student Name (Printed): _____