



Parent Handbook 2010-2011 School Year

Zion Lutheran Preschool

39 Bonnie Brae Road
Spring City, Pennsylvania 19475

Tel: (610) 948-3440

Fax: (610) 948-4763

info@zionlutheranpreschool.com

Visit our website at
www.ZionLutheranPreschool.com

Director
Fern Detwiler, RN
fern@zionlutheranpreschool.com

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PRESCHOOL PROCEDURES

At Zion Lutheran Preschool, we feel communication with our parents is vital. Together we can help your child grow and develop to reach his or her full potential. Below are some requests we make of all our parents to facilitate your child's adjustment to preschool.

Please keep your handbook in a handy place all year. It is also always available on our website at <http://www.ZionLutheranPreschool.com/handbook>.

WHAT TO BRING TO PRESCHOOL

During the first week of preschool, please send the following with your child:

1. 2-year-olds (Toddlers) and 3-year-olds (Preschoolers) - 1 box tissues, 1 box baby wipes and 1 package Clorox-type wipes. These supplies will be used throughout the preschool.
2. 4-year-olds (Pre-K) - 1 package of paper towels, 1 box of baby wipes and 1 package of Clorox type wipes. These supplies will be used throughout the preschool.
3. 5-year-olds - 1 package of paper towels, 1 box of baby wipes and 1 package of Clorox type wipes. These supplies will be used throughout the preschool.
4. Change of clothes (slacks, shirt, underwear and socks, appropriate for the season) in a zip-lock bag, labeled with child's name.
5. Small supply of disposable diapers for those in the 2-year-old class who need them. You will be notified when your supply runs low. Older children should be potty trained. If difficulty in training is encountered, pull-ups are acceptable in the 3-year-old class in the early weeks of preschool. Mrs. Detwiler will send a reminder note home in October when the pull-ups should start to be phased-out.

WHAT TO WEAR TO PRESCHOOL

Your child's comfort as well as bathroom considerations should be kept in mind when dressing your child for preschool. Simple washable clothing that is free of complicated fasteners and is suitable for outdoor play would be most appropriate. Please do not send your child in clothing that hampers his/her being self-sufficient at bathroom time.

Sturdy shoes that stay on your child's feet should also be worn. Sneakers are the best, but other shoes with non-slip soles are also good choices. Because we do not want your child hurt while at preschool, **no flip-flops, jelly shoes or heels** may be worn. Sandals with closed toes and snug straps are acceptable for summer camp. Children coming to preschool without appropriate footwear will not be allowed on the playground.

SNACKS

Healthy mid-session snacks and a beverage are kindly provided everyday by our parents on a rotating basis for each class. Your child's teacher will be sending home a schedule soon after school begins in September.

On the reverse of the snack calendar is a guide to help in choosing nutritious snacks to provide for your child's class:

- Column A is suggestions for regular days of preschool.
- Column B is suggestions for Party Days at school.
- Column C is for Birthdays.

These are only suggestions. Feel free to be creative!

We only accept unopened packages of loose items such as crackers or pretzels. Juice in large bottles or cans are recommended. For party celebrations, we have found that decorated cookies, rice squares, ice cream cups, brownies, etc. are easiest for both staff and children to manage.

Zion is a **NO NUT PRESCHOOL**. NO PEANUT OR TREE NUT PRODUCTS FOR SNACKTIME PLEASE.

COMMUNICATIONS

Please be sure to check your child's canvas bag each day for notes especially in the beginning of each month. If you do not receive a monthly letter and calendar please talk with your teacher or check in the office to obtain a copy.

Preschool children will have all notes and letters with them when they are picked up at 11:30 or 3:00 (depending on morning or afternoon class). Our teaching staff will be happy to discuss any concerns you might have. Since teachers have limited time for conversation at arrival and dismissal times, we ask that you limit conferences to prearranged times. Also, teachers will be happy to return phone calls if you have an issue you would like to discuss with them. (610) 948-3440 is our office phone number. Your teacher will get back to you as soon as they are free.

JOIN OUR EMAIL LIST

Help us go green! In our ongoing effort to be environmentally-friendly and reduce paper waste, we are sending many of our office communications via email, including our monthly newsletters, updates, event information and school reminders. Sign up for our email list at <http://www.ZionLutheranPreschool.com/email-signup>.

If you do not have an email address or internet access, we will continue to send paper copies home in your child's canvas bag.

PRESCHOOL ARRIVAL AND DISMISSAL TIMES

Program	Morning	Afternoon
2-Year-Old Program	9:00 a.m. to 11:15 a.m.	
3-Year-Old Program	9:00 a.m. to 11:30 a.m.	12:30 p.m. to 3:00 p.m.
4-Year-Old Program	9:00 a.m. to 11:30 a.m.	12:30 p.m. to 3:00 p.m.
5-Year-Old Program	9:00 a.m. to 3:00 p.m.	

For morning classes, we ask that you bring your child between 8:58 a.m. and 9:10 a.m. For afternoon classes, we ask that you bring your child between 12:25 p.m. and 12:35 p.m.

The teachers need time to prepare for their class and cannot supervise children nor prepare properly if parents and children are in the classroom before these designated times. Children arriving prior to 8:58 a.m. or 12:25 p.m. will need to go to the Activity Room. A fee will be charged for this time.

TOYS FROM HOME - NO EXCEPTIONS PLEASE

Except for a toy brought for special "Show and Tell" days we ask **that you leave your child's toys at home.** One problem that arises when we make exceptions to this rule is all the children feel they should bring their toys also. We ask for your help in this regard. Teachers will help by guiding the children to "new" preschool toys. For "Show and Tell" toys, please do not bring guns, knives, or toys that promote violence.


ABSENCES

Please let the Director know if your child will be absent for more than one session. Tuition adjustments are not made because of vacation plans or prolonged illness, but we care about your family and want to keep abreast of situations that may arise.

EMERGENCY PROCEDURES

In the event of an injury or life threatening emergency to your child here at preschool, the following will occur.

1. Staff on duty will assess injury and determine whether to call 911.
2. Staff will contact the parent's home or work phone numbers to give information about extent of injury.
3. You will be asked to pick up child if injury is not extensive.
4. You will be told to meet staff member and your child at Phoenixville Hospital if injury requires immediate transport to the ER.
5. If unable to reach you or your emergency person, the Director or person designated by the Director will accompany your child to the Hospital using the Emergency Medical form you filled out at registration.



It is of the utmost importance that you keep your home, work, cell and emergency alternate person's phone numbers current. This ensures that we will be able to reach you as soon as possible.

We are happy to report that Zion has an excellent safety record and our staff is most diligent; however it is always best to be prepared for all emergencies.

AUTHORIZATION TO PICK-UP CHILD

Parents/guardians are the authorized persons to pick up children.

Each family can provide names of alternate people authorized to pick up. This information must be recorded in the office in our Emergency Contacts Book. If an alternate will be picking up, the parent dropping off must notify the office of this change. If this alternate person is unknown to the staff, they will be asked to provide a photo ID that must match the information in the Emergency Contacts Book. A phone call to notify of a documented alternate person picking up is also acceptable.

We will not release children to persons not on the Emergency Contacts Book unless a note from the parent is received in the office no later than the morning of the pick-up. Telephone changes are not acceptable. If an emergency arises where neither the parent nor the Emergency alternates are able to pick up, we will continue to care for the child here at Zion, free of charge, until someone authorized to pick up can do so. We will provide lunch, snack and supervised activities until the close of preschool at 5:30 p.m.


EXTENDED CARE INFORMATION

Two- and three-year-old children staying for extended care need a sleeping bag and lunch. You may bring a stuffed toy to stay with the sleeping bag. Older children only need their lunch.

We ask that any child staying for lunch be provided with a nutritious lunch and drink from home. The small boxes of juice work well as do most thermos bottles purchased with lunch boxes. Only non-perishable items should be packed in the lunch since the preschool cannot provide refrigeration for lunches.

Our 2- and 3-year-olds are expected to rest quietly from approximately 12:30 p.m. to 2:30 p.m. Our 4-, 5-year-olds and After-Kindergarten children do not have rest period. After the rest period we offer an afternoon snack and then an active play period. The day ends with free play in our Activity Room.

Parents of 2- and 3-year-old children will receive a daily progress sheet called "My Day at Zion." This will include details of your child's day. If questions arise, jot a note to that specific



staff member and place it in their mail slot in the office. The staff member can then touch base to complete the communication cycle.

Extended care parents will need to be aware of the recess schedule in the afternoon. Children are taken to recess outside between 3:30 to 4:30 p.m. if the temperature is above 40 degrees and dry. They are taken upstairs to our indoor playroom in Fellowship Hall between 3:30 to 4:30 p.m. when the temperature is below 40 degrees and/or wet. During these time frames, the staff will not be available to answer the door buzzer. A sign on the main preschool door will indicate the location of recess.

If the children are upstairs, **DRIVE** up to the main church doors and blow your horn. Your child will be dismissed through the main church doors. If the children are on the playground, meet them there. If at all possible to pick up prior to or after these recess times, it would be greatly appreciated.

AFTER-KINDERGARTEN CARE

We do provide before- and after-school care for children attending Kindergarten. We are located in Phoenixville School District and they will pick-up about 7:50 a.m. and drop-off here around noon each day. You need to arrange this transportation through the Kindergarten Center transportation and Zion will become your child's regular bus stop.

Fees will be based on the number of hours used, calculated in whole hours. Children needing to be placed on the bus are charged a flat fee of \$5 per day. Children coming to Zion after morning Kindergarten are "clocked in" at 11:30 a.m., the time that staff are needed to begin looking for the arrival of the bus. They are then charged extended care rates for the duration of their stay.

FIELD TRIPS

We take the 4-Year-Old and 5-Year-Old Programs on field trips during the year. The only way this is possible is to have parents help with the driving. We assume when you offer to accompany your child's class on a trip that you have an adequate number of seat belts, a valid driver's license and current liability insurance. The preschool's insurance does not apply to field trip situations. **We also request that siblings not be brought on class trips as we truly need a parent who is free to supervise the students in his/her care.** Sometimes, because parents are working, we may request parents to transport extra children from classes other than your child's class.

Although a blanket permission slip for trips was signed at registration, each field trip will have its own separate notification. This is so we are sure you know where your child is at all times.

Driver Responsibility

- Bring proof of current car insurance and current driver's license to the office to be copied and kept on file.
- This must be completed the day before the scheduled trip.
- Receive from the teacher your written assignment of children you will be driving. This is firm. No switching of children.
- These children are your responsibility while on the trip. They are to stay with you, and you are to direct their behavior.
- Return these children back to Zion.
- This is a wonderful opportunity for both the children and you; it is not a time for adult socializing. Please remember that your focus should at all times be on the children.

Parents volunteering to drive will do so on a rotating basis so that all parents wishing to volunteer may have the opportunity.

CLASSROOM ASSIGNMENTS

Classroom assignments are made based on a combination of the following criteria: birth date, developmental age, equal numbers of boys/girls, behavioral situations and recommendation from the previous teacher. Teacher requests by parents are not accepted.

HEALTH POLICY

Our policy is that all children attending Zion be fully immunized. No exceptions are made.

A child should feel well, act alert, and be free of any noticeable illness in order to achieve maximum benefits during the school day.

If a child is sick in the morning, he/she should not be sent to preschool. An elevation of temperature is a positive indicator of the beginning of a cold or possibly some contagious disease. One of the reasons for the spread of childhood diseases in the early years is because the children are not isolated during the early stages of the illness. By keeping your child at home for a time, you are helping to prevent the spread of germs through the class and our staff and ultimately ensuring your child's well being. **If your child is sick, please keep him/her home.** If your child becomes sick at preschool, you will be called to come pick-up your child.

Please make necessary emergency arrangements when you enroll your child. **If phone numbers for contact people or your place of employment change, please notify us as soon as possible.**

At the discretion of the Director, children with excessive colds, runny nose, persistent cough or diarrhea symptoms will be asked to leave preschool until these symptoms subside.

Medicine will be administered by our personnel only with written notification from the parent stating dosage and time the medication is to be given. This notification must be put on our medicine chart and signed by the parent for each day and only those listed on our chart will be given. Please note that our director is a nurse and as such able to identify conditions needing medications and treatment. Please keep your child home if medications needed to be administered will likely cause drowsiness or irritability.

In order to safeguard the health of all children and staff, the following policy will be in effect at Zion Lutheran Preschool:

1. When the personnel of the Preschool identifies symptoms of the following conditions, a student shall be excluded from the Preschool and may not return until they receive approval from the Director stating that there has been satisfactory treatment and/or complete recovery.
 - A. Acute Contagious Conjunctivitis (pink eye)
 - B. Impetigo Contagioso
 - C. Pediculosis Captitis (head lice)
2. For the following contagious childhood diseases, specified periods of exclusion are required. If a student is to be readmitted in less than the required days, Director's approval is required.
 - A. Measles - 6 days from onset of rash
 - B. Chicken Pox - after each pox is dried, usually at least 6 days from onset
 - C. German Measles - 3 days from onset
 - D. Mumps - 6 days from onset
 - E. Whooping Cough - 4 days from onset

BUILDING SECURITY

The doors to Zion Lutheran Preschool remain locked with two exceptions. Door A, the main entrance doorway, is opened between 8:58 to 9:10 a.m. and 11:25 to 11:40 a.m. At other times, access to our preschool is by ringing the buzzer at the main entrance.

CHILDREN LEFT IN CARS

Zion Lutheran Preschool does not approve of nor permit children being left in parked cars during drop off or pick up. This is a risk to children that we feel very strongly about. If you have younger children and feel it is too difficult to bring them in to the preschool when you are dropping off your Zion student, please see the Director for assistance. A PARENT BUDDY will be found to supervise your younger children out at your car, or bring your Zion student in to the classroom for you.

Parents found to be ignoring this policy will be given a warning by the Director and offered assistance at that time. If assistance is refused and their child is found to be in the car unattended in the future, the East Pikeland Police Department will be notified. It should also be understood that both the East Pikeland and East Vincent Police Departments have Zion's permission to randomly drive through our lot observing for unsafe situations.

EMERGENCY PLAN FOR LIMERICK GENERATING STATION

In the event of a serious incident at the Limerick Generating Station requiring protective response of the population residing here, Zion Lutheran Preschool has plans for the protection of your child.

There are four emergency classifications for incidents at the Limerick Generating Station. They are (1) Unusual Event, (2) Alert, (3) Site Emergency, and (4) General Emergency.

An **Unusual Event** poses no off-site danger and requires no action to protect your child.

An **Alert** poses no off-site danger, but the incident could become worse. During the Alert, we shall begin our preparations to notify you or your designated contact person and our pre-arranged host facility. We also shall begin to assemble our necessary transportation resources. Finally, based upon information available at the time, we might decide to exercise an option to begin closing the Zion Lutheran Preschool. In that event, you will be called and asked to pick up your child.

A **Site Emergency** still poses no appreciable danger, except possibly near the Limerick Generating Station site boundary, but the situation is worsening. Consequently, at Site Emergency we shall begin calling you and asking you to pick up your child. When all children have been picked up, Zion Preschool will close until the emergency is over and it is safe to resume normal activities.

A **General Emergency** could lead to an incident requiring sheltering or evacuation of the population inside the emergency planned zone. If there are any children here when an order to take shelter or to evacuate is received, we are prepared to comply. If an evacuation is necessary we shall evacuate the children to:

[EVACUATION SITE TO BE DETERMINED, CURRENTLY BEING INVESTIGATED]

You can pick-up your child when you are able to do so. The host facility is located outside of the emergency planning zone, and it should be a safe location for your child until you can arrive there.

Driving directions to [TBD]:

[TBD]

[TBD] Director is [TBD] and Assistant Director is [TBD]. Once an evacuation order is made, please go to the host facility, instead of attempting to pick up your child here.

Parents or other persons authorized to pick up your child will be required to **provide proper identification** at the time of pick-up and to sign a release roster register. Identification may consist of driver's license, employer identification card, or other means of positive identification.

Please be assured that in the event of an incident at the Limerick Generating Station, we are prepared to evacuate and protect your child until you are able to resume your parental care.

In the event of an incident at the Limerick Generating Station, you should stay tuned to our local EBS Radio Station for the latest information and instructions.

SHELTERING POLICY

In response to the status of our world today, the preschool has developed a plan to shelter the students in the event that the government agencies advise us to do so. Supplies will be stored within the preschool to provide sheltering in three classrooms. These rooms will be #1, #2 and #3. These supplies will include plastic sheeting and duct tape to cover the windows, food and water, toilet articles, radio, batteries, flashlights.

Parents of children who regularly take medication should provide the preschool with a 3-day supply for administration in the event of a sheltering need. Mrs. Detwiler would administer the medication as directed.

If the call comes to shelter, and time permits, the phone chain will be activated to begin early dismissal. If time does not permit, the staff will begin preparing the rooms for sheltering. This process will take approximately 30 minutes. During this time, parents hearing of the need to shelter by means of a public alert who arrive to pick up children will be allowed to take their child (and any other children they are authorized to pick-up) home with them.

Once the building has been secured and the sheltering preparations completed, NO ONE WILL BE ADMITTED TO THE BUILDING TO PICK UP CHILDREN. This is to insure the safety of the children and staff members inside the preschool. Please be assured that we will take **very special care** of the children until the danger has passed. We will have phone capability (both our phone lines (610) 948-3440 or (610) 948-4763, as well as cellular) and will make every effort to allay fears this way.

The phone chain would be activated when the danger has passed, to notify all to come to preschool to pick up their children. If an event occurs prior to preschool hours, preschool will be cancelled via the phone chain. If a non-sheltering event occurs during preschool hours, children will be sent home from preschool.



SNOW CLOSING

#3501 School Number on KYW 1060 AM Radio

Zion Lutheran Preschool closings will be announced on KYW News Radio 1060 AM or listed on their website at <http://philadelphia.cbslocal.com/schools>. Teachers also provide a classroom snow emergency phone chain that is activated when there is a change.

Generally we close preschool when two of the three surrounding school districts are either closed or on a delayed schedule. These districts are Owen J. Roberts, Spring-Ford and Phoenixville. This decision is made by the Director at 6:00 a.m., as our preschool opens to extended day children at 7:30 a.m.

This information will also be placed on our website. Go to the calendar page at <http://www.ZionLutheranPreschool.com/calendar> and check the day for a closure message.

You will not be reimbursed for snow days and generally the preschool year will not be extended due to inclement weather.

FACEBOOK PAGE

An additional way for parents to obtain information and to stay current with what is happening around the preschool is our new Facebook page.

To access the page, go to <http://www.facebook.com> and search for our page **Zion Lutheran School PA**. The page will be updated frequently with information and pictures of the children and classes. No children will ever be identified by name on this page.


By virtue of signing the form enclosed within the Parent Handbook, you agree to have your children included on the website. If you have concerns, please see Mrs. D.

TUITION PAYMENTS

Preschool tuition is due the 1st day of each month, September through May. The total tuition is based on the number of sessions we are scheduled to be open for the entire school year. This amount is divided evenly into 9 payments for your convenience. You may pay a full year's tuition and receive a 3% discount.

There will be a **\$20 late fee for tuition received after the 15th of each month**. If tuition payment is not **received within 60 days**, we will ask that you withdraw your child from school.

Cash and personal checks are preferred. Please make checks payable to "Zion Lutheran Church". We also accept debit/ATM cards, Visa, Mastercard and Discover, with a \$25 minimum charge.



TUITION FOR THE 2010-2011 SCHOOL YEAR

Monthly Tuitions:

	1st Child	2nd Child	Church Member
2 days/week	\$160	\$150	\$150
3 days/week a.m.	\$175	\$165	\$170
3 days/week p.m.	\$175	\$165	\$170
5 days/week	\$275	\$265	\$260
5-Year-Old Program	\$300	\$290	-----

Yearly Tuitions:

	1st Child	2nd Child	Church Member
2 days/week	\$1,396.80	\$1,309.50	\$1,309.50
3 days/week a.m. & p.m.	\$1,527.75	\$1,440.45	\$1,484.00
5 days/week	\$2,400.75	\$2,313.45	\$2,269.80
5-Year-Old Program	\$2,619.00	\$2,531.70	-----

If a financial emergency arises, please see the Director to discuss a payment plan with her. Our desire is to provide a continuous program for each child.

ESCROW ACCOUNTS

We require one-month tuition to be deposited into your account for every child registered. This will be held for the entire year. The tuition will then be used as your May payment.

WITHDRAWAL NOTICE

You must give the preschool at least 30-days notice if you are going to withdraw your child from school. We depend on your yearly tuition to pay our staff. It is often difficult to fill a space mid-year. If less than 30-days notice is given, you are responsible for the next month's tuition payment. Failure to give proper notice will result in loss of your one month escrow or if you chose to give the preschool your credit card information, a charge of one month tuition will be placed on your credit card.

LUNCH BUNCH & EXTENDED CARE PAYMENTS

Extended care fee: \$6 per hour from 7:30 to 9:00 a.m. and 11:30 a.m. to 5:30 p.m.
Lunch bunch fee: \$7 per day from 11:30 a.m. to 1:00 p.m.

We only bill hourly. If you are into the next hour you will be billed for that hour. Children attending our Extended Care Program, as well as Lunch Bunch, will be billed every Monday for the prior week's usage. That payment is due by Friday of the week you are billed; otherwise you will forfeit your escrow money. Other instances when you will be billed for

extended care include, late pick up from preschool, late pick up from lunch bunch or early arrival for classroom drop-off.

If your escrow money is used and we have not received payment after 15 days your child will no longer be able to attend our Extended Care Program.

Might we suggest paying ahead at the beginning of the month and running a credit balance of which to draw lunch bunch and extended care charges from.

EXTENDED CARE DISCOUNT DOLLARS POLICY

This policy is intended for families of students that regularly utilize our Extended Care program.

It was established to provide a discount to those families that accrue MORE than 20 hours of billable Extended Care time in one week. In the event that this occurs, a 10% credit for that week will be applied.

Example: Extended care rate is \$7 per hour
 Number of hours used is 21
 21 hours x \$7 per hour = \$147
 10% of \$147 is \$14.70

This family would receive a \$14.70 credit to their extended care bill and owe Zion \$132.30 for the week.


This policy may be discontinued at any time at the discretion of the School Board.

HIGH BALANCE POLICY

This policy goes into effect when a family's balance meets or exceeds \$350. Children are not permitted to stay for additional time (lunch bunch or extended day) until the balance is paid down. Likewise, if a balance exists going into the summer months, children will not be permitted to attend camp. If the balance is not cleared by June 30th, enrollment for September will be forfeited. A schedule for paying the balance down can be discussed with the Director if paying the entire amount is a hardship.

LATE PICK-UP POLICY FOR PRESCHOOL & LUNCH BUNCH

The pick-up time for preschool is 11:30 a.m. The Teachers will stay at the coned-off Safety Zone until 11:40 a.m. If parents have not arrived by this point, the children will be taken to the office to await pick-up. We recognize that an occasional late pick-up may occur, therefore, the first time this happens will not incur a charge. Any successive late pick-ups will result in one hour of care being billed to your child's account (per our Extended Care billing policy).



The same procedure also applies to late pick-ups from Lunch Bunch. Children should be picked up by 1:00 p.m. The children remaining in their lunchroom at 1:00 will be taken to the extended care room to wait. An hour of care will be billed with the second occurrence of lateness.

AFTER 5:30 POLICY

Our preschool closes at 5:30 p.m. If a child is here after 5:30 p.m. please be aware that two staff members must stay until the child is picked up. After 5:30 p.m. the following policy goes into effect: If you are late more than one time in a 6-month period you will be charged a \$15 late fee on your next extended care bill. If a problem of consistent lateness continues, your child may not be eligible for extended care.

ANY FURTHER QUESTIONS

We hope that this handbook helps clarify any questions you may have. Please do not hesitate to call us at (610) 948-3440 or email us at info@zionlutheranpreschool.com.



CLASSROOM DISMISSAL DOORS**Monday/Wednesday/Friday (AM Classes)**

Room #1 2-Year-Old Program dismissed at 11:15 a.m. in their classroom

Room #2 Door A

Room #4 Door C

Room #5 Door A

Room #6 Door B

Room #7 Door B

Room #8 Door A

Room #9 Door C

Monday/Wednesday/Friday (PM Classes)

Room #7 Door A

Room #9 Door B

Room #10 Door C

Tuesday/Thursday

Room #1 2-Year-Old Program dismissed at 11:15 a.m. in their classrooms

Room #2 2-Year-Old Program dismissed at 11:15 a.m. in their classrooms

Room #4 Door B

Room #5 Door A

Room #6 Door B

Room #8 Door A

Room #9 Door C