



A MULTIPLE INTELLIGENCE LEARNING EXPERIENCE

Our Mission Statement

MILE Preschool will provide safe opportunities for children to learn through their strengths & weaknesses through the multiple intelligences.

Multiple Intelligences

In 1983, a researcher named Dr. Howard Gardner developed the theory of multiple intelligences. He believed that we all have multiple ways of knowing, multiple ways of learning knowledge and multiple ways of processing information. There are eight kinds of intelligence: linguistic (word smart), logical-mathematical (number/reasoning smart), spatial (picture smart), bodily kinesthetic (body smart), musical (music smart), interpersonal (people smart), intrapersonal (self smart), naturalistic (nature smart) and existential (spiritual smart).

With standard assessments playing such a crucial role in children's lives, children are led to believe that their intelligence is linked strictly to their IQs and that their intelligence is fixed. Children are not taught that intelligence can be taught, learned, and improved upon by strengthening their intelligence skills/smarts. Generally, the more we practice the better we become. We can learn to be more intelligent in more ways and on more levels of our lives if we know our intellectual strengths and weaknesses. In doing so, we discover your child's strengths through observation and play.

The curriculum that is chosen to direct teacher instruction revolves around the child's multi-sensory involvement. Zoo Phonics, Touch Math, Handwriting Without Tears, Gardening Experience, Music Together, and Yoga For Kids are a few of the programs that are offered in at MILE Preschool. We will also incorporate a Christian based curriculum which emphasizes on the golden rules. We provide cultural opportunities and involve community leaders to build the information for interpersonal relationships. With this total package, we offer high quality learning that meets the needs of all children. MILE Preschool will not surrender our passion for genuine teachings in the classroom.

Communication:

- ❖ It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our school. We are always open to suggestions and feel communication is a very important part of a quality school. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for everyone will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe. So, welcome to the MILE Preschool family. Thank you for entrusting us with your child. We look forward to learning from your child as much as your child will learn from us.
- ❖ Communication between MILE and parent will be posted at the entrance of each classroom on the parent board; featuring the daily activities, daily reminders, and menu. All other correspondence will be posted in the lobby by the main entrance of the school. Monthly newsletters will be posted on the 1st of every month @milepreschool.com and in the lobby. The newsletter will pertain to all activities revolving around that month. In addition, weekly reminders will be emailed when necessary to ensure clear communication. Please remember to update all emails and other contact information in a timely fashion so we can keep the lines of communication open at all times.
- ❖ Parental involvement is very important. Parent, teacher, and child make up the three components to a successful program. There will be times and ways you can get involved in your child's preschool experiences. Some examples of ways to be involved include: lending objects for units of study, reading stories to the kids, coming in and talking about your job, helping your child at home with the concepts we are working on, cooking projects with the children, help your child prepare for "Show and Tell", provide treats or other items for parties, participate in field trips, and/or attending your own child's party celebrations.
- ❖ We have an open door policy and welcome parents anytime to come and observe your child. All parents must sign in and receive a visitor sticker. This would be a good time to see how your child interacts with other children, how they follow directions, and what they are learning. Please be aware that visitors may cause an excited reaction in the children that does not normally occur when we are alone with them.

- ❖ Before any modifications to our policy (including but not limited to), tuition, dates of closure, field trips, parents will receive a 30 day written notice.
- ❖ We will have a meeting with the parents of our preschool age students on an as needed basis or if a parent requests a conference.
- ❖ We will have one mandatory and one parent requested parent/teacher conference with our pre-kindergarten age program.

Transition Visits:

- ❖ A one hour transition visit before the start date is recommended. This is a great opportunity for you to see your child in action at MILE and for them to get to know the teachers and classmates. During this time we will review all enrollment paperwork and prepare for your child's upcoming enrollment. They will see their cubby and we will receive them with enthusiasm.

Positive Discipline

- ❖ We maintain a positive discipline policy, which focuses on preventions, redirection, love, consistency, and firmness.
- ❖ Discipline is a positive learning experience that sets behavioral limits and guidelines. It's a way of teaching children how to act at home, with other children at school, and with adults. Negative hurtful experiences inflicted upon children are not the stuff out of which healthy human beings are made and will not be welcome at MILE.
- ❖ "Personal Rights" to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to: interference with eating, sleeping or toileting, or withholding shelter, clothing, medication, or aids to physical functioning.
- ❖ The use of time outs will be rare, we believe in giving the children choices to help solve problems. The children are encouraged to use their words when either upset or struggling to get along with another child. Time outs will be used if the child continues to make choices that will harm or disrupt the class when learning. The child will not be left alone during time outs so they can talk with the teacher and find ways to make better choices. When children are fighting about or throwing toys, we will put the toy in a short time out and then bring it back into circulation a little later.

- ❖ If a discipline problem arises and your child does not respond to the above techniques, we will hold a conference with the parents. Together we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues other arrangements for the child will have to be made for the safety and well being of all.

School procedures

- ❖ All parents must sign in their children for drop-offs and sign out for pick up each day. We must receive your full signature, not initials on both our sign in and out sheets. During drop-off and pick up parents must alert a staff member to ensure that staff may greet and account for each child at MILE. No child will be allowed to leave with anyone who is NOT authorized for pick-up. All authorized adults will be asked to produce ID upon first pick-up.
- ❖ We will perform a quick health assessment of each child everyday upon arrival, before the parent leaves. This will allow us to make a judgment about what is normal or not for each child, rather than to diagnose an illness. It also identifies a problem early. Please see our sick policy for more details regarding health and attendance.
- ❖ Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day flow more smoothly and allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule.
- ❖ We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.
- ❖ The rights of the Community Care Licensing Department are as follows: a program analyst has the right to inspect the center in an unannounced visit, interview all staff in private, interview all students without parent permission, and requires a Director's signature at the end of the visit.

School Rules

- ❖ There are certain school rules that all children will be taught and expected to follow. This is for the safety and well being of everyone.

- ❖ There will be no running permitted inside the school. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/adults will not be allowed.
- ❖ There is only one biting warning, 2nd time child is removed from program.
- ❖ No standing or climbing on chairs, tables, or any furniture.
- ❖ There will be no use of obscene, derogatory, or disrespectful languages.
- ❖ Children may not walk around with food, cups, or bottles, unless they are in designated areas of the school.
- ❖ Respectful treatment of other people and all property, toys, and furniture is expected.
- ❖ Children and families are welcome in any areas of the school that are used for preschool purposes.
- ❖ The children will be explained these rules frequently so they become familiar with the guidelines.
- ❖ As stated above in the Positive Discipline section, if rules are not followed and the child does not respond to the above techniques, we will hold a conference with the parents.
- ❖ No smoking is permitted on the premises by anyone.
- ❖ In order to create a better environment for all we ask that you please support us in the enforcement of these rules.

Evacuation Procedures

- ❖ There will be fire drills practiced so the children will have a sense of what will happen if there is a fire. They will be taught where to go and how to properly do it. In doing this, it gives us the security that the children know the sound of an alarm and what to do. MILE will post fire drill times and dates in the monthly newsletter and on the parent board by each classroom so you will be able to prepare your child ahead of time.
- ❖ MILE Preschool has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the school. In the unlikely event, the children will be evacuated to an emergency location and you will be notified as soon as possible. Our emergency location of choice is Sam's Club and Country Side Park both locations are across the street from the center.

Illness, Medical and Dental Emergency Procedures

- ❖ We are a “well-child” preschool. At no time do we provide sick care for children. Children must be able to participate in the daily program. If your child is ill during the evening, morning, or weekend before returning to the program please give us a call and we can discuss if your child should attend.
- ❖ If you are notified that your child is ill please pick him/her up within the hour. If the parent cannot be reached or has not arrived within the hour, the alternate emergency contact person will be called. MILE requests three emergency contacts to be current and on file at all times. Your child will not be permitted back into the program for a minimum of 24 hours. On the day your child is ill, MILE will provide you with a May return to school slip, that explains our sick policy.
- ❖ If your child happens to become ill at preschool, we will have them sit or lay down in an area designated for children that do not feel well, until you arrive to pick them up. They will not be placed in a room alone. Your child will be in the direct sight and in the care of a teacher at all times.
- ❖ If your child becomes ill or is injured at the program and you cannot be reached, the physician on the Medical Treatment Authorization form may be contacted or the next emergency contact person on the list to care for your child will be called.
- ❖ The child may return 24 to 48 hours (depending upon the illness and symptoms), after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, they may return immediately if they have been free of other symptoms. In addition; the child must be fever-free and no longer showing symptoms of illness. The Executive Director will consult with the County Health Department or a health consultant as needed. The final decision as to whether a child may return is at the discretion of the Executive Director. In certain situations of illness, the Executive Director may require a written note from a physician before allowing the child to return to care.
- ❖ Please inform us immediately of any contagious diseases when they occur in your family.
- ❖ If your child needs prescribed medication to be administered by our staff at the center, you must fill out the “permission to give medication” form. This form includes days, times, doses your child should be given. All medication must be brought to the center in its original container with prescription label and/or dosage instructions attached along with your child’s name must be on the medication. All medications are kept in a

locked cabinet. NO medication is allowed in the child's cubby or backpack at any time.

- ❖ We require written clearance, signed by a physician, to administer all medications (even over the counter medications). Over the counter drugs can be administered as needed by parents during operating hours, however staff must be notified if when a child is medicated, so we can watch for any adverse reactions. Staff may apply skin care products, such as sunscreen supplied by parents and shall be used in accordance with the manufacturer's recommendations. We will not administer any medications that have been expired.
- ❖ Symptoms requiring removal of child from preschool are: fever of 100 degrees or more (your child needs to be fever free for a minimum of 24 hours before returning to the program, without the aid of fever medications), sore throat, rash, vomiting, or diarrhea (runny, watery, bloody stools, or two or more loose stools within the last 4 hours), ear ache, open cuts that are oozing, irritability (continuous crying or any other matter that requires more attention than we can provide without hurting the health, safety or well-being of the other children), trouble breathing, runny nose (other than clear), draining eyes or ears, frequent scratching of body or scalp, lice, undiagnosed rash, or any other spots that resemble childhood diseases, including ringworm.
- ❖ If you are not sure about whether or not to bring your child to preschool, please give us a call. Allergy related symptoms are non-communicable illnesses and do not require exclusion. Please supply MILE with inhalers and epinephrine pen, if your child has diagnosed asthma or allergies.
- ❖ We do our best to maintain strict cleanliness and hygiene standards. Upon arrivals, parents supervise children as they wash their hands as soon as they come into the school. Staff will ensure that hand-washing take place before and after meals, after toileting, outside play, and many other times throughout the day. We use paper towels for drying hands so children do not have to use the same towel. Tables and surfaces will be sanitized throughout the day and we have a janitorial service who cleans and disinfects the center. Naturally this does not prevent all illnesses; there is still a possibility that your child may become ill.
- ❖ Emergency information is kept on file at the school. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at school, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at

the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he/she needs. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

- ❖ In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.
 - A phone call to 911 is made
 - First Aid will be administered
 - Child's parents (or emergency contacts) are called
 - Child is separated from the other children and appropriately cared for until medical personnel arrives
 - Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Field Trips

- ❖ MILE Preschool may have planned field trips that will not require transportation. Parents will be notified in our Monthly Newsletter of these field trips and all parents are welcome to attend with their child.

Nap Time

- ❖ Our napping schedule is between 1:00pm and 3:00pm each day. The State of California requires that all children under the age of five have at least a two hour rest period every day. We require that no child be dropped off during our napping period. Our goal is to have all children on the same nap schedule. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time. Each child will have their own designated mat that will be placed in a designated area of the school.

Diapering

- ❖ It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream. Diapers are checked frequently, and changed every three hours or more often if required. Staff will complete a diaper changing log for each child and it will be posted for daily review. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Toilet Training

- ❖ We are more than happy to encourage potty training as long as the child is ready. The initial start needs to be done at home for at least two weeks with success before it can be effectively started at school. Parents will be required to supply Velcro fastened pull-ups and wipes. Children will be allowed to come to school in cotton training pants/underwear after they have been accident free for at least two weeks. Communication between parents and the teachers is imperative for a successful transition from diapers to toilet.

Indoor/Outdoor play

- ❖ We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up because it is so overwhelming to them. They will be shown how to put items away before selecting something else.
- ❖ We will be playing outdoors every day that weather permits. All children will participate in outdoor play. Please make sure that your child is appropriately dressed for outdoor play at all times, which includes the proper shoes for the children safety, therefore no thongs, jellies, or slick bottom shoes will be allowed at preschool. All shoes must have a back and it is recommended that they use Velcro closures if they cannot tie their own shoes. Our activities will include walks, playground, water play (in summer), bike/toys riding and more.

Food

- ❖ MILE Preschool will serve healthy meals that meet nutrition requirements establish by USDA's Child and Adult Care (CACFP). CACFP provides nutritious meals and snacks to children as a regular part of their day care.
- ❖ Per CACFP regulations, all food omissions require a doctor's note in order for MILE to omit these items from your child's menu. The only exception is for religious reasons. Alternative meals are served to children with food restrictions for health reasons or for personal or religious reasons. Make

sure you list all allergies or foods your child cannot eat on your enrollment paperwork.

- ❖ Meals are served in a “family style” manner. All the children sit down together to enjoy a nutritious meal in a quiet environment. Children are encouraged to try all foods.
- ❖ Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 7:30am, snack at 10:00am, lunch at 12:00pm and afternoon snack at 3:00pm. Milk and water is served with all the meals and snacks. Water is also available throughout the day. Each child will have their own labeled water bottle provided by the parent. Water bottles are taken home and washed daily. We have added a sample menu to our policy, showing an example of the different types of food we serve throughout any given week. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet.
- ❖ It is important that your child have a good breakfast before coming to the program, unless they are eating breakfast at the center. They will be learning and playing and that takes a lot of energy. We want the children to be ready to have fun. We will serve breakfast to all children that arrive at the center during breakfast hours. We will have parents list this on their enrollment form for the food program.
- ❖ We like to celebrate special days, so you are welcome to bring treats. Please let us know in advance what you would like to bring so we can approve or provide alternative treats for our food allergies students.
- ❖ We want to make the children as comfortable as possible so if your child likes to drink from their favorite cup or has a favorite blanket for example, they are welcome to bring it. Please put the child’s name on their belongings and remember to take it with you at the end of the day. Children will be expected to drink in designated areas.

Clothing, Personal Belongings, and Supplies

- ❖ Children should arrive dressed for play. Having fun involves outdoor play and some messy activities, so make sure that your child is dressed appropriately. Shoes for outdoor play are imperative for the children safety, therefore no Thongs, Jellies, or Slick bottom shoes will be allowed at preschool. All shoes must have a back and it is recommended that they use Velcro closures if they cannot tie their own shoes. The children will be allowed to take off their shoes so make sure they have socks to keep their feet warm in the cold months. Include hats, mittens, boots, and coats for cold weather. Please place your child’s name or initials on their belongings.

- ❖ Each child will have their own cubbies and we ask that when your child enters the program they place their items in their cubby. There are designated places for coats. Place your child's name or initials on their coats and all other personal items. If your child feels the need to bring something that comforts them we also ask that they place that item in their cubby until needed. The program is not responsible for lost or damaged articles.
- ❖ If your child is in diapers we ask that you provide disposable diapers, Velcro pull-ups and wipes.
- ❖ When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. Your child should be free from accidents for about two weeks before entering the program in regular undergarments, otherwise please send your child to school in pull-ups if that is the choice you are making in the process of toilet training.
- ❖ An extra change of clothes should be and brought in a plastic storage bag with your child's name on the bag. Your child will share a cubby with another friend from another class so these bags will be placed in a different area. Any soiled clothing, such as food or drink spill will be placed in a bag and set in your child's cubby. If your child's clothes are soiled with things that have odors they will be placed in a bag and set outside labeled with your child's name.
- ❖ The only supplies your child will need are diapers, Velcro pull-ups, wipes, and a complete change of clothes and personal water bottle, nap sheet and blanket, (labeled and small enough to be place in their cubby space.) The sheets will be taken home and washed weekly and returned. If donations are needed we will ask for them in our monthly newsletter.
- ❖ We ask that your child leave their own toys at home. The only toys that your child should bring from home are things they want to share and tell. We have designated days for sharing. Please see your teacher for your child's scheduled sharing day. If your child would like to bring a toy or item from home for sharing please help choose items that are related to the letter of the week, color, or theme of the month. When they bring items in for sharing the teacher will have them place the items in a designated area and will bring them out when sharing begins.

Enrollment, Withdrawal, and termination

- ❖ The ages of the children in our programs are: Junior Preschool 2 – 3, Preschool 3 - 4 and Pre-Kindergarten 4 - 5 year old. Classroom transition at the discretion of MILE and may not occur on their birthdate. Your child must be 4 by September 2nd to make the cut off for our Pre-Kindergarten program.
- ❖ Hours of operation are 7:30 to 5:30 Monday – Friday. We offer full time and part time preschool/daycare with different sessions to choose from. Please see the sessions and tuition section of this policy for details.
- ❖ There are several forms that must be completed and returned before your child enters the program. This is to ensure that your child will get the very best of care from us. All forms are subject to yearly renewal and must be kept up to date. If you have any changes to your forms after your child has been enrolled let us know and we will make sure your child’s file is updated. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. If you are going to be out of town or in a meeting and unavailable during the day, we request that you arrange alternative emergency contacts and leave us with their contact information and remember to add them on the your authorization form. Personal information about your child and their families is strictly confidential.
- ❖ At the time of enrollment, the director will conduct an interview with the parents and conduct a transition visit with the child to determine the best placement for him/her. Our goal is to place your child in the appropriate emotional/social/age appropriate environment.
- ❖ We are required to maintain up-to-date immunization records and your child must have a physical before he/she can enter our program.
- ❖ There may be times when you the parent will want an “unauthorized” person to pick up your child, such as a family friend. In this situation we require the parent to provide a written note, signed and dated. The note should state who is authorized to pick up the child, specifying dates and times, their ID will be required at the time of pick-up. Phone calls are not acceptable. We will then call to confirm the arrangement with you, the parent.
- ❖ An enrollment fee of \$50.00 is required at the time of registration for all programs. This amount is non-refundable. If your child will attend more than one program the registration fee will need to be paid for each program.

- ❖ A material fee is due upon enrollment and yearly, of \$75.00 to help provide new materials for your child’s classroom to keep our materials up-to-date and to provide a state of the art education.
- ❖ Transition visits help families adjust to sending their child to preschool and are highly recommended. All children enter the program on a two-week trial basis (payment is required on the first of the month for the entire month). If your child does not continue in the program the remaining tuition (two weeks) will be refunded. At the end of this period we will talk about how your child has adjusted or not adjusted to the new setting.
- ❖ If you decide to withdraw your child from the program a two-week written notice is required (if a two week written notice is not received your tuition cannot be refunded) unless you are still in your trial period. If your tuition is already paid for the month and then you decide your child will not be attending our program (once the two week trial period is over) your money cannot be refunded. The funds will have already been distributed to the upkeep of the program. If you give your two-week notice at the beginning of the month then you will only be required to pay for the two weeks your child is in our program.
- ❖ We reserve the right to terminate for the following reasons (but not limited to): failure to pay, failure to complete the required forms, lack of parental cooperation, child does not adjust to the preschool after a reasonable amount of time, physical or verbal abuse of any person or property, our inability to meet the child’s needs, lack of compliance with handbook regulations, or serious illness of child or teacher.

Sessions and Tuition

Preschool Age 2 - 3 year old and 3 - 4 year old

Full Time Care 7:30am – 5:30pm

5 days a week \$710/month

3 days a week \$585/month

2 days a week \$390/month

Tuition includes: morning snack, lunch, and afternoon snack
(Breakfast from 7:30am – 8:00am for additional \$1 per day)

Morning Program 8:30am – 11:30am

5 days a week \$585/month
3 days a week \$455/month
2 days a week \$305/month
Tuition includes: morning snack
(Early drop off @ 7:30am additional \$40/month)

Pre-Kindergarten Age 4 – 5 year old

Full Time Care 7:30am – 5:30pm

5 days a week \$695/month
3 days a week \$565/month
2 days a week \$375/month
Tuition includes: morning snack, lunch, and afternoon snack
(Breakfast from 7:30am – 8:00am for additional \$1 per day)

Morning 8:30am – 11:30am OR Afternoon 11:30am – 2:30pm

5 days a week \$560/month
3 days a week \$460/month
2 days a week \$295/month
Tuition includes morning snack
(Early drop off @ 7:30am additional \$30/month)

- ❖ Monthly payments are due on the 1st of each month. Payments received after the 3rd of each month will have a \$20.00 late charge added per day. To continue enrollment, tuition and late payments must be received by the 7th of each month or your child's space will be offered to the next child on our waiting list. Payment is based on contract, not attendance. MILE does not give discounts or credits for children who are absent for any reason during their regularly scheduled days, this includes sick, vacation or holidays.
- ❖ If your child needs to be absent from school for a month, payment of ½ the tuition can be paid to hold your child's space.
- ❖ We accept cash, money orders, and checks made payable to MILE Preschool. We will provide a tuition box for all tuition and will provide a

receipt for all monies, if you pay by cash we request that you alert the director as we do not want cash to remain in the tuition slot over-night and you will receive a receipt upon payment.

- ❖ If a check is returned for non-sufficient funds you will be required to pay all fees that we incur as a result of the return check, plus an additional \$25.00. Sessions will be immediately halted until full payment of tuition and NSF charges have been made. After the second incident of a return check, we will only accept cash, money order, or cashers check from that point forward.
- ❖ There will be no refunds or adjustments made for missed days by the child, due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis. If for some reason our school must be closed, other than holidays, you will receive a make-up day. If there is not a make-up day for your child, a credit on your next month's tuition will be issued. This will be determined by management.
- ❖ Time is of the essence and your child has had a long day, so we ask that you are prompt in picking up your child at the end of the session. Please call MILE and inform us if you will be late. A \$2.00 charge will be added per minute, after the first 5 minutes you are late when picking up your child. This is due before your child can enter the program for their next session. This policy will be strictly enforced and habitual tardiness may result in termination of services.

School closure dates

Specific dates will be given in our monthly theme calendar for each school year.

➤ Independence Day	July
➤ Labor Day	September
➤ Veteran's Day	November
➤ Thanksgiving Break	November (Thursday and Friday)
➤ Christmas Eve	December (1/2 day)
➤ Christmas	December
➤ New Year's Eve	January (1/2 day)
➤ New Year's Day	January
➤ Martin Luther	January
➤ Lincoln's B-day	February
➤ President's Day	February
➤ Spring Break	March or April (one week)
➤ Staff In-service	March (end)

- Memorial Day
- Last day of school

May
June

Updated 10/6/13