Due Prior to Enrollment						
Form	Date Received					
Physical Examination Form, as provided by your child's pediatrician						
Immunization Record (documentation on physical examination form is acceptable). The following vaccinations are required based on age guidelines outlined by the CDC: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, Haemophilus influenzae type B, hepatitis B, varicella, and pneumococcal disease. The annual flu shot is recommended but not required.						
Vaccination exemption forms are not permitted.						
Lead Screening (documentation on physical form is acceptable)						
The lead screening requirement shall not apply if the child's parent/guardian signs a sworn statement indicating that lead screening is contrary to his/her religious tenets and practices.						
Emergency Medical Treatment Form (Page 5)						
*MUST BE NOTARIZED						
Emergency Contact List (Page 6)						
Enrollment Contract and Service Agreement (page 7)						
General Permissions (Page 8)						
\$100 Activities and Supplies fee (annual)						
First weekly fee						
<b>Final two weeks fee,</b> applied to last two weeks of service when termination notice is provided.						

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#### Welcome

Welcome to Giggle and Grow, LLC, a family home daycare. I look forward to supporting your child's early learning and development. Play-based weekly themes have been carefully designed to support the Rhode Island Early Learning and Development Standards (RIELDS) for children 18 months through five years of age. Each week, your child will participate in structured and unstructured motor, social/emotional, language, literacy, mathematics, and creative arts activities, centered on developmentally appropriate expectations.

Giggle and Grow Family Daycare proudly welcomes children of any race, sex, national origin, religion, and/or disability.

Giggle and Grow, LLC is pet friendly. We have a morkie named Simba and a goldendoodle named Henry.

**Children:** Will receive nurturing and developmentally appropriate care in a warm, safe learning environment. Each child will be treated with kindness and respect.

**Parents:** Will receive open and honest communication about the quality care your child is receiving. Please do not hesitate to contact me with any questions you may have. I can be reached directly at (401)-787-5323.

### **State Licensing Requirements**

This home has successfully passed lead, radon, and fire inspections and is fully licensed and insured in the state of Rhode Island. Giggle and Grow, LLC is committed to protecting the health, safety, and welfare of all children and will follow state mandated regulations. A copy of these regulations can be found on the State of the Department of Human Services website (dhs.ri.gov).

#### Communication

Giggle and Grow, LLC is dedicated to maintaining an open line of communication with parents. You will receive daily updates regarding your child's learning experiences through the app Brightwheel. If you have any questions or concerns regarding your child or programming, please do not hesitate to contact me at (401) 787-5323 to schedule a conference.

A copy of developmental milestones, as defined by the Rhode Island Early Learning and Development Standards, are available online at www.rields.com.

It is recommended that every parent/guardian has his/her child evaluated by a pediatrician at 9, 18, 30, 36, and 48 months to identify early childhood developmental delays. Early intervention is the key to success.

# **Emergency Medical Treatment Authorization Form**

Child's Full Legal Name					
Child's Home Address					
Child's Date of Birth			Child's Sex	M	F
Physician's Name			Physician's Phone Number		
Physician's Address					
Child's Health Insurance Plan			Policy Number		
Allergies to Medications					
Other Allergies					
Is your child currently rece					
I give consent for Giggle are experienced by my child if accompanied by a parent/ If the injury/illness is life the personnel to attend to, tratreatments determined neand medication, until a parendical expenses incurred	deemed necessa guardian and who nreatening, I auth ansport, and treat ecessary by a licer rent/guardian ha	ry. I understand en it is not safe o norize Giggle and t my child. I autl nsed medical do	I that this consent will bor possible to first contain Grow, LLC to summon norize Giggle and Grow, ctor, including X-ray, an	pe granted when ract a parent/guard any and all emergon, LLC to issue considesthesia, blood tr	ny child is not dian. gency ent for any ansfusions,
I understand that this auth authority and power on th and emergency personnel.	e part of Giggle a		· ·	=	
I understand that injury m ribs during CPR, even whe liable for any acquired inju	n best care practi	ices are used. I i			
This consent is given until	services have bee	en terminated.			
Parent/Guardian Signatur	e:				
Notary:					
Date:					

## **Emergency Contacts**

Parent/Guardian #1						
Name		Home Phone				
Cell		Work Phone				
Relationship to Child		Best Number (Circle)	Cell	Work	Home	
Address						
Email						
Address						
	Parent/Guar	dian #2				
Name		Home Phone				
Cell		Work Phone				
Relationship		Best Number				
to Child		(Circle)	Cell	Work	Home	
Address						
Email						
Address						
		<del></del>				

In the event of an emergency or illness, if the parent/guardian named in this contract is unable
to be reached, the following people are authorized to pick up
from care. Parents/guardians are responsible for maintaining a current emergency contact
list.

Emergency Contact 1					
Name		Secondary			
		Number			
Phone		Relationship to			
Number		Child			
Emergency Contact 2					
Name		Secondary			
		Number			
Phone		Relationship to			
Number		Child			

#### **Enrollment Contract**

#### This contract is between

Giggle and Grow, LLC 715 Middle Rd East Greenwich, RI 02818 (401) 787-5323

And:
Legal Parent/Guardian's Name:
And:
Legal Parent/Guardian's Name:
For the care of:
Child's Full Name:
Child's Birth Date:
Beginning: September 6, 2023
And expiring: September 1, 2024
I have read, understand, and agree to follow all policies listed in this handbook.
Please sign and date:

### **Service Agreement**

- Giggle and Grow offers 42.5 hours of services Monday through Friday from 8:30 am until 5:00 pm at the rate specified on page 8
- Please indicate which days your child will be participating; you must select a minimum of 2 days
- Only the days indicated below will be reserved.
- If your child does not arrive within one hour of the start time indicated below, I will contact your family to ensure your child is safe.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					

#### **General Permission**

Please circle v	yes or no and sign.	Giggle and Grow	IIC has my	nermission to
riease circle	yes of the aria sign.	Oiggle and Orow	, LLC Has Hily	perinission to.

Share photos of my child with me via text message	YES	NC
Share photos of my child on the Giggle and Grow, LLC Facebook Page	YES	NC
Share photos of my child through the Brightwheel app	YES	NO
Take my child on walks in the surrounding neighborhood	YES	NO
Use a wading pool under direct supervision during summer months	YES	NC
Apply the sunscreen that I have provided	YES	NC
• • •		

I	) a	r۵	nt	/Gi	ıard	ian	Sign	nature	
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## 2023 Rates/Fees

Service	Cost
Tuition: 2 days	\$180/week
Tuition: 3 days	\$210/week
Tuition: 4 days	\$260/week
Tuition: 5 days	\$300/week
Early Care: 7:30-8:30 am (as needed)	\$22/day
Early Care: 8:00-8:30 am (as needed)	\$11/day
Lunch (as needed)	\$5/day
Late pickup fee	\$10 fee at 5:01 pm
	AND \$1/minute
Diapers supplied by Giggle and Grow, LLC	\$1 per diaper
Supplies and activities fee (charged annually in September)	\$85 per year
Late payment fee	\$5 per day
Final two weeks, applied to last two weeks of service with termination notice	

A weekly fee of is of	due no	later than	the F	riday	before	care is	s administe	red.
-----------------------	--------	------------	-------	-------	--------	---------	-------------	------

The weekly fee guarantees placement availability and is not broken down hourly. The rate remains the same regardless of late drop-offs, early pick-ups, or missed days.

Families are not charged for Giggle and Grow's scheduled vacation days or weeks. All calendar activities are included in the tuition at no additional cost. Two balanced snacks each day are included.

A child will not be accepted into care until full payment has been made. Autopayments will be made through the childcare app Brightwheel. Please look for an email with an invitation code that will take you directly to your child's account. ACH payments have no charge; credit card payments will have a 3.5% fee.

<sup>\*</sup> If photography permission is declined, your child's face will be edited out prior to webpage postings.

#### **Arrival and Departure**

TBA pending bus schedule

#### **Screen Time**

Electronic screens will only be used to support the curriculum, including short videos, books, and pictures. All use of screens will be conducted only by the caregiver and will be explicitly monitored. Screen time exposure will never exceed ten minutes per day except during a special activity day.

#### **Time Off**

- ☆ Vacation weeks are structured into the annual calendar (final page of this document). Services will not be provided during this time; parents/guardians are responsible for finding alternate care. There is no charge for service for closures marked in red on the annual calendar.
- ☆ Your account will be credited in full for unanticipated closures, including my sick time.
- ☆ Full weekly payments are required for your child's sick days and vacation days.

### **Emergency Assistants**

In the event of an emergency, Giggle and Grow has two emergency assistants, Seth Kerstetter and Kevin Church, who are fingerprinted, CPR certified, and have been approved through Department of Human Services in the event of an emergency. Parents will be notified as soon as possible if an emergency assistant provides care lasting longer than 10 minutes.

## **Rest/Nap Time**

It will be encouraged for all children to have a minimum of 30 minutes of rest time each day.

- A sanitized rest mat or play yard will be provided for each child. Blankets, pillows, and sheets must be provided by the parent/guardian. All linens will be sent home to be laundered weekly.
- ☆ Nap time ends when a child naturally wakes up unless otherwise requested by your family.

#### Schedule

Routine is critical for a child's cognitive and emotional development, and Giggle and Grow, LLC will make every effort to provide consistency each day. Outside times may be adjusted for the weather or season. Giggle and Grow, LLC reserves the right to make changes to the schedule at any time.

- ☆ Please refrain from dropping off or picking up children during nap/rest times.
- All learning described below is play-based; it is developmentally inappropriate to require children to sit for extended periods of time.
- ☆ Children in diapers: Diapers will be changed about every two hours after your child's arrival until your child's dismissal unless she/he is sleeping. Diapers containing feces will be changed immediately.
- Potty training/trained children: Your child will be reminded to use the toilet in specific timed intervals unless she/he is sleeping.

8:30 am	Drop-off/unstructured play
9:00 am	Circle Time
9:30 am	Snack
9:45 am	Unstructured play
10:00 am	Music/Art
10:20 am	Outside
11:00 am	Story Time
11:30 am	Lunch
12:30 pm	Potty/Nap/rest
TBD	Quiet, unstructured play upon waking
2:15 pm	PM Snack
3:00 pm	Outside
5:00 pm	Dismissal

## Illness/Injury

Giggle and Grow is a program for well children. Care will be refused to children who are experiencing **fever**, **nausea**, **vomiting**, **and/or diarrhea**. Children must be free of fever, nausea, vomiting, and/or diarrhea for 24 hours before returning to child care. If your child is sent home from child care for fever, nausea, vomiting, and/or diarrhea, s/he may not return the next day.

In the event of a national state of emergency related to a pandemic, the Department of Human Services (DHS) and Department of Health (RIDOH) *may* require child care centers and family child care to follow certain health and safety protocols based on recommendations from the Centers for Disease Control and Prevention (CDC) and/or the RI Department of Health (RIDOH) including, but not limited to:

- Cloth face coverings *may* be required to be worn in accordance with CDC recommendations, RIDOH recommendations, and/or Rhode Island Executive Orders.
- Providers may be required to self-attest for common symptoms of the virus that caused the
  declared pandemic prior to entering the program. Individuals with symptoms may not be
  allowed to enter the program.
- Child care centers *may* be required to maintain stable groups while still in adherence to staff/child ratios and licensed capacity.

#### Children who are experiencing the follow illnesses or symptoms will be excluded from child care:

Excessive irritability that inhibits the child from	Impetigo, until 24 hours after treatment has
participating in normal activities or interferes	been initiated
with the safety, learning, or development of	Strep throat, until 24 hours after antibiotic
other children.	treatment
Blood in the stools, not explained by dietary	Chickenpox, until all sores have crusted over,
change, medication, or hard stool	usually six days
Persistent abdominal pain	Pertussis, until five days of appropriate
Hand sores, foot sores, or mouth sores with	antibiotic treatment has been completed
drooling, unless a health care provider	Mumps, until nine days after onset of parotid
determines that the child is non-infectious	gland swelling
Rash with fever or behavior change, unless a	Hepatitis A Virus, until one week after onset of
health care provider determines that the child is	illness, jaundice
non-infectious	Measles, until four days after onset of rash
Runny, crusty eyes, until 24 hours after	Rubella, until six days after onset of rash
treatment has been initiated	Unspecified respiratory tract illness
Lice, until treatment has been completed	Shingles
Scabies, until treatment has been initiated	Pinworms, until treatment has been completed
Tuberculosis, until a health care provider states	and child is parasite-free
a child can attend care	Influenza

#### Illness/Injury Policy Cont.

- Any child who has been placed on an antibiotic medication may not be admitted to Giggle and Grow, LLC for 24 hours after beginning treatment
- Any child exhibiting signs of a parasitic infection will not be admitted to the program until the child has been successfully treated and no longer has any live parasites.

#### If a child becomes ill under my care, the following procedure will be used:

- 1. The sick child will be isolated from other children on a rest mat near the couch, with proper supervision. Rest mat and toys will be sanitized after the child's dismissal.
- 2. Parent/guardian will be contacted for prompt pick-up. Unanswered calls will have 30 minutes to be returned.
- 3. If the call is not returned after 30 minutes, the emergency contacts, as listed on page 6, will be contacted for pick-up. Parents/guardians are responsible for maintaining a current emergency pick-up list.
- 4. Children must be fever-free for 24 hours without medication before returning to care.

#### In the event of a life-threatening emergency, the following procedure will be used:

- 1. 911 will be called.
- 2. CPR and/or first aid will be administered.
- 3. Parent/guardian will be notified as soon as safely possible.

Parents/guardians are responsible for all medical expenses incurred.

#### In the event of a minor injury, the following procedure will be used:

- 1. First aid will be administered
- 2. Parent/guardian will be notified via Brightwheel, text, or phone call
- 3. An incident report will be completed, signed by parent/guardian at dismissal, and filed in the child's record

#### **Behavior Support**

Giggle and Grow, LLC is committed to supporting healthy social and emotional development for all children. Mindfulness and positive behavioral supports are used daily. There are clear and consistent expectations for behavior, and a routine is utilized to support development.

- ☆ Emotional regulation, emotional intelligence, and social skills are treated as undeveloped skills that require explicit instruction and support. Behaviors, both positive and undesirable, are treated as teaching moments whenever possible.
  - A core component of emotional regulation is breathing strategies for de-escalation, as well as identifying other calming strategies to regain control. All children will be explicitly taught calming strategies, and these strategies will be encouraged to support emotional regulation as needed.
- ☆ Children are required to sit during snacks and meals to reduce the risk of choking.
- Shoes will be removed and placed in personal cubbies prior to leaving the entry carpet. All children must wear socks or slippers.
- Children will be encouraged, but not required, to participate in structured activities.
- There is zero tolerance for bullying, and parents/guardians will be notified if a concern arises. Bullying is defined as an individual using power, *repeatedly and intentionally*, to cause physical or emotional harm to another individual. It may result in termination from the program if it persists after interventions.
- "Time-in" is required for averse, aggressive behaviors, including but not limited to, kicking, hitting, spitting, swearing, and biting. Here, children are encouraged to explore triggering antecedents, identify personal emotions, and implement regulation strategies to reduce future recurrences. Parents/guardians will be notified of these behaviors on the same day. If aggressive behaviors persist despite interventions, termination from the program may be necessary to protect the safety of other children.
- Corporal punishment, including but not limited to, spanking, hitting, biting, or pinching, will never be used under any circumstances.

#### **Birthdays and Holidays**

We proudly celebrate birthdays and holidays throughout the year. Parents may choose to bring in a snack from a bakery or grocery store for their child's birthday; please inquire about allergies. Each child will receive a balloon and birthday crown on his/her special day.

Holidays are celebrated using the magic of traditions only; we do not discuss the religious beliefs/practices associated with the holidays.

#### **Clothing**

All children will participate in a variety of messy indoor and outdoor play each day. Outdoor play is essential for a child development. We go outside for a minimum of 90 minutes per day unless it is actively raining, below freezing, or an Ozone Action Day. Children should wear comfortable, washable, and weather-appropriate clothing each day.

- Smocks will be used for messy indoor play, but it is expected that clothing will get dirty. Giggle and Grow, LLC is not responsible for any damage/staining to clothing.
- Snow: It is recommended that children wear snow boots, winter coats, mittens/gloves, hats, scarves, and snow pants. We will be going outside if the temperature permits.
- Summer: It is recommended that parents/guardians pack swimsuits, water shoes, and sun hats. Children must wear shoes outside to reduce the risk of injury. The wading pool will only be permitted for children with a swimsuit *and* water shoes; the water table will be used for all children, regardless of dress. Shoes may get wet.
- Rain: All children will play outside if it is not actively raining, even if the outdoor play equipment and ground is wet. Shoes and clothing may get wet and will be changed after outdoor play is completed.
- To assist with toileting and dressing, please dress children in bottoms that are easy to pull up and down independently.
- A spare change of clothing must be packed each day. This must include a top, bottoms, socks, and underwear (as appropriate). Dirty or soiled clothes will be sent home in a plastic bag. Parents/guardians are responsible for laundering dirty clothes. Please replace spare clothing, as needed. It is recommended that spare clothing is labeled with each child's name or initials. Giggle and Grow, LLC is not responsible for the loss of clothing.

#### **Inclement Weather**

Giggle and Grow, LLC understands the importance of dependable child care and will remain open if there is heating and power.

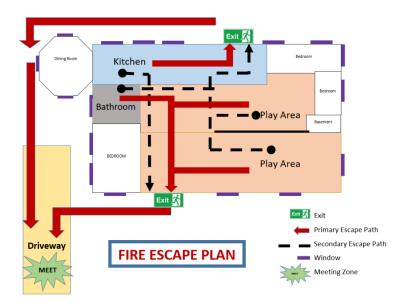
## Supplies

<u>Par</u>	ents/guardians are responsible for providing:		
	Milk in a labeled cup, if desired  1 clean, labeled water bottle each day  1 sunscreen stick AND 1 sunscreen spray, labeled (seasonal)  Nap mat/sleeping bag  Diapers, as needed  Igle and Grow, LLC will provide:		Wipes, package labeled, as needed Diaper cream, labeled, as needed Spare change of clothes, labeled, including a top, bottoms, socks, and underwear Meals, including lunch and breakfast, if the child has not eaten before arrival
	Learning materials, including toys, books, puzzles, and games Rest mats or play yard, as appropriate  nations:		Two balanced snacks Fresh drinking water refills Art supplies
Do	nations are always appreciated but never required.	Som	e habitually used items include:
	Hand sanitizer Tissues Band-Aids Disinfectant wipes Paper towels, tissues, and toilet paper Crayons/Markers Washable paint		Non-toxic sensory items (Play-Doh, dry beans, kinetic sand, rice) Computer paper Construction paper Children's books Healthy snacks Nitrile exam gloves Baby wipes
M	andated Reporting		
	To protect the safety and well-being of all children, any and all signs of abuse and/or neglect to Child P  Child abuse is defined as any of the following:  Inflicts mental or physical injury upon a child Creates a substantial risk of physical or mental Sexual abuse Failure to provide adequate food, clothing, she Failure to provide a minimum degree of care, s Deserts or abandons a child Sexual exploitation of a child	injur Iter, uper	y to a child or medical care vision, or guardianship
☆	Every adult living in the state of Rhode Island is a mode been abused, please do not hesitate to call 1-800-R		

Department of Children, Youth, and Families (DCYF) website.

## **Emergency Evacuation Policy**

Fire drills will be conducted monthly. In the event of an evacuation, all children will exit from the front door and meet at the bottom of the long driveway, as pictured below. If front door access is blocked, the backdoor will be used. The parent/guardian will be contacted as soon as it is safely possible.



If it is unsafe to remain on the property, all children will be escorted to the dead-end section of Ledo Street; please refer to the star on the Google map below. The parent/guardian will be contacted as soon as it is safely possible.



## **Termination Policy**

☆		e legal parent/guardian reserves the right to terminate this contract under the following inditions:
		If a written notice submitted a minimum of two weeks in advance is provided, the final two-weeks fee paid upon registration will be applied to the child's final two weeks after notice has been received.
		If a parent/guardian fails to provide a written notice two weeks in advance, the final two-weeks payment made upon registration will be retained by Giggle and Grow, LLC. Guaranteed income is necessary to maintain business expenses. This payment will not be refunded under any circumstances. Please kindly provide notice.
		A written notice submitted a minimum of two weeks in advance must be provided to reduce contracted days.
		All written termination notices must be submitted <u>before</u> tuition payments are processed through Brightwheel.
		<del></del>
\$	_	gle and Grow, LLC reserves the right to terminate this contract with written notice two weeks in vance for reasons including, but not limited to:  Continuous non-compliance of care policies, as identified in this contract  Two or more late payments  Lack of parental cooperation or support  Inability to meet a child's developmental or behavioral needs  Routine pickup tardiness (at Giggle and Grow, LLC's discretion; see page 8)
		nal two weeks fee you paid upon registration will be applied to your final two weeks after notice en given.
		<del></del>
☆	_	gle and Grow, LLC reserves the right to immediately, without notice, terminate this contract for following reason:
		Physical or verbal abuse by a parent/guardian of any member or property of Giggle and Grow, LLC
*Th	ne fir	nal two-week payment made upon registration will be retained by Giggle and Grow, LLC. There is

zero tolerance for aggressive behaviors from adults.

Clean	Cleaning and Sanitizing Schedule										
	Before and After Each Use	After Each Use	Once Daily	Twice Daily	Once weekly						
Food preparation areas	Clean, Sanitize										
Children's table	Clean, Sanitize										
Wading pools and water table	Clean, Sanitize										
Mouthed toys		Sanitize									
Eating utensils and dishes		Clean, Sanitize									
Changing table		Clean, Sanitize									
Toilet ring and potty chair		Clean, Sanitize									
Nap mats		Clean, Sanitize									
Launder dress-up clothing					X						
Musical instruments		Clean, Sanitize									
Children's plastic chairs		Clean, Sanitize			X						
Counters, sinks, and soap dispensers				Clean, Sanitize	X						
Toilet				Clean, Sanitize	X						
Floors			Clean		Clean						
Cubbies		Clean, Sanitize			Clean, Sanitize						
Garbage taken outside			X								
Dramatic play stations			Clean, Sanitize								
Toys					Clean, Sanitize						
Doorknobs, baby gate to kitchen, and handrail			Clean, Sanitize								
Sanitize bathroom stools			Clean, Sanitize								
Launder individual changing table liners		X									
Launder stuffed animals					X						
Sensory bins	Clean, Sanitize										
Furniture			Clean, Sanitize		X						
High traffic walls and surfaces					Clean, Sanitize						

- Toys and food surfaces are sanitized using a bleach solution (4 teaspoons bleach per quart of water). Bleach solution is mixed daily.
- Dishes are sanitized in the dishwasher.
- Parents are responsible for laundering nap linens once per week.
- Rest mats are sanitized after each use.

## **Weekly Themes**

\*The order of these themes will be adjusted to accommodate specific dates

January	February	March
Ice and Snow Polar Animals Pets Fairy Tales	Shadows/Groundhog Valentine's Day President Feelings	Dental Health Rainbows St. Patrick's Day Spring
April	May	June
Rain Easter Flowers Caterpillars and Butterflies	Mother's Day Eggs and Birds Farm Insects and Arachnids	Lakes and Ponds Health and Nutrition Father's Day Summer
July	August	September
July 4th	Construction	Red/Green Choices
Camping Dinosaurs Ocean	Wild Animals Nursery Rhymes Transportation	Space Apples Fall Germs
Camping Dinosaurs	Wild Animals Nursery Rhymes	Space Apples Fall

# 2023-2024

## le and Grow

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May '24

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September 6- First Day for New Families September 18- Picture Day November 13-17- CLOSED- Fall Vacation Nov 23- CLOSED- Thanksgiving October 31- Halloween Party Dec 21- Holiday Party Dec. 22-26- CLOSED- Christmas Vacation December 29- New Year's Celebration Jan. 1- CLOSED- New Year's Day
November 13-17- CLOSED- Fall Vacation  Nov 23- CLOSED- Thanksgiving  October 31- Halloween Party  Dec 21- Holiday Party  Dec. 22-26- CLOSED- Christmas Vacation  December 29- New Year's Celebration
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Ian 4 CLOCED Naw Year's Day
Jan. 1- CLOSED- New Year's Day
Febr. 14- Valentine's Day Party
March 17- Gold Hunt
March 29- Easter Egg Hunt
Apr. 15-19- CLOSED- Spring Vacation
May 27- CLOSED- Memorial Day
July 15-19- CLOSED- Summer Vacation
TO BE ANNOUNCED:
RI Children's Dentistry: Pearl the Tooth
Graduation/End of Year Celebration

**EVENTS** 

August 25- Graduation & End of Year Celebration

September 5- CLOSED- Personal Day

July '24 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31