



MEMORIAL LUTHERAN SCHOOL

Early Childhood Family Handbook

2021-2022

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Early Childhood Family Handbook
Infants and Twos Program
2021-2022

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ABOUT MEMORIAL LUTHERAN SCHOOL

Thank you for choosing Memorial Lutheran School (MLS) for the care of your child. This handbook is a guide to our program operations, policies and procedures. We strive to ensure that everyone has a positive, rewarding learning experience. Since we see you as partners, we look forward to receiving any suggestions and contributions you may have.

PHILOSOPHY AND PURPOSE

MLS is an outreach of Memorial Lutheran Church to both its membership and the world. The goals and objectives of the church and school are those given to us by our Lord, Jesus Christ, Himself:

"[Jesus said:] *Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit and teaching them to obey everything I have commanded you.*" Matthew 28:19

To carry out these God-given goals and objectives, Memorial Lutheran Church has established a Lutheran Day School, working with the same purpose and with the same doctrinal commitment as the congregation itself. All subjects are taught from a Christian perspective that is compatible with the doctrine and practices of the Lutheran Church-Missouri Synod with which it is affiliated.

Memorial Lutheran Church also believes, in accordance with Scripture, that Christian education begins with Christian parents and that the primary agency for the Christian education of children is the Christian home, for the Bible says:

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."
Ephesians 6:4

and

"These commandments that I give to you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7

The most effective Christian education takes place when parents are informed in the Christian philosophy of education in which their children are taught, and when they practice these Christian principles.

These principles, drawn from Scripture and focused on the cross and resurrection of Jesus Christ, the Son of God and the Savior of the world, provide us assurance of eternal life through faith in Christ and the power for a Christian life following Jesus in our daily behavior.

MISSION

Building a Strong Foundation

Memorial Lutheran School has been providing a strong academic foundation to the city of Houston since 1980. We became a classical school in 2005, offering a broadened scope of academic excellence that enables students to understand the world, appreciate beauty, and pursue wisdom. Our students learn respect and Christian love for teachers and one another. Children at Memorial Lutheran School leave well-rounded and ready for the next level of their education. Memorial Lutheran School is committed to providing a Christ-centered environment to babies six weeks of age through ninth grade (with additional high school grades to be added in subsequent years). We provide low ratio classes, enabling our students to learn and grow to their full potential.

GOALS

Children are the top priority of Memorial Lutheran School. We strive to provide a program to each family that offers flexibility, growth, education, love and a Christian foundation. We continue to provide qualified, experienced and loving caregivers that are all First-Aid and CPR certified. Our caregivers provide honest feedback to each family to help the growth and development of each child. We thank you for choosing our Infant and Early Childhood Program.

HOURS

Operation hours are Monday - Friday 6:30 am - 6:30 pm

OPEN DOOR

MLS has an open-door policy for our parents. You are welcome to come observe your child, his/her classroom, or program activities at any time unannounced.

ENROLLMENT

Your child is not considered enrolled until we have the following:

- Online application - there is a \$100 non-refundable application fee which completes your application.
- All prospective infant and early start families will meet with the Early Childhood Director who will indicate space availability.
- Once a start date has been confirmed and space is available, to secure the space in our program, a \$500 non-refundable commitment fee must be paid. Check, cash, or credit card is acceptable.

Prior to entrance into our school, the following must be submitted:

- copy of birth certificate
- immunization records
- health form signed by your child's doctor

Enrollment in the FACTS autopay system is required prior to the first day of attendance.

TUITION PAYMENTS

You may choose to either pay your annual tuition in one payment prior to attendance or in monthly installments. All families must enroll in FACTS, our tuition management company. Payments are automatically withdrawn from your account on either the 5th or the 15th of the month (your choice). School tuition for the 2021-22 school year and extended hours can be found on our website: www.memoriallutherschool.org

ABSENCES

The full tuition is due, regardless of absences due to illness, vacation, personal reasons, or school closure dates.

WITHDRAWALS

Should you choose to remove your child from our program at any point during the year and have paid tuition in full, you will not receive a refund. If you have elected to pay in monthly installments, you are required to submit 30 days' written notice to both the Early Childhood Director and the Finance Department. In the event that MLS does not receive 30 days' notice, it is assumed you will continue to pay your monthly installments.

EXTENDED CARE PROGRAM

Memorial Lutheran School offers year-round care for children. Before school, childcare students in our ES-PK classes (arriving before 7:30am) should enter through the gym door. After-school childcare students (picked up after 3:45pm) will be checked-out at the front school desk. Parents should enter through the main school office for pick-up. Before/After School Childcare is not provided on national holidays and other designated closure dates (see school calendar). School hours are 7:30am-3:30pm and extended childcare hours are from 6:30am to 7:30am, 3:30pm-4:30pm, 4:30pm-5:30pm and 5:30pm-6:30pm. Each contracted additional hour of care is \$100 per month. Please see the website for additional information.

EARLY DROP-OFF AND LATE PICK-UP FEES

If you are early or late beyond your contracted time, you will be billed at a rate of \$10 per half-hour. An additional late fee of \$25 will be charged for pickups past the closing time of 6:30 pm, in addition to the \$10 per half-hour.

IN THE INFANT CLASSROOM

Teachers communicate with parents through their Memorial Lutheran School email, sending photos and videos when possible. Teachers also send developmental milestones' progress reports.

Daily Reports for children aged 6 weeks to 12 months

For the infant classrooms, parents will receive a daily activity information sheet each day from their child's teacher. This document shows bottles, feeding, diapering, and napping schedules, the child's mood and any items needed from home.

DEVELOPMENTALLY APPROPRIATE PRACTICES

MLS provides a warm, loving environment in which our teachers and staff promote a place to thrive emotionally, physically, and socially. All of our children, birth through ninth grade participate in weekly chapel to help foster a Christian attitude. Specifically, our classrooms provide:

INFANT

- Individualized education program that is designed to help children achieve new developmental milestones.
- Teachers compose monthly plans that allow for thematic learning and growth.
- Activities to stimulate the very busy brain through warm and caring teacher-to-child relationships and interactions, such as: painting, sensory recognition, and singing.
- Visual development, gross and fine motor, language development, cognitive development, music and play.

TODDLER

- Social, emotional, gross and fine motor development, language development, cognitive development, music, play, and early literacy.
- Teachers compose monthly curriculums; daily and weekly themes are utilized.
- Experiences help to improve socialization skills by learning to play along-side peers.
- Self-help skills are introduced at this age to learn and development self-awareness and independence.
- Potty training is introduced.

CHAPEL DAY

Each week, Pastor Paul and the Memorial Lutheran Church Vicar come to Babyland and the Twos Program for prayer and a service with a hymn and bible lesson.

CHAPEL OFFERINGS

Each year the school raises money for a specific project, determined at the beginning of the year. For the 2020-2021 school year, we are raising money for children's bibles to be provided in Southeast Asia. Please leave any donations with your child's teacher or in the front office. Thank you in advance for any support.

DAILY SCHEDULE

Each classroom will have the schedule posted either on the door or inside the class in a visible location.

PROVIDED ITEMS

Crib sheets are changed each week, or if needed, more often. Each child has their own assigned crib. We have extra bibs when needed. If your child's outfit gets dirty at school, when possible, we will launder it the same day.

FOOD AND BOTTLES

MONTHLY FEEDING SCHEDULES

Parents of children that consume either formula or breast milk while in our care, must fill out, sign and update a feeding schedule every month. You are encouraged to communicate with your child's caregiver regarding daily consumption rates while in our care.

NURSING

Any child is welcome to receive breast milk while in our care. To better accommodate our nursing moms, there is a glider in each infant classroom for use while breastfeeding. You are welcome to come and breastfeed any time. If you are providing pumped breast milk, each room has a full refrigerator and freezer. If supplying frozen milk, each bag must be labeled with your child's name (first and last), the date of expression, and the volume of breastmilk.

Human Milk Storage Guidelines

	Storage Location and Temperatures		
Type of Breast Milk	Countertop 77°F (25°C) or colder (room temperature)	Refrigerator 40°F (4°C)	Freezer 0°F (-18°C) or colder
Freshly Expressed or Pumped	Up to 4 Hours	Up to 4 Days	Within 6 months is best Up to 12 months is acceptable
Thawed, Previously Frozen	1-2 Hours	Up to 1 Day (24 hours)	NEVER refreeze human milk after it has been thawed
Leftover from a Feeding (baby did not finish the bottle)	Use within 2 hours after the baby is finished feeding		

TWO YEAR OLD CLASSROOMS

DEVELOPMENTALLY APPROPRIATE PRACTICES BY CLASSROOM

MLS provides a warm, loving environment in which our teachers and staff promote a place to thrive emotionally, physically, and socially. All of our children, birth through ninth grade participate in weekly chapel to help foster a Christian attitude.

Specifically, our classrooms provide:

- Social, emotional, gross and fine motor development, language development, cognitive development, music, play, and early literacy.
- Teachers compose monthly curriculums; daily and weekly themes are utilized.
- Experiences help to improve socialization skills by learning to play along-side peers.
- Self-help skills are introduced at this age to learn and development self-awareness and independence.
- Potty training is introduced. **Children must be fully potty-trained in order to attend preschool (three year old program).**

PARENT/TEACHER MEETINGS

If you ever have a concern about your child's development, behavior, or want to know his/her progress, please schedule a time through EC Director, Hilda Kunz.

CLASSROOM PARTIES

We encourage parents to volunteer to organize and attend class parties. Please keep party favors, treats and activities nutritious and inexpensive, and the teacher informed of your party plans. We welcome the celebration of each child's birthday and birthdays may be observed at school and should be coordinated with the teacher's classroom schedule. One sweet or healthy treat and juice is appropriate. No gifts or entertainment are allowed. Invitations to any child's private party may not be distributed at school unless the entire class is invited. Please look for allergy information in your specific classroom.

CLASSROOM INTERRUPTIONS

Any forgotten items such as lunches, books, clothing, etc. are to be left in the school office. The office personnel will deliver the items to students. Please do not disturb the classroom once the school day has started.

CHAPEL OFFERINGS

Each year the school raises money for a specific project, determined at the beginning of the year. In the 2020-2021 school year, we are raising money for children's bibles to be distributed in Southeast Asia. Please leave any donations with your child's teacher or in the front office. Thank you in advance for any support.

HEALTH INFORMATION

Immunization Requirements: Each child enrolled at MLS must meet applicable immunization requirements specified by the Texas Department of State Health Services (TxDSHS). Exemptions are allowed; however, they must meet criteria specified by the TxDSHS. You can access more information on the TxDSHS website at: www.dshs.state.tx.us/immunize, or you may obtain a copy from Licensing or your local health department. We do not currently require tuberculin testing.

Health Policy: MLS abides by the Public Health Department regulations for childhood diseases. Parents must notify the Director or front office if their child has a contagious illness. Additionally, each parent must sign an MLS Health Statement acknowledging symptoms that would require a child to stay home from care. We thank you for your cooperation in adhering to these important guidelines. If your child is sent home due to an illness, you must sign a form upon picking-up, informing you what symptoms your child has. Additionally, your child cannot return to school unless he/she has been fever and/or symptom free for 24 hours without medication. A doctor's note from your child's pediatrician is acceptable for proof that your child can return earlier. Keep your child at home if he/she has any of the following:

- A temperature of 100.0 or higher (99.0 during Covid protocols)
- Conjunctivitis (pink eye)
- Bronchitis or pneumonia
- Unexplained rashes
- Uncontrollable diarrhea
- Vomiting
- Head Lice
- Severe cold
- Ear or throat infection
- Contagious diseases (please report to the school office if your child has one)

Any child with one or more of these symptoms listed above will be isolated from the other children immediately. Parents will be contacted and asked to pick-up their child within one hour of receiving a call. Failure to pick-up your child in a timely manner may result in termination from the program. Upon returning, parents may be asked to present a note from the child's pediatrician indicating that the child is no longer contagious.

Medication Policy: Staff may not administer medication to a child without the proper permission and documentation from the parent. A medical consent form must be filled out for all non-prescription and prescription medication. Either your child's teacher or the front office will keep these forms.

Prescription Medication: Prescription medication must be in the original container, clearly labeled with the child's name, date prescribed, proper dosage requirements and physician's name. Staff will administer prescription medications only as stated on labeled directions. Outdated medicines will not be administered. There will be no exceptions.

Non-Prescription Medication: Staff will only administer non-prescription medication according to the written instructions on the medication. You may fill out a form to keep on file to use on an as-needed-basis (for example: Tylenol or Ibuprofen); however, we must receive either verbal or written permission to administer the medication. If only verbal permission is received, the parent will sign the medication log upon picking the child up.

SCHOOL INFORMATION

Parent Teacher League: The Parent Teacher League is an organization designed to assist and support our school's programs through activities that promote fellowship and education within the Christian body. All parents and teachers of Memorial Lutheran School are automatically members of our PTL. Your participation and assistance to organize and/or implement the special PTL events in addition to volunteering at school, in the classroom, library, or lunch time are needed and appreciated. By actively participating in PTL, we are serving and supporting our families, our school, and our Lord!

The PTL Board consists of the following:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Committees include:

1. Fall Festival Chair
2. Teacher Appreciation Day Chair
3. Go Texan Day Chair
4. Room Mom Chair
5. Faculty/Staff Birthday Chair
6. Restaurant Fundraising Night Chair

HOT LUNCH PROGRAM

Memorial Lutheran School offers a hot lunch program on a daily basis for children 12 months and older.

INSTRUCTIONS:

1. Visit www.lunchdirect.com
2. Use the Registration Key specific to Memorial Lutheran School — 580000
3. Fill in your information/children's information under the right class and teacher's name.
4. Begin selecting the days you wish to have lunch delivered and complete Checkout!

Children with **life-threatening allergies** are strongly encouraged not to participate in Lunch Direct's meal program. Parents of children with life-threatening food allergies are encouraged to pack a lunch from home.

ENRICHMENT CLASSES

Two year olds have the opportunity to enroll in two different fee-based enrichment activities – Tippi Toes dance and Soccer Shots. For more information, contact Hilda Kunz at hkunz@mlchouston.org.

PHOTO DAYS

We have fall and spring photos for the students at Memorial Lutheran School.

POLICIES

Change in Policy:

If at any time during the year MLS updates a current policy or makes a new one, parents will be notified via email or via paperwork sent home with the children on Fridays.

Transportation and Emergency Preparedness Plan: We do not provide transportation to or from school. However, in the event of an emergency, we will transport every child from MLS to the Capital One building across the street. They have agreed to accept our students in the event of an emergency. We will provide monthly fire drills, monthly lockdown drills, and quarterly tornado drills. Please feel free to stop in the front office to read the school's Emergency Evacuation plan.

Bad Weather Policy: In the event of weather or other conditions that make it necessary to close the school, parents will be notified by phone and/or email. MLS will go by the HISD school closures in the event of severe weather conditions. Announcements are made for HISD on local television stations and local radio stations.

Incident/Accident Procedure: All staff members are trained in CPR/First-Aid and can attend to minor medical emergencies. In the event of a more serious accident, immediate steps will be taken to contact the parent. If a medical emergency is critical and transportation is needed, the staff will call 911. All parents have the option to consent for emergency medical treatment. An Incident/Illness Report (provided by the state) will be completed for any injury that requires medical attention by a health care professional. An MLS Incident/Accident Form will be provided to parents for minor incidences or injuries. Additionally, the parents of a child who causes injury to another child will receive an MLS Incident/Accident Form describing the behavior.

What to Bring from Home: We do not provide food for the children in our Early Childhood Program. Parents are responsible for bringing personal items for their child. Upon acceptance, you will receive a classroom supply list. You may choose to set up a time before your start date to drop off supplies; otherwise, you will need to bring everything on your child's start date. As the parent or guardian, you are responsible for bringing in items for your child as needed, such as diapers, wipes, food, and other supplies.

Release of Children: The safety of your child is of the utmost importance to the staff at MLS. When filling out the online application, you may add additional people to the pick-up list. You, as the parent or guardian, have the right to add or remove anyone at any time. The Director or office staff must receive any change made by you in written form. Our staff is required to ask for an ID when a new person picks up a child. If someone other than the parent or guardian is picking up your child, they must enter the school through the main doors on the Bering Drive side and check-in with the office. We will not release a child to someone not on the approved list or someone that cannot provide correct ID.

Infant and Early Start Discipline Policy: It is our policy to never use corporal punishment (spanking) or to associate punishment with food, rest or toileting habits.

Our staff uses positive behavior techniques to help children understand behavioral expectations. Positive guidance, including logical or natural consequences applied in problem situations, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competitions, comparison or criticism are tools used. Consistent and clear rules are developed and explained to the children. Occasionally, it may be necessary to separate a child from the group in order to provide discipline. The staff will use a guideline of one minute per age of the child for such instances.

Parents will be kept informed of continual, or repeated behavioral concerns. An Incident Report will be sent home for such behaviors. We ask that parents assist the staff members in correction of the behavior. Through collaborative efforts, consistent in both school and home, we will strive to correct any behavioral concerns.

Each staff member and parent or guardian must sign and date the Discipline Policy. Upon entering the Toddler class, you will receive a handout on biting. This is to serve as a general guideline on why children bite, what can be done or shouldn't be done, and what the role should be of the parent and teacher.

INFANT PROGRAM SUPPLY LIST

Label all items with child's name

- Diapers or easy open pull-ups, as needed
- Baby wipes, as needed
- Ointment/diaper cream, as needed
- Bibs (plastic one for table feeding)
- Sleepsack, optional (no swaddlers, no fleece, no long sleeves)
- 3 extra outfits (weather and size appropriate)
- Pre-made bottles or bring formula and bottles (fresh or frozen breast milk)
- Baby food (bring daily or weekly)
- Finger foods (6 months & up)
- Sippy cup with lid, labeled with child's name (6 months & up)
- Extra pacifiers if your baby uses one (no Wubbanaub pacifiers)
- 3 boxes of Kleenex tissue
- 3 rolls of paper towels
- 4 containers of Clorox wipes

Additional supplies for 12-23 month old classes

- 1 small blanket and pillow
- 1 box Ziploc sandwich bags
- Art smock
- 1 box Classic Crayola washable markers

TWO YEAR OLD PROGRAM SUPPLY LIST

Label all items with child's name

- Pull-ups with easy open sides, provide as needed
- Wipes, as needed
- 2 extra pairs of underwear if potty-trained
- 2 extra sets of clothes labeled with name
- Art smock
- 1 small blanket and pillow
- 3 boxes of Kleenex tissue
- 3 rolls paper towels
- 2 containers Clorox wipes, large size
- 1 pair blunt, rounded scissors
- 2 Jumbo glue sticks
- 2 bottles Elmer's glue
- 2 boxes (8 count) Crayola crayons
- 2 packs Crayola watercolors
- 2 packs Crayola washable markers

LICENSING INFORMATION

Ratios in the Classrooms: Our goal at Memorial is to have lower ratios than what the licensing standards require, so we employ additional aides who assist throughout the day in each classroom. However, there will be times when an employee is away from the classroom, in which case we will maintain the required ratios as follows.

- If the specified age of the children in the group is 6 weeks to 11 months old, then one teacher may supervise up to 4 children, and two teachers may supervise up to 10.
- If the specified age of the children in the group is 12-17 months old, then one teacher may supervise up to 5 children, and two may supervise up to 13.
- If the specified age of the children in the group is 18-23 months, then one teacher may supervise up to 9 children and two may supervise up to 18.
- If the specified age of the children in the group is 24-35 months, then one teacher may supervise up to 11 children and two may supervise up to 22.
- For more information on how specified age is determined, please see section §746.1603 of the Texas Childcare Licensing Standards. Each classroom has a current licensing standards book available, or you may ask for one from the Early Childhood Director.

Water Activities: Children will participate in regularly scheduled splash activities during the months of June and July, weather permitting. In order for your child to participate, you must check approval on your online application.

Water activity ratios are as follows:

- For sprinkler play only, the ratios are the same as inside the classroom.
- While children use a splashing or wading pool (two feet of water or less) the ratio is based on the age of the youngest child in the group. If the age of the youngest child is under 23 months, then you must have 1 adult to 1 child, or 2 adults to 4 children. For 24-35 months, then you must have 1 adult for 2 children, or 2 adults for 5 children.

Health Checks

Our teachers will check each student for visible bruises, scratches, or significant insect bites, upon arrival. If noted, it will be clarified with the parents at drop-off or the teacher will email or call for more information.

Licensing Information Board: This board is located outside of the Director's office in the main school building. It displays our state license to operate, most current licensing visit, permits and other mandated information. This board also contains information showing that our facility is part of a gang-free zone.

Rights: You are entitled to see the following information-

- Minimum standards for a licensed day care facility
- Department of Protective and Regulatory Services Inspection/Investigation Reports
- Health Department's Sanitation Inspection Report
- Gas Pipe Test
- Insurance Certificate
- Current list of employees

Child Abuse: All staff is required by law to report suspected abuse of a child to the Texas Department of Family and Protective Services or to a law enforcement agency. Additionally, all staff is required to receive training in suspecting and preventing child abuse each year. Memorial Lutheran School is licensed by the Texas

Department of Family and Protective Services. To contact the local licensing office, call: 713-394-4000. To report suspected child abuse, call the abuse hotline at 1-800-252-5400. For more information, visit the TDFPS website at www.tdfps.state.tx.us.

Visiting Memorial Lutheran School

Parents may visit the childcare center at any time during hours of operation to observe their child, the childcare center's program activities, the building, the premises, and the equipment without having to secure prior approval; and

Under the Texas Penal Code any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Memorial Lutheran School

August '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

September '21						
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October '21						
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31						

November '21						
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December '21						
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January '22						
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30	31					

February '22						
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27	28					

March '22						
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April '22						
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May '22						
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29	30	31				

June '22						
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July '22						
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24	25	26	27	28	29	30
31						

Notes:	
	Facility Closed/No Children on Campus
	Infant & Twos in Session: Childcare Offered
	1st Quarter
	2nd Quarter
	3rd Quarter
	4th Quarter
	Summer Program
	P/T Conferences or In-Service; Childcare Offered
	Inventory/Cleaning Day; No Childcare

School Days	
1st Quarter	42
2nd Quarter	39
3rd Quarter	47
4th Quarter	46

TOTAL Days	174
Total Minutes	78,300

2021-2022