



**Moon Valley Prep**  
**Where Learning Begins**

## **Parent Handbook**

School Year 2023-2024

Effective Date 08/01/2023

Phone: (602) 938-3114

14235 N 7st Phoenix, AZ 85022

MoonValleyPrep.com

Email: [contact@moonvalleyprep.com](mailto:contact@moonvalleyprep.com)

# Emergency Contacts

Building Insurance Information is available upon request in the front office.

## **Banner Poison Control**

(800) 222-1222

1441 N 12<sup>th</sup> Street, Phoenix, AZ 85006

## **Sunnyslope Neighborhood Police Station**

(602) 262-0611

750 West Peoria Avenue

## **Phoenix Fire Department – Station 35**

(602) 262-0611

646 E Paradise Ln Phoenix, AZ 85022

## **Department of Child Safety**

(602) 255-2500

Corporate Center, 3003 N Central Ave, Phoenix, AZ 85012

## **Arizona Child Protective Services**

(602) 265-0612

P.O Box 6030, Site Code CH010-22A, Phoenix, AZ 85005-6030

Mrs. Darcy & Mr. David Weekley

Owners

We lived and raised our own children in Moon Valley since 1999. We have participated locally in cub scouts, boy scouts, girl scouts, little league baseball/softball, USA swim league, National Charity League (NCL), and Boys Team Charity (BTC). Our children went to Lookout Mountain Elementary, Mountain Sky Junior High, and graduated from Thunderbird High School. This community has given our family so much that we feel a tremendous amount of gratitude to be able to give back and make this neighborhood a little better by offering the quality services we were able to take advantage of for our family 20+ years ago.

This Neighborhood has so much to offer that many are unaware of everything available for families locally. We hope to give back to this wonderful community that supported our children by providing outstanding childcare.

Ms. Maggie Poehler

Director

Mrs. Kayla Archer

Assistant Director

## Moon Valley Prep Philosophy

### **LET THE WORLD HEAR YOU ROAR!**

Achieving excellence as a result of interactive, hands-on, curriculum-based learning. Whether we're furthering the educational experience of a 4-year-old, cultivating a toddler's talents, or introducing an infant to art, it's not about what we put into children, but what we bring out of them! At Moon Valley Prep, we believe every child has natural gifts and talents. Our Learning Directors nurture these gifts through hands-on, interactive learning, enabling children to learn at their own individual pace in a way they understand (with group and individual experiences).

We believe that parents and guardians play an individual role in children's lives, so we maintain an open-door policy and encourage parents and guardians to visit and participate at any time.

#### **The Classrooms**

The classrooms at Moon Valley Prep are divided into teams and each team has a Mentor Teacher, who is available to mentor and support teachers with curriculum development, classroom environments, and team building. Additionally, the Assistant Director and Director support classroom teachers by:

- Visiting classrooms
- Providing curriculum consultation
- Reviewing portfolios and assessments of individual children
- Conducting formal and informal observations
- Reviewing each teacher's performance with annual appraisals

The Director and Assistant Director(s) are also available to support parents. In this case, Parents may seek advice or suggestions regarding a child's behavior or general child development information.

#### **Independent Growth**

We believe in giving children the room for growth. We want to support independence, critical thinking, and problem-solving skills. To help children gain these skills, we provide a comfortable and open environment to allow mistakes to happen in our classroom and to follow up with open ended questions to give the students a chance to learn from their mistakes, understand why we don't do certain things and to think about what we could do differently next time. This may involve teachers not always immediately intervening when children are in the process of learning these aspects. Of course, if children are harming themselves or others the teachers will always be involved right away. We will always standby to assist children in the progress of learning and obtaining these important life skills.

### **Our Environment**

- Staff regularly observe the classroom environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. Activities are made available long enough for all children to participate)
- We develop schedules that meet the needs of children to ensure transitions throughout the day are smooth and avoid long periods of wait time
- We are flexible in our schedule and follow the interests of the children's cognitive, physical, and biological needs
- We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals

### **Our Teachers**

- Teachers make an effort to communicate daily or weekly (in-person, phone, mail, ect.) to parents on their child's development, in particular to identify and address any social, emotional, behavioral, or health issues that may arise
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict
- Assist children to put words to their emotions (ex. "Emily, I can tell you were mad when James took your block.")
- Use positive methods of support and redirect the child's behavior by providing alternative actions and behaviors that are acceptable

### **Staff to Child Ratios**

Moon Valley Prep exceeds the Arizona State Department of Early Learning requirements for staff to child ratio and group size and at many times of the day exceeds the ratios we have set as a standard. At MVP children are grouped according to their age and developmental abilities; however, because we follow a developmentally appropriate practice, the developmental abilities of a child can be more of a determining factor than age when making a classroom placement. Total classroom enrollment may vary slightly from year to year. Total enrollment and ratios are determined at transition time and communicated to families with transition information.

### **Our Families**

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partners with us and allow us time to work with all children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning skills, and understand that we strive to serve individual needs while ensuring the safety of young children
- When applicable, partner with experts in social and emotional skill development to help give a child the best foundation for academic and life success

### **Our Children**

- Develop confidence and self-efficacy

- Develop skills to help them regulate their behaviors and emotions
- Participate in play and activities to learn social and emotional skills
- Learn how to resolve conflict in a healthy manner (using appropriate words instead of physical harm)

Thank you for choosing to allow our staff to support your child's development. We are committed to each child's development and success, and we do not exclude or dismiss children from our program because of concerns with behavior. Behavior concerns tell us that children need more time, support and participate to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child.

### **Redirection Philosophy**

Our philosophy on redirection can be approached in many ways depending on the scenarios and the child's needs. Our steps will also be modified for each age group. Here below are the ways our staff will address behaviors individually or with the class.

- **Redirection:** This will be teachers steering the child into an alternative activity or how to continue in the current activity safely and appropriately
- **Conversation:** Our teachers will get on eye level with students and have conversations regarding a situation and the student will have opportunities to ask questions. This gives students a better understanding and a chance to process what is going on
- **Time Away:** This is a time when the child may not be ready to talk yet or needs time to think before we can have a conversation about what happened. This time could be a child at the rug with a book or a special class toy. They can be at the table expressing their feelings with heart, putting their head down and taking a breath. It just means taking the child away from the area they may be having a hard time at and giving them pace so they can be clear minded before addressing a situation

### **Steps for Behavioral Redirection:**

**\*\*Please note that these steps below are only taken because the child caused severe harm to others or posed a threat to the wellbeing of other children within their environment constantly and have attempted every method mentioned above with the family and the outreaches have not made progress\*\***

**Step 1:** Communicate with parents on their child's time in our care

**Step 2:** Notify the parents and have the child picked up within 30 minutes for the remainder of the day

**Step 3:** Notify the parents, the child must be picked up within 30 minutes and can't return for 1 day.

**Step 4:** Notify the parents, the child must be picked up within 30 minutes and can't return for 2 days.

**Step 5:** Notify the parents, the child must be picked up within 30 minutes and can't return for 3 days.

**Step 6:** if it continues then this school is just shown to not be a good fit for the child and is up to the management team and parents/guardians if the child is to be disenrolled. Upon this occurrence we will give the family a 2 week notice to find alternative care for their child. Within this time if the child is having a challenging time we will adhere to the above steps until their last day.

During this time, we will bring in our Quality First coach and Inclusion coach to help support the teachers and students in the classroom. We will work as a team to help the child understand their actions. As well as help the child find healthy ways to express their feelings and communicate to their teachers and peers at school. We will strive for the best interest of the child and partner with the family on different approaches in the classroom and may suggest outside resources to the family.

We believe that all domains of learning are supported during play and through nourishing, positive, interactions with adults and peers. One of the fundamental responsibilities of our program is to further the social and emotional development of children in our care. The preschool age is a crucial time for children to learn how to regulate social and emotional skills, such as feelings, thoughts, attention, and behavior. Part of children's social development is learning how to interact with their peers and other adults. We encourage interactions between children and their teachers to help them learn to form relationships. We know that when children are provided opportunities and guidance to develop, learn, and practice self-control and other social and emotional skills, it gives them the foundation necessary for academic and life success. Developing social and emotional skills also requires communication between providers and caregivers in how to support the child in their learning process. We support children's development and work diligently to prevent expulsion through AZ Steps Resources.

**Action Plan:** A plan is created by the childcare provider and AZ STEPS Resource Consultant that identifies the child's challenging behaviors, resources offered to the provider, and strategies the provider has agreed to take to avoid expulsion, meet the child's needs, promote positive behavior, and decrease the identified challenging behaviors. The plan shall include a timeframe in which strategies in which the strategies agreed upon will be implemented.

**Arizona Suspension and Expulsion Support Request:** A form completed by a provider, teacher, parent, or DCS caseworker when additional resources are deemed necessary to support the child's continued enrollment in the childcare setting. Forms are accessed through the Star's CCR&R.

**\*\*At any time, Moon Valley Prep reserves the right to refuse service to any family that poses a severe threat to our students, staff and/or campus\*\***

### **Medication**

Management personnel will only be authorized to administer any medication. In order to administer any medication to any student we must have documentation from the child's doctor and the medicine has to have the pharmacy label with name, date, instructions, RX # all clearly stated. We do NOT administer over the counter medications. For example, ibuprofen, Tylenol, ect.

### **Bags/Backpacks**

Welcomed, with the child's first and last names clearly labeled on their bags/backpack. No medication, sunscreen, bug spray, or personal adult items may be stored in children's bags while they're in the childcare center.

**\*We reserve the right to immediately discard any items that may pose a threat to the wellbeing of students\***

### **Outside Toys/Belongings/Pillows**

We prohibit students from bringing in outside toys/belongings/pillows. Teachers will redirect it back to the parents or if missed will be taken by teachers immediately. Moon Valley Prep is NOT responsible for these belongings.

### **Partnered Programs**

We are on Quality First and we are a DES certified Center

### **Wellness Policy**

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult with the director and you may be called to come take your child home. When called, you (or an alternative emergency person) are expected to come within 30 minutes. This is to protect the health of your child and his/hers classmates. Your cooperation is greatly appreciated. We will send home for unknown rashes, vomiting, nausea, more than 2 diarrheas, fever of 100 degrees or higher or if the child his feeling/acting abnormal. The student may be required to bring a doctor's note to return, and students cannot return for 24 hours fever free, unmedicated.

### **Injuries and Accidents**

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a minor incident report in the ProCare App would be completed by the teacher present and approved to be sent off to notify the parents or guardians by the management team. A parent or guardian will be called if it is more severe or the child needs to go home. In the event of a major medical emergency or accident, a staff member will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the hospital closest). The parent/guardian will be contacted immediately after 911 has been called.



### **Sign In/Out**

We require all parents to sign their children in at the front desk tablet via ProCare App before walking them back to class and must sign their children out prior to picking up their child from class. State requires legal signatures as shown on your State ID. If a signature is missed, we will charge you \$5 dollars per missed signature. This is a state document that we submit monthly and accurately. If there are missing days, we cannot continue enrollment for that student particularly if there is not a paper trail of days we can account for per student. If you have questions, please see management.

### **ProCare**

Your child's records are located at a secure site on Myprocare.com. The best way to access this link is from the email you will receive from us upon sign up. You can access it on the internet or download the app (it's free!). Parents will receive their children's daily updates on meals, diaper changes/bathroom breaks, photos when they are doing activities, ouch/incident reports, ect. This is another great tool for parents and guardians to connect and communicate directly with their child's teachers and our management team. Parents are encouraged to check their child's profile frequently to view tuition status. It is the parent's responsibility to check their ProCare Account for their current tuition amount. You will sign your child in and out for the day using the ProCare App with our tablet at our front desk or with the code you receive through the app.

### **Building Security and Access**

Our building is open for business from 6AM to 6PM and can be accessed using your personal code given to you at the time of enrollment or shortly after. Due to security reasons, we ask that this code be used only by you. If someone is picking up your child that doesn't normally pick up, but who is listed on your emergency contact information, please have them ring the doorbell or knock on the door. For your child's safety please do not allow your child to touch the exit door handles or open the doors and/or play yard gates. This includes entering in the code to unlock the door. We work very hard at teaching children not to touch the exit doors/gates.

### **Transportation**

Vehicle insurance information is available in the front office upon request.

We provide transportation for before and after care to:

**Lookout Mountain Elementary School**  
15 W Coral Gables Dr. Phoenix, AZ 85023  
(602) 896-5900

**Scholar's Academy**  
105 E Hearn Rd. Phoenix, AZ 85022  
(602) 601-6464

### **Transportation Policies**

A transportation permission slip must be completed before we can transport any student.

Please have your students that need transportation to school in the morning here before 7:30am.

We leave Moon Valley Prep no later than 7:50am to take children to school at Lookout Mountain and Scholars Academy.

In order for us to pick up students from the schools above they need to be on campus for at least 15 minutes before being picked up from our care.

Our staff leaves the center approximately at 2:50pm to pick up students and return to Moon Valley Prep on an average time frame of 3:20pm.

During times Moon Valley Prep conducts Field Trips it will be offered to only school age children with permission slips completed by legal parent/guardians prior to travel. Only qualified van drivers will travel with children.

### **Drop Off**

Drop off time is 9:00am. We will not accept students after 9:01am.

The only accepted students pass 9:00am is letting management know at least 2 days in advance for a doctor's appointment- Must provide a doctor's note upon return.

If your child is going to be absent, we ask that you call and let us know ahead of time. We also still charge families their same bill, regardless of days missed or why to save the students' spot in our program.

### **Absences**

Parents are still responsible for the full tuition for excused and unexcused absences. This saves your child's spot in our program. We will allow for one week credit used for vacation with at least a two-week written notice after one year of enrollment in our program and each year following. Vacation credit will not be rolled over to the next year.

### **Pick Up**

Only those currently stated on the child's emergency blue card are authorized to pick up. Parents must provide us in person, in writing for any changes of authorized person to pick up. We will not take verbal consent over the phone, per safety of the children. All authorized persons must be 18+ and provide their state ID to a management team member at the front desk. As well as we ask families who have been here long to still always come in with an ID incase there's a new person in office who isn't familiar with all

families. Anyone who refused to show their ID or claims not to have one will NOT have any child released to them, regardless. Safety is our TOP priority. Also, you will receive a \$5 per minute per child charge to your account after 6PM.

### **Custody Orders**

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately for any changes in the custody orders. Certified custody orders must be given to the centers management team. Our center staff and management are to not transfer messages. Plans or speak on behalf of another parent for the other parent. We do not assist with co-parenting in that measure. We are only on one side, the child's.

### **Building Insurance Information**

The liability insurance that the building covers is as follows:

- Building replacement costs
- Personal property replacement costs
- Canopy replacement costs
- Income w/EE actual loss sustained

### **Child Abuse or Neglect**

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

### **Two Week Notice**

Moon Valley Prep requires a two week notice prior to dis-enrolling regardless of the reason why. If the parent/guardian fails to give the courtesy of the two weeks' notice to our management team, you will still be responsible and billed for the two weeks.

### **Payments**

We accept in-person cash, money order, and cashiers' checks, which you will then be given a written receipt. Be advised this must be handed directly to the management team only. You may use a card or set up auto payments through the ProCare App.

### **We Keep Your Kids Active!**

Children are offered many opportunities outside of the classroom on top of playground time. Our extra curriculars are not of any charge to the families! Tuesdays- Fitness/PE, Wednesdays- Sign Language, Thursdays- Karate, Fridays- Field Day/Splash Day (for summer).

### **Student Dress Code**

*Messy play allows children to... Build, Imagine, Experience, Investigate, Explore, Create, Observe, Predict and use their senses. Best of ALL its heaps of fun!*

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's first and last names and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. We require students to at all times wear closed toed shoes with backs.

### **Meals**

Breakfast: 7:45AM

AM Snack: 9:45AM ( for our younger classes )

Lunch: 11:30AM

PM Snack: 2:45PM

**\*No outside food or drinks are allowed\***

**We are a Peanut Free school.** If you are going to provide your child's food we ask that nothing be made with peanuts.

***\*If your child has any dietary restrictions or allergies, please notify management. We are required to document and post all allergies and restrictions for students\****

### **Birthday Celebrations**

Parents are welcomed to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guideline. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please email the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers. Please note all treats brought in must be store bought and still enclosed for us to serve. No homemade treats will be passed out. No Peanuts.

### **School Holidays and Closures**

New Years- Monday, January 2, 2023

Martin Luther King Day- Monday, January 16, 2023

Memorial Day- Monday, May 29, 2023

Juneteenth- Monday, June 19, 2023

Teacher Development Day- Friday, July 21, 2023

Labor Day- Monday, September 4, 2023

Thanksgiving- Thursday, November 23, 2023 & Friday, November 24, 2023  
Christmas Holiday- Monday, December 25, 2023 & Tuesday, December 26, 2023  
New Years- Monday, January 1, 2023 & Tuesday, January 2, 2023  
Martin Luther King Day- Monday, January 15, 2024  
Memorial Day- Monday, May 27, 2024  
Juneteenth- Wednesday, June 19, 2024  
Independence Day- Thursday, July 4, 2024  
Teacher Development Day- Friday, July 26, 2024  
Labor Day- Monday, September 2, 2024  
Thanksgiving- Thursday, November 28, 2024 & Friday, November 29, 2024  
Christmas Eve- Tuesday, December 24, 2024, **CLOSING AT 2PM**  
Christmas Day- Wednesday, December 25, 2024

### **Pesticide Applications**

All our pesticide applications are done over the designated weekends through Burns Pest Control. Records of when services have been rendered are kept in a log in the front office. The Burns notice is located next to our Parent Information Board in the front lobby and is dated of when they are scheduled to come each month.

## **Staff Requirements**

It is required by the state that each staff member obtains the following to qualify to work at a licensed childcare facility along with being background checked with DES & DCS.

**2 forms of ID**

**Level One Fingerprint Clearance Card**

**High School Diploma or GED Equivalency**

**Food Handlers Card**

**CPR & First Aid Certified**

**Continuous training through the Arizona Workforce Registry; 18 hours a year are mandatory to continue to work in a licensed childcare facility and 22 hours for management.**

\*Staff must be supervised for at least 6 months of working with a licensed childcare facility before being left alone with any students. Arizona Workforce Registry keeps track of all experience.

The state does annual random checks to ensure compliance. Our findings can be found on Arizona Care Check. **\*All inspection reports are available in the front office upon request.**

Here at Moon Valley Prep we conduct in person trainings on site monthly as a team that fits the needs of our school for continuous improvement.

We also require our staff to take designated courses through the Arizona Workforce Registry and through CCEI. All staff are also required to take the mandatory DES trainings within their first 90days as we are a DES certified school.

## **Emergency Plans**

### **At Moon Valley Prep, safety is our top priority!**

The school will conduct fire drills once a month to ensure each staff and child practices for any future possible accident, emergency, and disaster occurrence. This will be acquainted with ensuring our fire drill batteries are in compliance. Moon Valley Prep will keep a log in the front office. This log will include time the drill was called, the time it took our school to safely exit the building, the battery check, and the date it took place with the initials of the management member involved.

When there is a confined fire, gas, or small emergency on site the staff is to follow our exit strategies to the playground near the end walls. Maps with an exit strategy are posted by each exit in our building and can be provided at the front desk. The proper authorities will be contacted first, then family/guardian/emergency contacts will be notified of the event and be informed if children need to be picked up immediately.

If there is an emergency or danger near our building on the outside all staff is too out the campus on lockdown. The proper authorities will be contacted. Family/guardian/emergency contacts will be notified of the event. When on an active lock down no-one is to exit or enter the facility until it is announced safe.

In the event of an emergency or a disaster situation that requires an evacuation of Moon Valley Prep, one of the following will be implemented. In all situations, the director/assistant director/director designee in charge when evacuating shall:

- Take an accurate attendance/attendee list of all staff and children
- Account for all children and staff as they board/depart vehicles
- Bring necessary medications/supplies and emergency records for all staff and children
- Take a cellular phone if available to be used for emergency notifications

Each teacher is to bring their paper rosters and their tablet for class rosters and ProCare communications, walkie for communications, and first aid kit.

1. If the emergency environment is confined to the immediate area of the childcare facility EX: fire or toxic fumes- the children cannot stay on the premises, the children will be escorted by Moon Valley Prep staff too:

**Moon Valley Nursery**  
**14225 N 7st Phoenix, AZ**  
**(602) 904-5792**

The students will remain accompanied by Moon Valley Prep staff while family/guardian/emergency contacts are notified of the situation and to pick up their children immediately. This location is close by and within walking distance of our center.

2. If the emergency is more widespread and encompasses a larger area (such as a neighborhood, several homes/businesses) due to non-confined environmental threat EX: toxic fumes from a spill, floodwaters, wildfire, ect.- than the children cannot remain in the area, the children will be taken by Moon Valley Prep staff to:

**Goodwill**  
**13226 N 7st Phoenix, AZ**  
**(602) 216-3909**

Where they will remain accompanied by Moon Valley Prep staff while family/guardian/emergency contacts are notified of the situation and to pick up their children.

In the event of an emergency requiring evacuation away from the facility premises, the facility shall coordinate necessary provisions to continue care of children until authorized family/guardian/emergency contacts can pick up their children. Staff will remain with and care for the children at all times during the event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

**#1 Safety is a true partnership between Moon Valley Prep and our families. We ask our families to continually keep us up to date on their contact information and we explain how imperative it is that we are able to reach them at all times. This includes personal/home/work numbers, emails, and authorized pickup personnel for their children.**





## Weekly Tuition Rates

<b>Class</b>	<b>Weekly Full Time Rates</b>
Infants (6weeks -1)	\$265
Toddlers/ Tod Transitions (1& walking-2)	\$265
Early Preschool (2-3)	\$250
Preschool (3 & fully potty trained- 4)	\$235
Pre-Kindergarten Beginners (3.5- 4.5)	\$235
Pre-Kindergarten (4-5)	\$235
School Age (5-11) (Before & After Care)	\$120
School Age (5-11) (Breaks)	\$235

**Registration Fee: \$100**

**Annual Supply Fee: \$40**

10% sibling discount off one of the children's weekly tuition rate when enrolling more than one child.

10% military discount off each child's tuition rate; with proof of military ID.

\*MVP requires a 2 week notice to disenroll or you are still responsible for the last 2 weeks.

### **Tuition Policy**

Tuition is due before services are rendered and is paid whether your child attends or not. This includes holidays, closures, and absences due to illness.

### **Late Tuition Payment Policy**

Payments that are received Monday after 12PM are considered late. A \$25 late fee will be applied to your account. Your child will not be allowed to attend until tuition is paid in full.

### **Insufficient Funds Fee**

If a payment is returned a fee of \$30 will be applied to your account. Your child will not be allowed to attend until the account is paid in full.

### **Late Pick-Up Fee**

A late fee of \$5 per minute per child, after 6PM, will be applied to your account.

### **Missing Signatures**

We charge \$5 per missing signature on the students' sign in/out sheets.

### **Hours of Operation**

Monday – Friday

6:00AM – 6:00PM

***\*Fees and tuition are non-refundable***