

# C.A.R.E. PARENT HANDBOOK

## 2023-2024 SCHOOL YEAR

### MISSION STATEMENT AND GOALS FOR CARE THE PROGRAM

**Welcome to C.A.R.E.!** We are excited to provide a secure, supervised learning and playing experience that will enhance the quality of the time your child spends away from home and the school classroom. Our hope is to offer a balanced schedule of activities, indoors and outdoors. Children will be able to spend time as individuals as well as participate in a whole group setting. Children will be guided with consistent and positive direction. The C.A.R.E. program will work to make available activities and materials that are developmentally appropriate. We try to keep communication open with parents, staff and students through our emails as well as open dialogue.

### LOCATIONS

CFSD CARE Main Office - 2101 E. River Rd., Tucson, AZ 85718	209-7548
Canyon View CARE - 5725 N. Sabino Canyon Rd., Tucson, AZ 85750	209-7752
Manzanita CARE - 3000 E. Manzanita Ave., Tucson, AZ 85718	209-7814
Sunrise Drive CARE - 5301 E. Sunrise Dr., Tucson, AZ 85718	209-7944
Ventana Vista CARE - 6085 N. Kolb Rd., Tucson, AZ 85750	209-8023

### REGISTRATION

Children who meet Catalina Foothills School District enrollment requirements and are currently enrolled in one of the District's elementary schools (full day) are eligible to register for CARE. Registration does not guarantee your student a space daily in the program. A \$75.00 non refundable registration fee for the first child in the family is due upon registration. Each additional child will be charged a nonrefundable registration fee of \$45.00. If your family requires two separate accounts, the registration fee(s) will be required for both accounts. **Registrations are required each school year.**

### STAFF QUALIFICATIONS

C.A.R.E. staff members: ♦ meet or exceed established educational and experience requirements for the position held ♦ undergo background checks through our district as well as local, state and federal authorities ♦ participate in ongoing professional development ♦ are certified in CPR and First Aid ♦ are supported with training, resources and administrative guidance.

### PESTICIDE APPLICATION

The dates and times of day of monthly pesticide applications will be posted at the school. If there are additional applications a notice will be posted 48 hours in advance of treatment.

### SAMPLE SCHEDULE OF ACTIVITIES

#### **BEFORE SCHOOL PROGRAM**

7:00-7:50	Free Play, Choices, Homework, Breakfast
7:50-8:00	Clean-up, Dismissal to School

#### **AFTER SCHOOL PROGRAM**

3:00-3:20	Check in, Snack
3:20-5:30	Outdoor, Indoor Activity Choices, Homework
5:30-6:00	Indoor Activities

Above is a sample schedule and may be subject to change based on the needs and wants of the children.

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### SPECIAL NEEDS

Children with special needs are integrated into the CARE Program. However, safety issues must always be evaluated with every student. Children whose behavior or needs create an issue of unreasonable risk or harm to themselves, others or property cannot be accommodated.

### LIABILITY INSURANCE

CARE is a Community Schools program. Community Schools is a nonprofit division of Catalina Foothills School District. CARE is covered under the school district's liability insurance policy. Documentation of liability insurance coverage is available for review at the District Office.

### HOURS AND DAYS OF OPERATION

Each CARE site is open from 7:00 a.m. to 8:00 a.m. for the Before-School Program and 3:00 p.m. to 6:00 p.m. for the After-School Program, Monday through Friday. On days of "Full Day" CARE we are open from 7:00 a.m. to 5:30 p.m. On the school's "Early Release" days CARE operates from 1:30 p.m. until 6:00 p.m., **For Early Release dates and school holiday information refer to the "CFSD Calendar for CARE" on the last page.** On the school's "Half Days" we are open from school dismissal at 11:30 a.m. until 6:00 pm.

**The following are the holidays CARE will be closed:**

September 4, 2023

December 25, 2023

November 10, 23, 24, 2023

January 1, 15, 2024

CARE will open on July 24, 2023 and will close May 31, 2024.

***Note: Not all CARE sites operate during school breaks but all children registered for CARE are welcome at the designated site(s).***

### TRANSPORTATION

Parents are responsible for transporting their children to and from CARE.

### FIELD TRIPS

Field trips may occur on a limited basis. Field trip permission slips must be signed by a parent or guardian and returned to CARE prior to each trip.

### PRIVATE EMPLOYMENT OF CARE STAFF

Catalina Foothills Community Schools does not sanction, encourage, or endorse their employees or volunteers to enter into any private arrangements with families for child-care or any other services. Such activities are considered to be outside of the scope of an employee or volunteer's duties with CARE. Employees and volunteers may not engage in any conduct relating to after-hours child-care during CARE work hours. In addition, employees or volunteers may not be authorized to sign children out of the program to leave campus.

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### SNACKS

Snacks are NOT provided. Please pack an extra snack for after school. On “half days” and “full days” of CARE you will need to prepare a sack lunch for your child. Include an ice pack if you include perishable items. Children are encouraged, but never forced to eat.

### PERSONAL BELONGINGS

It is important to label your child’s clothing and accessories, especially outerwear and lunch boxes. We cannot be responsible for each child’s belonging. CFSD electronic Policies are enforced in our CARE program.

### HEALTH / MEDICATION / EMERGENCIES

#### **Illness -CARE adheres to CFSD Guidelines**

It is to the benefit of all children and staff that sick children do not attend CARE. Your child may not attend CARE if experiencing any of the following symptoms: inflammation, fever, rash, vomiting, diarrhea, severe coughing, pink eye, head lice, chicken pox or other contagious diseases. If your child becomes ill while at CARE, you will be contacted. He/she will be kept in a quiet, isolated area until picked up by an authorized person. If your child is absent with a potentially infectious disease, please notify your CARE site. We will email a notice to inform you if the children have been exposed to an infectious disease. If your child does not attend school, due to illness, then your child may not attend CARE.

#### **Medication**

If a child requires medication while attending CARE a parent or guardian must complete a “CARE Medication Consent” form, or in the case of allergic reactions, an “Allergy Action Plan” form, completed by the child’s doctor and parent or guardian. All medications, including inhalers, prescription medications, or over-the-counter drugs, should be furnished by the parent or guardian in an **original container** labeled with the student’s name, date, name of medication, dose, time to be taken and date to be discontinued. Over-the-counter medications such as Tylenol must be accompanied by a **doctor’s note** specifying the dosage and frequency of administering. Any medications given will be logged in on a chart with the time, date, dose and signature of the staff person who administers the medication. You will need to provide CARE with an original container of medication, separate from the school health office, because we are unable to access medications kept in the school health office before or after school hours. If you provide **sunscreen or sunblock** for your child, label the container with your child’s name.

On our website ([communityschools.cfsd16.org/care/careforms](http://communityschools.cfsd16.org/care/careforms)) you will find the following CARE forms that you may need: Allergy Action Plan and At-School Medication Consent Form.

#### **Emergencies**

In the case of an emergency, parents, guardian or emergency contact person will be notified immediately and authorized medical attention will be given. In the case of a minor injury, the child will be treated in accordance with first aid procedures. You will be informed of the minor injury either verbally or by email.

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**CARE CODE OF CONDUCT FOR CHILDREN**

CARE follows the school campus guidelines for conduct at each site and the CFSD discipline matrix policy. Children are expected to respect the rights, feelings and opinions of all staff members and of all other children. Children are always expected to conduct themselves in an orderly, polite, and safe manner. It is the staff's responsibility to see that the children know and understand the following rules:

- \*Respect yourself and others.
- \*Respect property and all living things.
- \*Keep your hands, feet and objects to yourself.
- \*Use acceptable language.
- \*Listen to and follow directions the first time.
- \*Always get permission to leave your assigned area.

CARE is a choice-based program. If a child fails to follow any of the above guidelines he/she may forfeit an activity choice(s).

**CARE CODE OF CONDUCT FOR ADULTS**

All adults who enter the CARE Program are considered to be role models for the children and should act accordingly. The physical and emotional safety of the children is our highest priority. The conduct of a parent, or adult listed as an emergency contact, may not interfere with the ability of CARE staff to provide quality and safe childcare. Any behavior that could be interpreted by staff as threatening, intimidating, aggressive or abusive will not be tolerated. Failure to adhere to this code may result in loss of childcare services.

**THREATS**

Under Arizona Revised Statute 15-341-(33) the school district shall report "any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school." As a result of this law the district is obligated to report to local law enforcement:

- ◆ any suspected serious crimes against persons or property.
- ◆ any incidents that could potentially threaten the safety of security of the students or staff.

PLEASE HELP US EDUCATE YOUR CHILDREN REGARDING THE SERIOUSNESS OF THIS MANDATED LAW.

**PROCEDURE FOR REMOVING A CHILD FROM THE PROGRAM**

Our philosophy for CARE is based on providing participants with optimum learning and enrichment opportunities. CARE needs to be a stimulating and exciting environment within an organized framework. Our staff is committed to meeting both the needs of the individual child and the needs of the group. The expectations for behavior are based on appropriate developmental levels. Our goal is to encourage children participating in CARE to be responsible for their actions and experience the consequences of their behavior. If a child is disruptive, the staff will attempt to redirect the child to more appropriate behavior. Logical and natural consequences will be applied. Consequences may include verbal directions, a cool down time, or loss of privilege. In the event that a child's behavior repeatedly disrupts the activity and prevents other participants from having a quality experience, the following steps will be taken:

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1. The District Program Coordinator will be informed of the situation and the CARE Site Leads will contact the parents. Strategies for behavior modification may then be developed.
2. If the disruptive behavior continues, the Site Lead, under the direction of the coordinator, will remove the child from the program either on a temporary or permanent basis.
3. If the child is removed from CARE due to disruptive behavior, parents are entitled to receive a prorated credit based upon the number of days paid for and unused.
4. Site Leads, Assistant Manager or District Program Coordinator may determine removal of any child at any time for any reason if deemed necessary for the safety of all other children and staff.

If a child is suspended from school, it must follow that the child will also be suspended from CARE. Full credit will not be given for tuition during this time period.

### **CUSTODY LAWS-BOTH PARENTS' RIGHT TO PICK UP THEIR CHILD**

Under the laws of the state of Arizona, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the childcare center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

If you have separate accounts for your child(ren) the following documents are considered public records and can be requested by either parent: CARE schedules and sign-in/sign-out sheets.

### **YOUR CHILD'S SAFETY AT PICK-UP TIME**

We will not allow a child to leave our program with an adult if we believe that the safety of that child is better served if the adult does not drive. We will offer to contact another authorized person to pick up the child.

### **DISENROLLMENT**

If you no longer need CARE services for your child, please call the main CARE office at 209-7548. We will remove your child from the attendance schedule.

### **SCHEDULING & RATES**

CARE is a prepay only program.

**Your schedule must be completed by 11:59 pm Sunday before the week of use.**

**Drop-ins after school will not be permitted until hours have been paid through the Community Schools office. The school will not send your child to CARE until you have paid in advance for service.**

The school year calendar is open quarterly for scheduling at the rate of \$6.00 hour.

**Having a CARE registration does not guarantee there will be openings on any given day due to limited capacities.** On days of "full day" CARE your child may attend our program from 7:00 a.m. to 5:30 p.m. You may schedule and pay by the hour, choosing the block(s) of time needed.

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### **Multi-child discount**

If a family has three (3) or more children concurrently enrolled and using CARE, there is a 10% discount on CARE tuition. This discount does not apply to any additional fees or overtime charges that may be incurred.

### **Late Adds**

For any late adds made during the week of intended use you must call the main CARE office at 209-7548. Please know there is a **\$15.00 late fee** per account per week. Staffing is determined by student attendance.

### **Overtime**

Overtime occurs when a child is picked up after or dropped off before their scheduled time. Please keep in mind that staffing is determined by student attendance. You will be charged for the additional time at the rate of \$6.00 per hour. If a child is picked up after 6:00 pm, according to the **site clock**, there is a charge of **\$3.00 per minute** per family. Misuse of this pickup policy may result in removal from the program. If you have an emergency and cannot pick up your child by 6:00 pm, please contact someone who can pick up your child by 6:00 p.m. Then call the CARE site to let the CARE staff know so they will allow the change in pick up authorization. They will also put your child's mind at ease.

### **Returned Checks**

You will be assessed a \$25.00 fee for any check returned to us for non-sufficient funds.

## **SCHEDULE CHANGES**

Please call the **CARE main office** (209-7548) with any scheduling changes, or concerns regarding fees or policies between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. **(If your child will not be attending CARE on a day when he/she is scheduled to attend, it is imperative that you email the teacher, school office, CARE Site Lead and CARE main office.** We will notify the CARE site and school (if applicable). This will help to ensure the safety of your child by maintaining an accurate attendance list.

In order to ensure your child will arrive safely at CARE each day they are scheduled, we must have any schedule changes no later than Monday morning at 9:00 am the week of service. This is considered **sufficient notice**. Note the exception that when scheduling your child for "full day CARE", 24 hours ahead of the date of service is considered "sufficient notice".

### **Canceling days**

If canceling a day, (by Sunday at 11:59 pm prior to the week of service) you may do so online. After Sunday, credit for absence is not given. Credits will be given for illnesses greater than one week with a doctor's note.

### **Refunds**

Credits of less than \$20 will not be refunded. Credit will roll over to the next school year if you will be returning to the CARE program or can be applied to another CS program. If not returning to the program, a refund request must be submitted in writing no later than June 1, 2024.

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### ARREARS

It is mandatory that payments be made on time and that accounts are current. If your account is 30 days past due, **your family will be suspended from the program**. To avoid suspension, payment plans for those in arrears may be set up. It is your responsibility to call the CARE office (209-7548) to discuss the possibility of setting up this plan. Once established, payment plans must be adhered to, or your family will be suspended from the program. Accounts over 60 days past due that have not had a minimum payment posted for 30 days will be sent to collections. Those with accounts past due will not be permitted to register for Community Schools activities.

### DROP OFF & PICK UP

Each child's entrance into and departure from the program is recorded daily. Your child may be picked-up only by people listed on the CARE Information/ Registration card. However, exceptions can be made providing arrangements have been made in writing, via email to the CARE staff, stating who will be picking up your child and the date that this exception will occur. In the case of an emergency, and with your prior written approval, authorization by telephone may be given. A picture I.D. may be required of anyone who is picking up a child who is unknown to the staff.

\*Please note that siblings who you list as "authorized to pick up" must be at least 16 years of age. Any exception will need to be approved by the Site Lead.

<p><b>Manzanita Elementary</b> <a href="#">3000 E. Manzanita Avenue</a> <a href="#">Tucson, AZ 85718</a> Phone No. 520-209-7814</p> <p>Ashley Glaser Site Lead, Manzanita CARE &amp; Enrichment <a href="mailto:aglaser@cfsd16.org">aglaser@cfsd16.org</a></p> <p><b>**Manzanita Pick Up &amp; Drop Off**</b> The CARE building is located in the back of the school. Use the bus bay entrance right after the condos. Park and call us at 209-7814 and we will bring your child to you. Please meet your child/ren at the gate. THERE IS NO GATE CODE OR PARENTS ON CAMPUS THIS YEAR AT PICK UP TIME.</p>	<p><b>Sunrise Drive Elementary</b> <a href="#">5301 E. Sunrise Drive</a> <a href="#">Tucson, AZ 85718</a> Phone No. 520-209-7944</p> <p>Camille Warner Site Lead, Sunrise Drive CARE &amp; Enrichment Email: <a href="mailto:cwarner@cfsd16.org">cwarner@cfsd16.org</a></p> <p><b>**Sunrise Drive Pick Up &amp; Drop Off**</b> The CARE building is located at the back of the school. Enter the parking lot through the staff side (drive straight as you enter) and follow it to the back of the school. (You will pass the kindergarten playground to your right). Park by the trash and recycle dumpsters. Drop Off - Call the number on the sign 209-7944 and a staff person will come to pick your child up from the gate. Pick Up - Call the number on the sign at the gate 209-7944 and your child will be walked out to you. THERE IS NO GATE CODE OR PARENTS ON CAMPUS THIS YEAR AT PICK UP TIME.</p>
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<p><b>Canyon View Elementary</b>  <a href="#">5725 N. Sabino Canyon Road</a>  <a href="#">Tucson, AZ 85750</a>            Phone No. 520-209-7752</p> <p>Autumn Hill            Site Lead, Canyon View CARE &amp; Enrichment  <a href="mailto:autumnhill@cfsd16.org">autumnhill@cfsd16.org</a></p> <p><u>**Canyon View Pick up and Drop Off**</u>            The CARE building is located on the side of the school. Use the parent pickup line to get to the CARE building on the far left side of the parent parking lot. Park and call us at 209-7552 to drop off and pick up your child.  <b>THERE IS NO GATE CODE OR PARENTS ALLOWED ON CAMPUS AT THIS TIME.</b></p>	<p><b>Ventana Vista Elementary</b>  <a href="#">6085 N. Kolb Road</a>  <a href="#">Tucson, AZ 85750</a>            Phone No. 520-209-8023</p> <p>Erin Usie-Cooper            Site Lead, Ventana Vista CARE &amp; Enrichment  <a href="mailto:eusiecooper@cfsd16.org">eusiecooper@cfsd16.org</a></p> <p><u>**Ventana Vista Pick up and Drop Off**</u>            The CARE building is located straight through the main gate, slightly to the right. Parents will pull up to the curb, call us at 209-8023 and we will walk them out. <b>THERE IS NO GATE CODE OR PARENTS ON CAMPUS THIS YEAR AT PICK UP TIME.</b></p>
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### **ATTENDING COMMUNITY SCHOOLS CLASSES AND OTHER ON-CAMPUS ACTIVITIES**

Children who are scheduled in the CARE Program may also attend Community Schools' after school classes as well as classes (held on campus) not affiliated with Community Schools. If you take advantage of this opportunity, the CARE staff will be responsible for assisting your child to and from these classes.

We realize that the availability of CARE scheduling and the Community Schools class brochures do not always coincide. If you have scheduled your child for CARE and decide to enroll him/her in a Community Schools class credit will be given on your CARE account. If it is a school facilitated program during after school hours (re: choir, band, orchestra , etc), no credit is given. If you have any further questions regarding Community Schools' classes, please call 209-7550.

### **PICK UP POLICY**

If you are running late and have not contacted the CARE Site by 6:00, the Site Manager will follow the protocol below:

1. First the parent/legal guardian will be called.
2. If the parent/legal guardian cannot be reached, we will call the child's authorized emergency contact list. We will continue to attempt contact with the parent/legal guardian and/or authorized emergency contacts until 7:00 pm.
3. If by 7:00 pm we are still not able to reach any parent/legal guardian and/or an authorized emergency contact, we will call Child Protective Services and/or the local sheriff's department.
4. Child Protective Services can be reached at 1-800-530-1831
5. Local Sheriff's Department: 520-351-4511



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CATALINA FOOTHILLS SCHOOL DISTRICT | 2023-2024  
CARE CALENDAR

<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #00a0e3; border: 1px solid black; margin-right: 5px;"></span> Student's first day (full day)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #00a0e3; border: 1px solid black; margin-right: 5px;"></span> Student's last day (half day)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #e91e63; border: 1px solid black; margin-right: 5px;"></span> CARE and school closed</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #e91e63; border: 1px solid black; margin-right: 5px;"></span> Half day CARE 7:00 am - 8:00 am and 11:30 am - 6:00 pm</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc107; border: 1px solid black; margin-right: 5px;"></span> Full day CARE 7:00 am - 6:00 pm</li> </ul>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, #ccc 2px, #ccc 4px); border: 1px solid black; margin-right: 5px;"></span> Grading days (half days for students) <b>Canyon View</b> - 10/30, 2/12, &amp; 5/22 <b>Ventana Vista</b> - 10/31, 2/13, &amp; 5/22 <b>Manzanita</b> - 11/1, 2/14, &amp; 5/22 <b>Sunrise Drive</b> - 11/2, 2/15, &amp; 5/22</li> </ul>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc107; border: 1px solid black; margin-right: 5px;"></span> Early release day CARE 7:00 am - 8:00 am and 1:30 pm - 6:00 pm</li> </ul>	<p>The following schools observe early release days during the <b>YELLOW</b> highlighted weeks, as follows:</p> <ul style="list-style-type: none"> <li><b>Canyon View</b> - Monday</li> <li><b>Ventana Vista</b> - Tuesday</li> <li><b>Manzanita</b> - Wednesday</li> <li><b>Sunrise Drive</b> - Thursday</li> </ul>																																																																																																																
<p><b>24</b> First day of CARE <b>24-28</b> Full day CARE <b>31</b> Full day CARE</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">JULY '23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY '23							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					<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">JANUARY '24</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	JANUARY '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			<p><b>1</b> Winter Break <b>2-5</b> Full day CARE <b>15</b> M. L. King Day</p>							
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