

# **McPherson/Marion Head Start Program 2022-2023 Parent Handbook**



**USD 418 Early Childhood Programs  
McPherson/Marion County Head Start**

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Director: David Brock  
Coordinator of Family Services: Sarah Chaires  
Coordinator of Health and Safety Services: Rachel Dalton  
Coordinator of Education and Mental Health Services: Jenny Smith

**Marion Elementary School**

1400 E Lawrence  
Marion, Ks 66861  
(620) 382-3771  
AM or PM class

**Hillsboro Elementary**

812 East A  
Hillsboro, Ks 67063  
(620) 947-3981  
AM or PM class  
One 4 year old full day class

**Washington Elementary**

128 N. Park  
McPherson, Ks 67460  
(620)-241-9560  
3 and 4 year old classrooms

**Lincoln Elementary**

900 N. Ash  
McPherson, Ks 67460  
(620) 241-9540  
3 and 4 year old classrooms

**Roosevelt Elementary**

800 S. Walnut  
McPherson, Ks 67460  
(620) 241-9550  
3 and 4 year old classrooms

**Eisenhower Elementary**

301 E Wickersham Dr.  
McPherson, KS 67460  
(620) 241-9430  
3 and 4 year old classrooms

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## **Our Mission**

We at the McPherson/Marion County Preschool Program are committed to supporting children, families, and staff in a safe, nurturing, and educational environment through quality, comprehensive programming and community relationships.

## **Attendance**

It is important that your child comes to school every day. Important learning activities are taking place. We don't want your child to miss these.

Regulations state that your child must attend **85% of the time**, which is 19 days out of 22 each month.

**If your child cannot come to school, you must call the school as soon as possible and state the reason for the absence. If you have not contacted your school at the beginning of the school day staff will be contacting you to inquire why your child is not at school and offer support as needed.**

After missing 10% of school days, there will be a meeting with your family and staff to try and help you find ways to get your child to school. If your child still misses too often, we may be forced to drop your child from the program and give the slot to another child with more regular attendance.

## **Authorized Pick-Up:**

When you enrolled your child, you filled out a form naming the people who are authorized to pick up your child, they must be 18 years of age or older. This form is called "Emergency Contacts and Authorization to Pick Up."

We cannot let your child go with anyone who is not listed on the Release Form.

- If we don't know the person, we will ask for identification, such as a driver's license.
- **If you want to add someone, or take someone off of the list, you must do so IN WRITING and give it to your child's teacher or family advocate in advance of the first time that individual will pick up your child.**
- ONLY the PARENT/LEGAL GUARDIAN can make changes to the pick-up form.

## **Backpack**

If your child has a bag or backpack, please send it everyday. If no backpack is available, please let us know and we will try to supply you with one. Teachers and Family Advocates will send notes home throughout the year. Please check your child's backpack daily for notes and other items.

## **DO NOT SEND:**

- Toys
- Money
- Food
- Drinks

The program provides all toys and supplies your child will need. If a teacher has a special occasion to allow toys to be brought from home, they will let you know.

## **Child Abuse and Neglect Reporting**

All staff is required **by law** to report any suspected child abuse or neglect to the Kansas Department of Child and Family Services. We are not trying to get anyone in trouble. Our main goal is to protect children.

## **Child Guidance and Behavior Management**

Young children can present challenging behaviors as they learn to behave appropriately in the educational setting. We are committed to using positive behavioral strategies when teaching young children how to manage their own behavior. Child guidance and classroom management decisions will promote positive social skills, foster mutual respect, strengthen self-esteem, and support a safe environment.

Positive behavioral strategies will typically include the following list. All staff will use strategies such as these in guiding and managing behavior of children in the classroom.

1. Using praise, encouragement and other means of recognizing appropriate behavior
2. Clearly stating expectations for appropriate behavior
3. Teaching children positive social skills through direct teaching, modeling and using practice with competent peers, including mental health and social skills curriculum in lesson plans
4. Providing children alternative choices and redirection away from inappropriate behavior and avoid power struggles with children whenever possible.
5. Developing classroom rules that are clear, reasonable and consistent, establishing the rules at the beginning of the program year (for full day/ year, introducing rules as new children begin) including children in the process
  - Rules will be posted in the classroom
  - Posted rules will include pictures as much as possible (photos of children and drawings are appropriate)
  - Establishing, modifying and teaching rules will be part of the regular lesson plans
  - Rules will be consistent with program policies and procedures, including health and safety policies
6. Rules will be as few in number as possible with a focus on being broad statements, using large and small group times to be specific about how they are implemented. Staff will plan a safe and developmentally appropriate environment that supports pro-social behavior. As part of our curriculum, we use Conscious Discipline.

## Classroom Holiday Policy

Cultures and traditions are important to children and families when celebrating the holidays. When planning holiday celebrations, we want all children and families to feel welcome and supported, and free to share their ideas and know that their ideas are important.

### Procedure

1. The holiday policy is discussed with parents at parent orientation.
2. On the first home visit, the teaching staff will ask families to share their cultures and traditions. Staff will use this information to plan how holidays will be celebrated.
3. Some holidays will not be celebrated at school. This information will be shared through classroom newsletters.
4. During holidays, parents are encouraged to share their ideas, as there are many ways to celebrate during the year. However, no gift exchanges will take place in the classrooms.
5. Each child's birthday is very special. Teachers will be sure that each child feels important on their birthday. If you would like to send something to help celebrate a birthday, you may send trinkets such as stickers, pencils, small toys, etc. Any kind of food will not be allowable, including candy.
6. Celebrating with nutritious foods made at school is very appropriate. Children will participate in preparing nutritious healthy snacks at school at least once a month.

### Clothing

Your child will be most comfortable in their play clothes. Children have accidents and get messy, so please send an extra set of clothes for your child.

Please send the following to school:

- Extra Clothes: **shirt, pants, underwear, and socks**
- Cold Weather: coat, mittens or gloves, and a hat

### Code of Conduct

All parents must abide by the following code of conduct as established by the McPherson/Marion Early Childhood Program in conjunction with USD#418 Board of Education.

As a legal guardian I will:

- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- All parent(s)/legal guardian(s) will not only abide by USD#418's Anti-Bullying Policy, but it is expected that all parent(s)/legal guardian(s) avoid any participation or involvement considered to be bullying or harassment in any form towards any student, staff member, and/or parent/legal guardian while on school property or in a school vehicle or at a school-sponsored activity or event. The Early Childhood Program and your school recognizes the parent(s)/legal guardian(s) role in their child(ren)'s education and is focused on providing the best learning environment for all students.
- When a parent/legal guardian violates the code of conduct the School Principal and Early Childhood Director will determine what consequence will be issued.

## Communication

Your child's teacher will send home regular communications through newsletters, Closed Classroom Facebook Page, and personal notes. This newsletter will contain information about the classroom, schedule changes, announcements, lesson plan information and other valuable information.

Regular communication will occur with the family advocate and other staff. Please be sure to check your child's backpack daily and make sure we have your current contact information in order to provide the best communication.

Please notify us of the following changes:

- Address changes
- Name and phone numbers of emergency contacts
- Phone number for the family
- Transportation changes
- Daycare providers
- Custody changes (with supporting documentation)
- Name changes due to marriage or divorce
- Changes in health status
- Allergies
- Medications

## Conscious Discipline

Conscious Discipline is built on three main premises:

1. Controlling and changing ourselves is possible and has a profound impact on others.
2. Connectedness governs behavior.
3. Conflict is an opportunity to teach.

Believing we must change ourselves first and model our expectations for other through self-regulation creates a classroom climate and culture that teaches the following beliefs and values:

<b>Belief</b>	<b>Value it teaches</b>
Changing ourselves is possible.	It is our choice whether or not to change.
We are in charge of ourselves.	We can become the person we want to be.
We are empowered by choosing to control ourselves instead of others.	Power comes from within.
When things don't go our way, we will seek solutions.	We are responsible for our feelings and actions. Our choices impact others.
We must teach children in order for them to learn to behave.	We teach others how to treat us. We cannot expect them to magically know how.
Conflict is an essential part of life.	Conflict and mistakes present us with the opportunity to learn a missing skill or let go of a limiting belief.



Love is the best motivator for learning and growth.

Love is more powerful than fear, cooperation is more effective than coercion and compassion is more powerful than competition.

For more information on Conscious Discipline please contact your family advocate.

### **Current Emergency Information**

It is the parent's responsibility to see that emergency information is kept current at all times.

### **Custody**

The law states that every parent has a right to his/her child. If you have a legal document that says one parent is not allowed to pick up the child, we must have a copy of that document. It has to have been signed by a judge and be officially stamped.

### **Curriculum**

We would like to welcome you, as parents and guardians, to be actively involved in your child's education. You are your child's first and most important teacher. Your participation in the classroom and interaction with your child at home are a crucial part of your child's success.

We value your input regarding the curriculum concerns you may have, and what you want most for your child to learn while in our program. The program has adopted the Creative Curriculum and TS Gold for assessment. The curriculum is strengthened by parent and staff communication regarding children's strengths, interests, learning styles and needs. Sharing your observations from home will also help us gain valuable insight about your child's cultural background, interests, and temperament.

### **Diapers/Pull-ups**

If your child is not completely toilet trained, please send enough supplies for each day in your child's backpack. If you need assistance in providing these items please let your classroom teacher and/or advocate know.

### **Drop Off and Pick Up Times**

#### **Hillsboro Program**

- AM Class Drop-off 7:50
- AM Class Pick-up 11:00
- PM Class Drop-off 11:50
- PM Class Pick-up 3:00
- All Day Class Drop-off 7:50
- All Day Class Pick-up 3:00

#### **Marion Program**

- AM Class Drop-off 8:05
- AM Class Pick-Up 11:35
- PM Class Drop-off 12:05
- PM Class Pick-up 3:35

## **Eligibility Information Requests**

It is the parent's responsibility to provide all information required for enrollment in the program. Failure to provide such information within the established deadlines may cause a child to be put on a waiting list until all requirements/requests are met and they are eligible to fill an opening.

## **Emergency Medical Care**

In case of accident or illness, our staff will contact you, the parent/guardian, or a designated person to take charge of your child.

At the initial home visit, you signed consent for emergency medical care for your child. Every attempt will be made to contact you before your child is treated. If we are unable to contact you, your child will be taken to the nearest hospital for treatment. It is important to let your family advocate know if any of the following changes occur:

- Your name, address, or telephone number
- Your place of employment and telephone number
- Name, address and telephone number of your child's doctor
- Name, address and telephone number of any emergency contacts
- Your health insurance information

## **Emergency Safety Drills**

**Tornado:** When tornado sirens are sounded, staff will follow specific procedures to move children to a protected area. The children will assume the tornado protection position. Classroom staff will take first aid kits, children's emergency releases and if available, cellular phones with them to the shelter location.

Parents should not put themselves at risk by attempting to travel to the centers to pick their children up in severe weather. If parents do show up, they will be asked to stay and remain in the shelter until an all clear is given.

Children are safer at school than in a bus or car. If severe weather occurs during a release time, children will stay at the center until an all clear is given. Parents will be notified of delayed arrival times.

If children are on a bus when a tornado siren sounds, the driver will follow the route emergency plans and locate the nearest safe place. Centers will be contacted through bus radio and parents will be notified.

**Fire:** In case of fire evacuation, staff will follow specific procedures to move children to a safe location until an all-clear signal is given.

**Notification of Parents in Emergencies:** Local authorities, radio, and school district personnel at the Central Office will give out information as is appropriate to the public and parents. Parents may also be notified by telephone in case of emergencies.

**Building Lock Down:** In the event the building is placed in lockdown mode because of an outside threat, no one other than emergency personnel will be allowed in or out of the building until an all clear sign is given by the local police department.

**Building Evacuation:** In the event we would have to evacuate the building, staff will take children to a designated safe location off school grounds.

### Exclusion Guidelines

When should I keep my child home? When your child has:	When can my child return to school? When your child is:
Fever of 100.0 °F or higher or Elevated temperature with other symptoms	Fever free for 24 hours (without using a fever-reducing medication)
Severe cough (child gets red or blue in the face or makes a high pitched croup-like or “whooping” sound)	Symptom free or doctor’s written release
Diarrhea	NO diarrhea for 24 hours
Vomiting	NO vomiting for 24 hours
Pink Eye (red, matted, swollen, or draining eyes)	24 hours treatment and bring a doctor’s note
Infected skin (rash, ringworm, impetigo, etc)	24 hours treatment and bring a doctor’s note
Fainting or seizures (other than a pre-existing condition) or general signs of listlessness, weakness, drowsiness, headache, or stiff neck	Symptom free or doctor’s written release
Severe itching of body or scalp (including head lice, body lice, or scabies)	No live lice. Nits allowed, only if child has been treated. Must be checked by staff. Scabies= treatment completed.
Staff sees symptoms of medical condition	Follow the health staff’s instructions before returning to school

### Family Services

We want to help and support your family. Family advocates will ask you about your needs and goals. Family advocates will then help you plan to meet your needs and goals. We can help with the following:

- Food
- Budgeting
- Family crisis
- Ideas for new jobs
- Ideas for new housing
- Ways to go back to school, get your GED
- Obtaining health insurance or medical coverage
- Child development classes
- Clothing/Household needs
- Community Activities

We can also help you find resources in the community.

## **Head Lice Policy**

State, federal and local procedures require that students who are found to have live head lice (pediculosis) will be sent home from school. The child will not be able to return to school until he or she has been treated with a head lice treatment and there are no longer any live lice on the child's head.

Treatment includes checking and treating as necessary all family members for lice as well as treating the home environment. This should be done at the same time the child is treated.

A variety of topical treatments proven to be effective against head lice are available at area stores. Preschool staff will provide instructions and supplies to parents choosing to use the Olive Oil Method.

Upon identification of head lice in a particular classroom, notes are sent home to families that include information regarding head lice, how to identify head lice, and appropriate treatment methods. Education regarding head lice is also included in the parent orientation packet, and is ongoing throughout the year.

## **Health Checks**

Throughout the school year, the health staff will complete vision, hearing, and height and weight checks.

## **Health Requirements**

Parents are expected to comply with all of the program's health requirements. These requirements include: up-to-date immunizations, current physical, current dental, hemoglobin and lead test results. If assistance is needed to meet these requirements, please contact your family advocate.

## **Home Visits/ Parent-Teacher Conferences**

Parents are expected to have at least two teacher home visits per year and two parent-teacher conferences per year. Your family advocate will schedule up to four home visits per year. We prefer to come to your home, but if necessary, other arrangements can be made.

## **Illness Policy**

The preschool classrooms do not have adequate space or staff to care for ill children. If your child has been ill with fever, diarrhea, or vomiting within the past 24 hours, please do not send your child to school. Children must be symptom free for 24 hours before returning.

If your child becomes ill at school, you will be contacted to pick up your child as soon as possible. If we cannot contact a parent, we will call one of the emergency contacts listed on your child's emergency contact list.

Please see the following exclusion guidelines to know when your child can return to school. You may contact the Early Childhood Office if you have any questions.

## **Immunizations Required for School Entry**

Immunizations must be as current as possible to attend school. There is the possibility of a student being excluded from school if the child's immunizations are not current.

## **Late Drop-off/Late Pick-up Policy**

Teachers and classroom staff have meetings and other obligations before and after school. Please be considerate of them and drop off and pick up on time.

- If children arrive late, you must sign in at the elementary school office AND in the classroom.
- If you are late picking up, classroom staff will do the following:
  1. **Call the parents**
  2. **If unable to contact parents, emergency contacts will be called.**
  3. **After 15minutes, your child will be taken to the office.**
  4. **If your child is not picked up within 30 minutes of the end of their preschool session, at the discretion of the principal, police may be called to take the child into emergency care.**

Each elementary school has their own policy regarding dropping off children EARLY. You MUST speak to your classroom teacher and building principal for arrangements.

**Please refer to individual school parking policies.**

## **Medications**

We encourage parents to make arrangements to give any needed medications at home, before or after school. Over the counter medications such as cough drops, Tylenol, ointments, etc should not be sent to school with children and will not be administered by the staff at school.

If prescribed medication must be given during school hours, staff will administer the meds after these requirements have been met.

- Kansas law requires written permission from the parent and a signed order from the physician.
- The first dose of medication must be administered at home before being given at school to avoid an unexpected reaction at school.
- Medication must be brought to school by a parent.
- The medication must be in the original container supplied by the pharmacy or physician, stating the name of the child, the medication, the dosage, the time to be given, and the way it is to be given.

## **Nutrition**

Children in the preschool program receive nutritious meals and snacks at school. The program receives federal assistance to serve these healthy meals. Meals served must meet nutritional requirements set by National School Lunch and CACFP (USDA's Child and Adult Care Food Program).

After hand washing, staff, parents, and children eat their food in the cafeteria or their classroom with staff modeling eating. For snacks children and staff will sit down in small groups for a "family style" snack. Children learn to serve themselves, pour milk and use utensils. After the meal, the children clean their dishes, clean their area, and wash hands.

We welcome parents/guardians in the classroom and at mealtimes to eat with your child. The front office will need to be notified by 8:30am or as per building policy that you will be eating lunch and will be charged for the meal. We will accommodate you whenever possible.

It is very important that you let us know if your child has special nutritional needs. If you have questions about your child's meals, please contact the Health and Nutrition Coordinator.

Menus will be posted on a monthly basis. Each month, you will have the opportunity to see what is being served to your child.

Do not send food from home with your child. Our regulations prohibit us from having non-approved food items on site. If you have concerns about the food your child is receiving or feel that your child is not having His/her needs met at mealtimes, please consult your Family Advocate or the Assistant Director for Health and Safety Services.

## **Parent Concerns**

As a parent, if you are ever faced with a concern that you feel is not being met, please make an appointment and speak with the appropriate staff person. Your Early Childhood Program believes in working directly with parents and staff to address any concerns a parent may have with the program. In communicating your concern, it will be most helpful if you would please do so in the following order so that concerns may be addressed as soon as possible:

- Step 1- If the issue you are concerned about is a classroom or educational issue, speak to the teacher about your concern when she/he is not busy supervising children. Issues are most often resolved quickly and easily at this first level.
- Step 2- If you are not satisfied, speak to the building principal who has the responsibility for oversight of the classroom. They are the first-line supervisors of the teaching staff and therefore may be able to advocate for you and your child with the teaching staff.
- Step 3- If you are not satisfied, speak with the Early Childhood Director.

If you have a family concern and would like assistance please contact your child's teacher or your Family Advocate.

## **Parent Involvement**

Parent Participation is encouraged in five ways:

1. In the classroom or school as volunteers, observers, or paid employees.
2. In working with their children in their own home along with the family advocate or as an extension of the classroom teacher.
3. Attending parent and family activities/events.
4. Meeting with your family advocate developing a relationship that will result in identifying your family's strengths and needs.
5. In the process of decision making and operation of the program through electing and serving as officers of Policy Council, or from surveys/questionnaires from the classroom.

***Children who are not enrolled may not stay in the classroom even if the parent is volunteering. This is a state licensing regulation.***

## Parent Meetings

Parents are encouraged to participate in parent meetings and trainings. Policy Council is a group of elected parent representatives and community members working with staff to develop program policies.

## Parent Rights

Parents have the right to:

- Be supported as the primary educator and nurturer of their child
- Be listened to and treated with respect and dignity
- Ask questions and receive information on any aspect of the program, including daily operations, policy making and budgeting
- Express needs and interests and receive a timely response from the program regarding those needs
- Express concerns about the program without repercussions to themselves or their child(ren)
- Offer any opinion or suggestion regarding any part of the program regarding those expressed needs
- Receive feedback on any suggestions or opinions regarding the program
- Refuse specific aspects of the preschool program
- Participation is encouraged as much or as little as possible
- Be treated as an equal with the staff in supporting the educational goals of children
- Know that all information gathered will be kept confidential
- Be welcomed and encouraged to participate in their child's classroom and/or other center activities at any time

## Required Medical and Dental Exams

Kansas law and the Preschool Program require each child to have a **physical examination** completed prior to school entry. A physician can complete the exam or a nurse certified to perform KanBe Healthy examinations. Head Start requires a **hemoglobin test**, which tests for low iron in the blood. Also, each child is required to have completed a **blood lead test**. Family advocates will complete a yearly verbal lead screening form with the families.

We also require a **dental exam** to have been completed by a dentist within the past year.

## Safety

Parents will be notified by telephone in the case of emergencies, other than health, as the situation allows. Local authorities, radio, and school district personnel at the Central Office will disseminate information as is appropriate to the public and parents.

## Sign-In and Sign-Out

- Any non-parent picking up a child **MUST** be named on the pick up list and must be 18 years of age or older. Parents must ensure that their pick up person can show a picture ID to the staff upon request. When picking up a child, the pick up person must sign out, stating that they have accepted the child.
- All children must be signed in and out, whether in the classroom or on the bus
- Sign-In and Sign-Out is conducted on the ipad. In the event that the ipad is not working due to power outage or technical difficulties the classroom staff will utilize a paper sign-in/sign-out document.

## **Sunscreen and Bug Spray**

Parents must complete a “**Request for Medication to be administered at School**” form with their child’s doctor in order for sunscreen and bug spray to be applied to your child. Staff **CANNOT** apply sunscreen or bug spray without the form being completed and turned in.

## **Tardy**

Students who arrive at school late are considered tardy and need to follow the school building’s tardy policy and procedures.

## **Tooth Brushing**

The preschool classrooms participate in a tooth brushing activity daily. A smear of fluoride toothpaste is offered to each child for the tooth brushing. Classroom staff will model tooth brushing to demonstrate proper brushing techniques for the children. The technique will allow children to practice brushing with the classroom staff as models. Daily tooth brushing prevents tooth decay and potential illnesses.

## **Transporting Your Child**

Children **MUST** be in a car seat or booster seat. If you need help obtaining a car seat, please contact your family advocate.

If the classroom staff feels that you are intoxicated in any way, or feel that you are unable to safely transport your child, they will:

- Call one of your emergency contacts to pick up your child
- Ask you to come back with the proper car seat.

If you don’t agree to do any of those things and take your child anyway, we will be required by law to report the unsafe situation to the police and/or child protective services.

## **Tuition**

### **Basic Rates and Payment Policies for Marion**

The payment for ½ day slots for 3 and 4 year olds is \$170. You will receive a contract and it will require your signature agreement to pay the monthly tuition. You need to return the signed contract to the Early Childhood Office. Payments are collected for the months September through April. There are no payments collected for August and May to make up the difference for any holiday breaks taken throughout the school year. Payment is due on the 1st day of each month for the upcoming month. Late payments will result in risk of losing the slot and openings will be filled with a child on the waiting list. If payment has not been received by the 1st of each month, your family advocate or the Assistant Director for Family and Community Services or the Director will contact you regarding your late payment and your child may be dropped from the program by the end of the business day the following Friday. The Early Childhood Program does not send out monthly statements.

### **Basic Rates and Payment Policies for Hillsboro**

The payment for ½ day slots for 3 and 4 year olds is \$180. The payment fee for full day slots is \$435 per month. Meal costs for ½ and full day students are not included as part of the tuition fee.



## **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted of funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hear of hearing or have speech disabilities may contact USDA through the Federal Relay service at (800) 877-8339. Additionally, program information may be made available in languages other than english.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Form](#) (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form of letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) USDA is an equal opportunity provider, employer, and lender.

## **Volunteering**

Parents are encouraged to volunteer in their child's classroom, school, or within the program

## **Weather Cancellations**

Pre-school will follow school district policies on school closings. Please refer to your school's handbook for more information.



**Do not hesitate to contact us with your ideas, suggestions, questions, or concerns.**

**We look forward to a great year!**