

# A Time To Grow Nursery School



## PARENT HANDBOOK 2019-2020

A Time To Grow Nursery School is located in Room 9 of the Kindergarten Wing  
of Fabius-Pompey Elementary School at 7800 Main Street in Fabius, NY

[ATimeToGrowNursery.org](http://ATimeToGrowNursery.org)

*~ A Time To Grow Nursery School is a Ministry of the Fabius Christian Church ~*

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## How To Contact Us

If you would like to speak with one of your child's teachers, please feel free to call, text or email (texts are best). Teachers can be reached at the numbers below during nursery school hours. If you call during the day, please be aware that we may be busy with the children and therefore unable to answer the phone. Leave a message and we will call you back as soon as possible.

### **BUDS and BUDDIES (3- to 4-yr-olds):**

**Diana Skinner:** 315-466-2557

[pb3diana@aol.com](mailto:pb3diana@aol.com)

**Susan Horst:** 315-396-5751

[rshorst431@yahoo.com](mailto:rshorst431@yahoo.com)

### **BLOOMS (4- to 5-yr-olds):**

**Susan Horst:** 315-396-5751

[rshorst431@yahoo.com](mailto:rshorst431@yahoo.com)

**Kristen Klawitter:** 315-569-7072

[kristenkpk@aol.com](mailto:kristenkpk@aol.com)



***Please DO NOT call F-P Elementary School to reach your child's teacher(s) unless it is a true emergency and you have been unable to reach either of the appropriate teacher numbers provided above***



If you have questions about the **A Time To Grow (ATTG)** program in general, billing questions, or other issues or concerns you'd like to discuss with someone other than your child's teacher, please feel free to contact one of the **ATTG** board members from the Fabius Christian Church:

- **Pamela Houck:** [hhouck@twcny.rr.com](mailto:hhouck@twcny.rr.com) or 315-683-9478
- **Tracy Freeborn:** [erbuttoncliponearrings@yahoo.com](mailto:erbuttoncliponearrings@yahoo.com) or 315-677-3015
- **Carlena Wallace:** [carlenaw@hotmail.com](mailto:carlenaw@hotmail.com) or 315-683-5638
- **BILLING - Erin King:** [bookkeeper@fabiuschurch.org](mailto:bookkeeper@fabiuschurch.org)

## Emergency Information & Contacts

The **Emergency Information and Contacts** form contains all of the information your child's teachers might need during the nursery school day. This form will be kept in a folder in the classroom, where it can be quickly and easily accessed.

If we need to contact you for any reason during the school day, we will use your prioritized Emergency Contacts list. In the event of an emergency—child illness, early school closing, etc.— we will go down this list until we reach someone.

*Please make sure your Emergency Contact List  
—and ALL information on the **Emergency Information and Contacts** form—  
is kept up-to-date at all times.*



**Any changes to this form should be submitted to one of your child's teachers on the **Emergency Information and Contacts - UPDATE** form provided (see page 10).**



# Classroom and Drop-Off / Pick-Up Information and Procedures

The **A Time To Grow Nursery School (ATTG)** classroom and Drop-Off/Pick-Up hours are as follow:

**BUDS:** We meet on **Tuesdays** and **Thursdays** from **8:30 - 10:45 a.m.**

- Drop-Off is **8:25 - 8:35 a.m.**
- Pick-Up is **10:40 - 10:50 a.m.**

**BUDDIES:** We meet on **Tuesdays** and **Thursdays** from **11:15 - 1:30 a.m.**

- Drop-Off is **11:10 - 11:20 a.m.**
- Pick-Up is **1:25 - 1:35 p.m.**

**BLOOMS:** We meet on **Mondays, Wednesdays** and **Fridays** from **8:30-11:00 a.m.**

- Drop-Off is **8:25 - 8:35 a.m.**
- Pick-Up is **10:55 - 11:05 a.m.**

The official **ATTG** entrance is located in the back of F-P Elementary (a sign will be outside the door during nursery school hours). Because of our location within the Elementary School, this entrance will be locked at all times and we must adhere to a strict and consistent schedule. The **ATTG** entrance will be available during designated Drop-Off/Pick-Up times only; these times will change only when school is delayed or an early dismissal is scheduled. Anyone arriving or visiting outside of the designated Drop-Off/Pick-Up time windows must enter through the main F-P Elementary School door and sign in at the office (see “Late Drop Off” on page 3).

## Door Monitors

F-P Elementary is a secure building and it is necessary for someone to be at the **ATTG** entrance door during Drop-Off and Pick-Up times. We must therefore ask every parent to sign up for “Drop-Off Door Monitor” beginning in October. On your Door Monitor Days, you should arrive 5 (five) minutes prior to the designated Drop-Off window and open the door for children and parents as they arrive. You will not need to stay longer than 10-15 minutes, and you will only need to sign up for 5 or 6 days during the school year. Pick-Up Door Monitors are not a necessity, but your help is always welcome!

## Required “Volunteer Form”

In accordance with F-P school safety regulations, all school visitors must sign in at the main entrance desk. This is a safety protocol; the school must know who is in the building at all times. All **ATTG** classes are being granted Drop-Off/Pick-Up access to the school *without sign-in requirements* for 20 minutes per class (10 minutes per Drop-Off/Pick-Up window). Therefore it is necessary for each parent and/or guardian—and anyone else who will regularly be dropping off or picking up your child—to fill out a **Volunteer Program Application Form (see page 11)**. This is an F-P requirement, solely for safety/security reasons. The form will go on file in the Elementary School; it will not be used for F-P volunteer recruitment.

The only information you need to fill in on the **Volunteer Form** is: **1) Name 2) Phone # 3) Mailing Address 4) Name of Child(ren)** and **5) Personal Reference**

## “Quiet Zone” (Shhhhh!)

The **A Time To Grow Nursery School (ATTG)** classroom is located in the Kindergarten wing of F-P Elementary School. Kindergarten classroom doors are usually kept open, and our Nursery School cubbies are right across from and next door to these classrooms. Therefore, the hallway and cubbies area is a designated “Quiet Zone.” It is important that children (including younger siblings) be reminded of this during Drop-Off and Pick-Up times. If you have anything to discuss with other parents/guardians, the side hallway area just inside the outer doors is okay for conversation.

## Late Drop-Off / Early Pick-Up

F-P Elementary School is a secured entry facility. In order to ensure a safe environment for all of the children in the building, access to the school through the **ATTG** entrance is prohibited except during the designated **ATTG** Drop-Off and Pick-Up times. If you arrive outside of these designated time windows, you must enter through the main F-P Elementary School entrance (push the button to the right of the door for admittance), sign in at the entrance desk, and obtain a Visitor’s Pass. *Exceptions to this policy are made on **ATTG** party days.*

## Check-In / Sign-Out Policy

When you drop off your child in the morning, please remember to **Check (✓) Your Child In** on the sheet at the Check-In Desk inside the classroom door. When you leave the classroom with your child, please remember to **Sign Your Child Out** at the Check-In Desk. It is our policy to allow children to leave only with those listed as "Authorized to Pick Up" on the **Emergency Contacts and Information** form.

**"Unauthorized" Pick-up:** If someone new will be picking up your child from **ATTG**, you must let us know in advance of Pick-Up (please text or call one of your child's teachers; DO NOT email this information). If this is a one-time arrangement (i.e., a grandparent or relative from out-of-town), then the text/verbal notification is sufficient. If this is someone who will be picking up your child on a regular or semi-regular basis in the future, you'll need to add them to your "Authorized to Pick Up" List (see **UPDATE Form** on page 10) and have them fill out a **Volunteer Form** (page 11).

## End of Day Pick-Up Time

Pick-Up time can be chaotic, and it's important to help our children follow end-of-day procedures. When you arrive for Pick-Up, please sign your child out and then wait near the entry area of the classroom until a teacher has excused them. If your child runs to you without being excused (which will happen a lot at first, and periodically thereafter), we would appreciate it if you would say a quick hello and then remind them to return to the group until the teacher gives them the OK to leave.

This procedure prevents all of the children from rushing for the door at once (noisy and confusing!) and allows the teachers to ensure that each child is leaving with an authorized adult.



**Please make sure that everyone who will be dropping off or picking up your child (grandparents, babysitters, etc.) is familiar with all of the policies and procedures above (pages 2-3). Thank you for your cooperation and assistance!**



# A Time To Grow Nursery School PARKING and ENTRANCE at Fabius-Pompey Elementary School

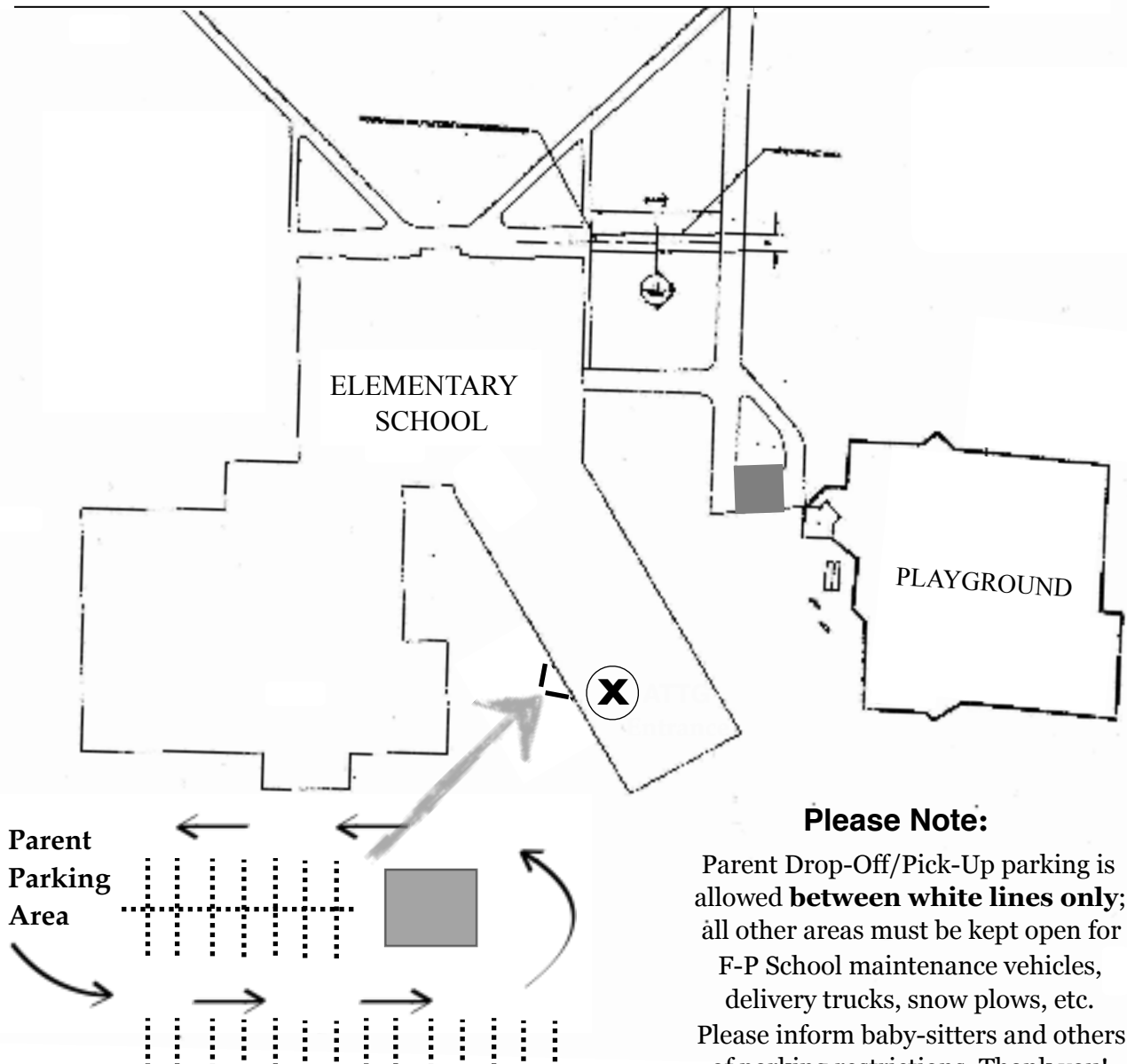
To comply with NY State safety regulations, designated parking spaces for Drop-Off/Pick-Up are located at the rear of the Elementary School building. Please note that the Pick-Up/Drop-Off area is designated as a ONE WAY ONLY traffic area. Also keep in mind that we share the parking lot with the Elementary School, and occasionally there may be delivery trucks in the area during our nursery school Drop-Off/Pick-Up times. **Please hold your child's hand until you are inside the building.**



**Drop-Off/Pick-Up parking is allowed in *designated parking spaces only!***



Route 80, Main Street, Fabius



### Please Note:

Parent Drop-Off/Pick-Up parking is allowed **between white lines only**; all other areas must be kept open for F-P School maintenance vehicles, delivery trucks, snow plows, etc. Please inform baby-sitters and others of parking restrictions. Thank you!

## Behavioral Policy

Young children are learning to express their feelings and sometimes they throw toys, hit, or react in other ways that require immediate intervention. At **A Time To Grow Nursery School (ATTG)** we try first to prevent problems, and to redirect activity and encourage apologies when appropriate. When necessary, it is our policy to use discussion and/or brief "time outs" to address and resolve conflicts and behavioral issues. These methods are usually successful in helping children to appropriately modify their behavior and happily rejoin the social group.

There may be situations in which this policy/these methods are ineffective, however. If a situation or behavior becomes violent, and/or if the child's behavior becomes dangerous to him/herself or others or disruptive to the classroom environment, the parent will be contacted immediately and asked to come and pick up the child. If a second such incident occurs, a parent/teacher conference will be scheduled so that we may discuss the situation and together find ways to resolve it.

If a child exhibits ongoing, unresolved behavioral issues that are deemed harmful or dangerous to **ATTG** students, teachers or the classroom environment, incidents will be documented in writing by the teacher(s); a copy will be sent to the parents and another will be kept on file. After two or more documented incidents, the child may be temporarily or permanently removed from the program.

## Health and Safety

### Illness

You know your child the best. If your child is feeling sick, has a fever, or may be contagious, please keep him/her home. (In accordance with F-P Elementary School policies, we ask that your child be fever-free for 24 hours before returning to school.) If your child will not be in school that day, we would appreciate it if you would text or call one of your child's teachers to let them know.

If your child becomes ill during the school day, we will utilize the Emergency Contact List to request that someone come and pick her/him up from school.

### Cleanliness / Hygiene

At **ATTG** children will be asked/reminded to wash their hands with soap and water after they use the bathroom, after blowing their nose, before snack time, and at other times as necessary. We use disposable cups and napkins at snack time, and disposable plates, bowls and utensils when necessary.

### Bathroom Use

Children who attend **ATTG** must be toilet trained and know how to wash and dry their hands after using the toilet. Teachers may help children with buttons and zippers when necessary, but children should be dressed in "user friendly" clothing as much as possible.

If a child has an accident that requires washing and/or a change of clothing, the teacher may contact the parent.

## Visiting A Time To Grow Nursery School

At **A Time To Grow Nursery School (ATTG)**, we welcome your participation and involvement in your child's nursery school experience. Our location within F-P Elementary School means we need to keep the disruption in the kindergarten hallway to a minimum. Therefore parent visits, whenever possible, should be scheduled.

Remember that all visitors must enter through the main Elementary School entrance, unless you are coming during the designated Drop-Off time and have filled out a required **Volunteer Form** (see pages 2 and 11). In accordance with F-P school policies, we ask that you turn off or silence your cell phone when visiting **ATTG**.



It is the policy of **ATTG** not to allow any type of weapons—  
toy or otherwise—in the classroom for any reason.



### Read a Book or Stay All Day

We always welcome parents, grandparents and caregivers who want to volunteer in the classroom. Beginning in October (after children have had time to adjust to their new classrooms and being away from home), we hope you will schedule a date/time to come in and read a book or two to the class. You and your child can have fun picking out books together!

Starting in January (after our Buds, Buddies, and Blooms have had time to adjust to classroom routines), we invite parents, grandparents or other related adults (*no siblings, please*) to come and spend the day with us at **ATTG**. It's a fun way to get to know your child's teachers and nursery school friends, and to see how they learn and share at circle time, centers and play!

### Holiday Parties

We have lots of parties and special days at **ATTG**! Due to limited space and noise considerations, however, we have to keep many of these days "kids only." Parents are invited to join us for a few extra-special events, when your company—and assistance—are welcome:

- Join us at the Nursery School for our **Halloween** parade and party
- Join us at the Fabius Christian Church for our **Thanksgiving** feast
- Join us at the Nursery School for our **Christmas** party

### Field Trips

We take a few fun field trips throughout the school year. These may include trips to the Apple Orchard, the Pumpkin Farm, a Christmas Tree Barn, and/or a local farm (in the spring). On Field Trip days we will NOT meet in the classroom. We will meet **at the Field Trip location, at the designated time**.

**ATTG** teachers arrange and coordinate the trips, but parents are responsible for transporting their children to and from the field trip location, and for supervising them during the outings. If you can't attend a field trip, you may make arrangements with another parent or guardian for the transportation and supervision of your child.



## Emergency Fire Drills

Due to our location within F-P Elementary School, **A Time To Grow Nursery School (ATTG)** must participate in mandated fire drills (and occasionally lock-down drills) in accordance with F-P School policies. Please be assured that the children are not unduly alarmed. We practice fire drills on our own, and we usually have ample notice of these drills before they occur.

During a fire drill, the alarm sounds and the children are immediately lined up and taken outside to the playground. We remain in a quiet line on the playground until all building occupants are accounted for and the all-clear is given. During a lock-down drill (if we have one), we use the explanation of staying safe and away from a mean dog in the building. We close and lock our door and huddle/cuddle together by our Circle Time board, where one of the teachers reads a whispered story.

## Bringing Toys From Home

Children love to bring in toys from home to show to their teachers and friends. This is fine, as long as your child is able to share the toy with others during free play time, and put the toy in his/her cubby when requested. Toys a child can not or will not share must remain in the cubby in the hallway outside of the classroom.



It is the policy of **ATTG** not to allow any type of weapons—  
toy or otherwise—in the classroom for any reason.



Throughout the year, there may be designated “Sharing” or “Show and Tell” days. You will receive notice of these in advance so your child may bring in a toy, picture or other item to show to the class during circle time.

## Scholastic Reading Club

**ATTG** offers the **Scholastic Reading Club** program as an inexpensive way for you to expand your home library. **ATTG** earns bonus points towards books for our classroom with each order.

Book orders will go home every couple or few months, but *you should never feel obligated to place an order*. If you do choose to order, you can do so through the classroom or online.

- **ONLINE:** Go to [www.scholastic.com/readingclub](http://www.scholastic.com/readingclub) and use our **Class Code: NMHZC**. When you order online, you can pay by credit or debit card and browse/order from a wide range of Reading Club flyers, even those for older children.
- **CLASSROOM:** Pay by check (we cannot accept cash) and put your order form and check in the Scholastic Orders cubby at the Sign-Out Table.

## School Calendar

Throughout the Nursery School year, **A Time To Grow (ATTG)** will follow the Fabius-Pompey Central School District calendar (*see page 9*).

The only exception for 2019-2020: **ATTG** will be on Christmas break through New Year's week. Our regular class schedule will resume on Monday, January 6, 2020 (F-P resumes classes on Thursday 1/2).

- **F-P Schools Closed for Holiday or Vacation:** **ATTG** is closed
- **Half Day for F-P Schools:** **ATTG** will dismiss at 10:15 for Buds and Blooms; no class for Buddies on half days

### Emergency School Closings

For emergencies (snow days, etc.), **ATTG** follows the F-P Central School District closings and delays.

- **One-Hour Delay for F-P Schools:** One-hour delay for Buds and Blooms (9:30 a.m. start for Buds; 10:00 a.m. start for Blooms)
- **Two-Hour Delay for F-P Schools:** Buds and Blooms classes are cancelled; Buddies class is held as usual
- **F-P Schools Closed:** **ATTG** is closed; no nursery school classes

School closing and delay announcements begin at around 6:00 a.m. on most local network television stations and radio stations. You can also check the F-P website: [www.fabiuspompey.org](http://www.fabiuspompey.org) and look for the **Ed Alert** link, or the following local websites: [www.syracuse.com/schools/closings/](http://www.syracuse.com/schools/closings/), [www.localsyr.com/closings-and-delays](http://www.localsyr.com/closings-and-delays) or [www/news10.com/closings/](http://www/news10.com/closings/).

Sign up for automated alerts to your cell phone or computer through Channel 9 in Syracuse at [www.localsyr.com/closings-and-delays](http://www.localsyr.com/closings-and-delays).

# Fabius-Pompey Central School District

## 2019-2020 School Calendar

September 2019				
M	T	W	TH	F
2	3	4	5	6
9	10	11	+12	13
16	17	18	*19	20
23	24	25	26	27
30				

October 2019				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	+14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### SEPTEMBER 2019

- 2 - Labor Day
- 3 - Staff Development Day
- 4 - First Day of School
- +12 - ES Curriculum Night
- \* 19 - MS-HS Open House

### OCTOBER 2019

- 14 - Columbus Day
- 25 - Staff Development Day

### NOVEMBER 2019

- 8 - 1<sup>st</sup> Marking Period Ends
- 11 - Veteran's Day
- 14 - ES Parent/Teacher Conf. Evening
- 27-29 - Thanksgiving Recess
- 22 - 1/2 day of School - ES & MS-HS Parent/Teacher Conferences

### DECEMBER 2019

- 6 - 1/2 day of School - ES & MS-HS Parent/Teacher Conferences
- 23-31 - Holiday Recess

### JANUARY 2020

- 1 - Holiday Recess
- 20 - Martin Luther King Day
- 21-24 - Regents Exams
- 24 - 2<sup>nd</sup> Marking Period Ends

### FEBRUARY 2020

- 17-21 - President's Day/Mid-Winter Recess

### MARCH 2020

- 13 - Staff Development Day

### APRIL 2020

- 3 - 3<sup>rd</sup> Marking Period Ends
- 6-13 - Spring Recess

### MAY 2020

- 19 - Budget Vote & BOE Election
- +14 - ES Open House
- 25 - Memorial Day

### JUNE 2020

- 2, 17-26 - Regents Exams
- 26 - Regents Rating Day
- 26 - Staff Development Day
- 26 - 4<sup>th</sup> Marking Period Ends
- 26 - Commencement



Conference Day



Staff Development Day



Holiday - No School



Board of Education Meeting



Regents Exams



ATTG Holiday

Student Days - 184  
Faculty Days - 190

Should additional instructional days be required due to emergency closings, they will be taken in the following order: April 13, March 13, April 6, April 7, April 8, April 9.

BOE approved 7/11/19

**A Time To Grow Nursery School**  
**Emergency Information & Contacts - UPDATE**



*Please print all information, except where signature is required, and return to your child's teacher*



Child's Name: \_\_\_\_\_ Parent Submitting **UPDATE**: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMERGENCY CONTACTS** (indicate any changes and write "same" on other lines):

- 1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_ #: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_ #: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_ #: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_ #: \_\_\_\_\_
- 5. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_ #: \_\_\_\_\_

**AUTHORIZED TO PICK UP:**

**ADD:** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_

**DELETE:** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ #: \_\_\_\_\_

**NEW Allergy(ies):** Food: \_\_\_\_\_  
Medical: \_\_\_\_\_ Other: \_\_\_\_\_

**NEW Medications:** \_\_\_\_\_

**NEW Doctor:** \_\_\_\_\_ MD Phone #: \_\_\_\_\_

**NEW Marital/Custody Arrangements:** \_\_\_\_\_  
\_\_\_\_\_

**ATTG USE ONLY:**

Information received by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

*~ A Time To Grow Nursery School is a Ministry of the Fabius Christian Church ~*

**Fabius-Pompey School District**  
**VOLUNTEER PROGRAM - APPLICATION FORM**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: N/A

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Name(s) of your child(ren): (*ATTG only*) \_\_\_\_\_  
\_\_\_\_\_

Personal Reference Name and Phone #: N/A

Times of day and days of week that you are available to volunteer: N/A

Please check your preference for volunteering:

- |   |  |
|---|--|
| <u><b>X</b></u> Visiting my child's classroom   | <u>N/A</u> Enrichment                      |
| <u><b>X</b></u> Working in my child's classroom | <u>N/A</u> Reading Center                  |
| <u>N/A</u> Chaperoning my child's field trips   | <u>N/A</u> Math Center                     |
| <u>N/A</u> Helping in the library               | <u>N/A</u> Presentations                   |
| <u>N/A</u> Reading to a class                   | <u>N/A</u> I am unable to come into school |

Work experience: N/A

Volunteer experience: N/A

Special skills and/or interests: N/A