



**St. Boniface**  
Roman Catholic Church

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**St. Boniface**  
Catholic Pre-School

8330 Johnson Street  
Pembroke Pines, FL 33024  
School: 954-437-3215  
Pre-School Director  
Rosa E. Frometa  
Office: 954-432-2750  
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St. Boniface  
Catholic Pre-School

## TABLE OF CONTENTS

### I. Program Mission Statement and Philosophy

#### II. 1. Enrollment Information Form

#### 2. Program Schedule and Tuition

#### 3. Calendar

#### III.1. Proof of Age and Medical Requirements

#### 2. Dress Code, Drop Off, Pick Up, Photographs

#### 3. Conferences, Breakfast, Snacks, Lunch, Birthdays, Naptime

#### 4. Toy Policy, Emergency Closings, Chapel

#### IV.1. Discipline Policy

#### 2. Emergency Treatment

#### 3. Authorized Dismissal Policy

#### 4. Medical/ Illness Policy

#### 5. Food Policy

#### 6. Tuition/Sick/Vacation Leave Policy

#### 7. Child Care Facility Brochure Statement

#### 8. Swim Safety Education Questionnaire

#### 9. Flu vaccine Information



St. Boniface  
Catholic Pre-School

Dear Parents/Guardians,

Thank you for sharing your child with us. Our Pre-School Program can provide a bridge from the home to the more social atmosphere of the classroom. As a Catholic Church we wish to help your child develop their faith life.

We are aware that our children are the most precious of all our possessions and that their happiness and wellbeing are of paramount importance to us all. Our entire existence and purpose is geared solely to provide a secure, caring and loving environment that will allow your child to develop to the fullest of his or her capabilities. We feel that we are only an extension of your family and that our values and standards are merely a reflection of your own.

The first five years are the most important in your child's development, both intellectually and socially. Here we feel that we are very well prepared to assist you in this development because of the following:

We have an experience staff fully trained and certified in Early Childhood who are committed to aid your child in developing social and learning skills in keeping with your values and standards.

We have a professionally planned curriculum designed to encourage your child to develop the fullest of his or her potential at every age level with great attention paid to his or her individual needs.

We provide a secure and exciting environment, we have spacious classrooms with centers that are specially design for young children and a large playground with equipment design to develop all of your child's motor skills with every emphasis devoted to safety and fun.

We encourage your active participation in your child's program and welcome your input. Please do not hesitate to inform us of any concerns you might have.

We all share the same objectives- to make your child's day a pleasant and enriching one. It is his or hers first exposure to the real world.

Let us all join together to make it a positive one.



**St. Boniface**  
Catholic Pre-School

**Enrollment Information**  
**(Please type or print clearly)**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Secret ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Sex: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

CARE	REGISTRATION	FEES	TOTAL

<p>AGREE TO PAY ALL FEES INCURRED BY MY CHILD AT ST.BONIFACE PRE-SCHOOL. Please Initial _____</p>
---

Mother's Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Father's D.L. # \_\_\_\_\_ Mother's D.L.# \_\_\_\_\_

	Place of Employment	Business of Address	Work Phone
Mother			
Father			
Guardian			

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

May we contact another doctor if above is unavailable?  Yes  No  
May we transfer child to nearest emergency unit in the event neither parent or guardian can be contacted?  Yes  No

Other Person(s) to be contacted in case of illness or accident:

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons permitted to remove the child: Mother  Yes  No      Father  Yes  No

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
4. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Enrolling Parent \_\_\_\_\_ Date \_\_\_\_\_



Note; All fees are due Monday Mornings. No credit will be given for absences.

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**PRICES FOR Infants-Pre-School Age 5**

<u>Program</u>	<u>Hours</u>	<u>Registration</u>	<u>Weekly</u>	<u>10% discount Sibling</u>
<b>Five-Day</b>	8:00 AM. - 11:30 AM.	\$ 75.00	\$ 100.00	\$90.00
	8:30 AM. - 2:30 PM.	\$ 75.00	\$ 110.00	\$99.00
	8:30 AM. - 4:30 PM.	\$ 75.00	\$ 120.00	\$108.00
	8:30 AM. - 6:00 PM.	\$ 75.00	\$ 125.00	\$112.50

Early Care 7:15 am to 8:00am \$12:50 extra per week. Extra time: \$4.00 per hour (arrange ahead of time.)

Late pickup \$1 per minute applies to all programs 11:30am, 2:30pm, 4:30pm or 6:00pm pickup.

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**PRICES FOR School Age up to 9 years old (Summer Only)**

<u>Program</u>	<u>Hours</u>	<u>Registration</u>	<u>Weekly</u>	<u>10% discount Sibling</u>
<b>Five-Day</b>	8:00 AM. - 11:30 AM.	\$ 75.00	\$ 100.00	\$90.00
	8:30 AM. - 2:30 PM.	\$ 75.00	\$ 110.00	\$99.00
	8:30 AM. - 4:30 PM.	\$ 75.00	\$ 120.00	\$108.00
	8:30 AM. - 6:00 PM.	\$ 75.00	\$ 125.00	\$112.50

Early Care 7:15am to 8:00am \$12:50 extra per week. Extra time: \$4.00 per hour (arrange ahead of time.)

Late pickup \$1 per minute applies to all programs 11:30am, 2:30pm, 4:30pm or 6:00pm pickup.

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**PRICES FOR UNIVERSAL PRE-K AFTER CARE AGE 4 BY September 1<sup>ST</sup>, 2015**

<u>Program</u>	<u>Hours</u>	<u>Registration</u>	<u>Weekly</u>
<b>Five-Day</b>	9:00 AM. – 12:00AM 15hrs.	-----	-----
	12:00AM. - 2:30PM. 12.5hrs.	\$ 75.00	\$ 55.00
	12:00AM. - 4:30PM. 22.5 hrs.	\$ 75.00	\$ 65.00
	12:00AM. - 6:00PM. 30hrs.	\$ 75.00	\$ 75.00

Early Care 7:15am to 9:00am \$16:50 extra per week. Extra time: \$4.00 per hour (arrange ahead of time.)

Late pickup \$1 per minute applies to all programs 12Noon, 2:30pm, 4:30pm or 6:00pm pickup.



**St. Boniface**  
Catholic Pre-School

**ST. BONIFACE PRE-SCHOOL  
CALENDAR 2015-2016  
PRE-SCHOOL WILL BE CLOSED**

<b>FRIDAY. JULY 4<sup>TH</sup></b>	<b>4<sup>TH</sup> OF JULY HOLIDAY</b>
<b>MON. SEPT. 7<sup>TH</sup></b>	<b>LABOR DAY</b>
<b>TUE. NOV. 11<sup>TH</sup></b>	<b>VETERAN’S DAY</b>
<b>THURS. NOV. 26<sup>TH</sup></b>	<b>THANKSGIVING</b>
<b>FRI. NOV. 27<sup>TH</sup></b>	<b>DAY AFTER THANKSGIVING</b>
<b>THUR. DEC. 24<sup>TH</sup></b>	<b>CHRISTMAS EVE</b>
<b>FRI. DEC. 25<sup>TH</sup></b>	<b>CHRISTMAS</b>
<b>FRI. JAN. 1<sup>ST</sup></b>	<b>NEW YEAR’S DAY</b>
<b>MON. JAN. 18<sup>TH</sup></b>	<b>MARTIN LUTHER KING</b>
<b>MON. FEB. 15<sup>TH</sup></b>	<b>PRESIDENTS DAY</b>
<b>FRI. MARCH 25<sup>TH</sup></b>	<b>GOOD FRIDAY</b>
<b>MON. MAY 30<sup>TH</sup></b>	<b>MEMORIAL DAY</b>

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**SPECIAL DAYS**

<b>SAT. AUGUST 22<sup>ND</sup></b>	<b>ORIENTATION 2PM</b>
<b>MAY 31<sup>ST</sup>, 2016</b>	<b>GRADUATION</b>

**UNIVERSAL PRE-K AUGUST 24<sup>TH</sup>, 2015 –MAY 31<sup>ST</sup>, 2016**



St. Boniface  
Catholic Pre-School

Dear Parents/Guardians,

I hope that the enclosed information concerning St. Boniface Pre-School will answer any questions you may have in offering your child an experience of play and learning with his/her peers.

Child must be a least one by September 1<sup>st</sup>. Children ages 1-5 are accepted. Please bring your child's Birth Certificate for proof of age and it will be returned to you immediately.

During the summer we also accept children up to 8 years old.

**Within FIVE days of enrollment, the following medical information is required from your doctor:**

- Student Health Examination Form (HRS - H Form 3040)
- List of Immunizations (HRS Form 680) - 4 or more DTP and 1 combined Measles, Mumps, Rubella or 1 each Measles, Mumps and Rubella, Hib, Polio, Hepatitis B, Varicella or Date of Varicella Disease

Medical Forms (HRS H Form 3040 and HRS 680) are available from all Florida doctors and health clinics.

If you would like to visit and look around, please call me for an appointment.

Thank You,

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Rosa E. Frometa  
Pre-School Director



St. Boniface  
Catholic Pre-School

## DRESS CODE

Your child may wear pants, dresses, shorts, skirts, or any type of comfortable clothing. We ask that your child wear shoes suitable for safety on the playground. No thongs please! No sandals or boots! A change of clothes should be sent to school to be kept in case of toilet problems or spills. Sweater should be sent on cool days for outdoor play. Please label all articles of clothing.

## DROP OFF

In the past we have allowed parents to enter our room and sit with their children until they are adjusted to being left at school. We found that this did not help the child in any way. What we had was six or seven parents sitting around the classroom, and the longer they stayed, the more difficult it became for the child to let them leave.

This takes away time from other children and gives us a very late start to our day, and also causes much confusion.

We are very sympathetic towards your children anxiety about being left at school, however, we feel strongly that this change is necessary.

We ask that you kiss your child and reassure him/her of your return. Please place them in our hands at the door.

Through many years of experience we have learned that they adjust very well in a few days, especially if we are consistent.

Once your child has adjusted we do encourage you to visit the class from time to time.

## PICK UP

Please sign out your child in books provided at the main entrance.

## PHOTOGRAPHS

During the year, we are expecting to take pictures and or videos of the children at play and in class. Some of which might be shown at future events such as Graduation. Please let us know if you object to this.

I UNDERSTAND THE ABOVE AND AGREE TO IT.

---

Parent signature



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## CONFERENCES

Due to the young ages of our students and the fact that constant attention is required, it is not practical for us to hold conferences with parents during classroom time. Please arrange a schedule conference with your teacher.

If something of importance should arise we will certainly make time to address the issue. Also, please feel free to call us any time during the day.

## BREAKFAST

Only children that attend the early care program (7:15-8:00am) may bring breakfast with them.

## SNACKS

Due children's allergies, parents are to provide snacks for their children.

## LUNCH

Lunch is not provided by the School. Please send in a nutritious lunch that you know your child will eat and please include utensils, such as plastic spoons, etc. do not send in glass containers.

You may choose to purchase a pizza lunch on Fridays for \$2.50. Please pay teacher on Friday mornings.

## BIRTHDAYS

In regard to Birthdays please let us know at least one week in advance if you plan on sending cupcakes to celebrate a birthday. All food provided for birthday Parties or events should be store bought with labels due to food allergies. If you are able to attend, you may join us in the dining room from 10:00 to 10:30am.

## NAPTIME

Please send in a small pillow and a blanket for naptime. Please take them home on Fridays for washing. If other children are sleeping when you pick up your child, it would help us if you can come and go as quickly as possible. Please enter through the east door by the office. The children sleep from 1:00pm to 2:30pm.

A soft toy or favorite book is permitted as long as it is kept with blankets.

I UNDERSTAND THE ABOVE AND AGREE TO IT.

---

Parent signature



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Catholic Pre-School

## TOY POLICY

Our center cannot be responsible for toys bought in by your children. We know that the children love to bring in something from home, but it causes more problems than you can imagine.

It is difficult for the teachers to keep track of toys brought from home. Also children have a hard time sharing personal toys.

Many toys bought from home have small pieces that can be dangerous to our younger students. Soft toys are permitted as long as they are kept with blankets for naptime only. Please enforce this rule at home because we will be doing so at school.

Children can bring in a toy for Show and Tell Time Only on Fridays.

## EMERGENCY PRE-SCHOOL CLOSINGS

In the event of a hurricane or other weather or County wide emergency, we will follow the advice of the Broward County School Board. The Pre-School may be closed unexpectedly in the event of inclement weather or other unforeseen circumstance.

If it becomes necessary to close the Pre-School during the course of the school day, staff members will be assigned to contact the parent and/or designated emergency contacts for pick up.

## CHAPEL

There will be daily prayer as well as prayer service each week. This prayer period is a very important and integral part of our school program and all students and staff are required to attend.

I UNDERSTAND THE ABOVE AND AGREE TO IT.

---

Parent signature



St. Boniface  
Catholic Pre-School

## DISCIPLINE POLICY

Dear Parents:

The Broward County Child Care Code requires a written discipline code signed by parents to be on file. Therefore, we ask that you sign this form below and return it to us with your application material.

Your signature on this form indicates that you approve of the options that the school utilizes in managing your child's behavior. The options include:

- Positive Reinforcement
- Logical Consequences
- Discussions
- Short Term Separation -- "Time Out Chair" or Director's Office
- Withholding Privileges—"Play Time"

In cases where behavior is a hazard to the health or safety of the student or others, the director will call a conference with the parents and teachers at a scheduled appointment.

Parents will be notified of a child's constant discipline correction.

It is our policy that patience and loving concern for the individual child will be considered in behavior molding. However, children may be dismissed from the school if they are generally disruptive to the classroom environment.

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SIGNATURE OF PARENT/GUARDIAN

---

DATE



St. Boniface  
Catholic Pre-School

EMERGENCY TREATMENT

Dear Parent,

In order to comply with the Broward County Child Care Code, Ordinance No 89-21,7-6. 04, please provide us the following information.

St. Boniface Pre-School shall have written instructions from parents for the Pre-School to follow in arranging for immediate treatment for your child in an emergency situation.

Below you will find the necessary form that will need to be filled out for our records. Please detach and hand in.

If you have any questions concerning this matter please feel free to contact us.

Thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
Rosa E. Frometa  
Pre-School Director

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1. By my signature below, I give St. Boniface Pre-School authorization seek medical treatment for my child: \_\_\_\_\_ if Parent/Guardian or any other person that has been listed to be notified in case of emergency cannot be reached.

2. By my signature below, I give any health facility or physician permission to provide medical treatment for my child as necessary in any emergency situation which may arise at St. Boniface Pre-School.

3. By my signature below, I will take full responsibility for payment of all medical services which might be rendered due to any emergency situation that may arise at St. Boniface Pre-School.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE



St. Boniface  
Catholic Pre-School

**AUTHORIZED DISMISSAL POLICY**

Broward County Child Care Ordinance (effective May 15, 1990)

**7-8.11. Release of Child from Child Care Facility:**

(a) No child shall be released to any person(s) other than the person(s) authorized by the parent or guardian and listed on the #1 enrollment card or its equivalent. Any person(s) authorized to take a child from th child care facility other than the child's parent or guardian: must present positive picture I.D. to the employees of the facility before a child is released.

(b) In the event of a circumstance where no person authorized by Section 7-8.11(a) to remove a child from care is available to do same, the child' s parent or guardian must contact the facility and authorize another individual to remove the child from the facility. In order to facilitate this process, authorization will require that the parent or guardian verbalize the correct password or number identifier assigned to each child at the time of enrollment in the facility and recorded on the #1 enrollment card or its equivalent. The authorized individual must present positive picture I.D. to the employee of the facility before the child is released.

(c) Any violation of this section by a child care facility shall be classified as a Class I Violation of this Ordinance a provided for in Section 7-11.08.

(d) The child care facility shall immediately notify HRS and the local police department or the Broward County Sheriff' s Office in the event an authorized person does not pick up a child listed on the #1 enrollment card or its equivalent within one (1) hour after the scheduled closure time of the facility. (St Boniface closing time is 6:00PM)

\*\*\*\*\*

CHILD' S NAME \_\_\_\_\_

SECRET IDENTIFICATION NAME OR NUMBER \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_

This form will be attached to the #1 enrollment card. Please remember the I.D. Number or name for emergency release to other authorized Persons.



St. Boniface  
Catholic Pre-School

## MEDICAL/ILLNESS POLICY

St. Boniface will administer only dated, labeled, and prescribed medications with the child's name on the prescription. A # 5 Authorization Form must be filled out and sign before administering prescribed medication. We cannot give non-prescription medication such as aspirin, cough syrup, etc.

In order to protect all children and staff, children who are ill should not be brought to the Pre-School. Should a child become ill after arrival to the school, the parent will be required to pick up the child as soon as possible.

No child shall be permitted in the Pre-School with a fever, skin rash or inflamed eyes unless a written statement from an examining physician indicates that the condition is not contagious. No child afflicted with diarrhea, vomiting or ecto-parasites (head lice, etc.) or a communicable disease such as chicken pox shall be permitted in the school.

**Parents will be called if the child shows symptoms of the following:**

Temperature over 101 degrees (oral); Children must be fever free for 24hrs.

Diarrhea or vomiting (after the second time in the row); Children must be diarrhea free for 24hrs.

Sore or discharging eyes (pink eye) or ears

Rash (impetigo, ring worm, etc.)

Profuse nasal discharge

Severe coughing, difficult or rapid breathing, or stiff neck.

Show any symptoms of a communicable disease such as chicken pox, etc.

If your child is sick you must still pay tuition or use up the vacation time allowed. It is our policy to give two weeks sick leave/vacation leave per year (Sept.- Aug.) for children who have been enrolled at least 3 months. Please understand that this is the only time we can allow. We are not unsympathetic to your expenses, but please realize that our overhead expenses do not change when children are ill.

No exceptions will be made, these are HRS policies.

With your cooperation we can try to prevent the spread of disease.

Sincerely,

---

Rosa E. Frometa  
Pre-School Director

I UNDERSTAND THE ABOVE AND AGREE TO IT.

---

Parent signature



## FOOD POLICY

In accordance with the Broward County Child Care Ordinance, parents and the child care facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility.

The parent agrees to provide a nutritious: (Parent checks those that apply)

- Mid-Morning Snack
- Lunch
- Mid-Afternoon Snack

I have read the proceeding and agree to meet the child's nutritional needs as defined above.

---

Pre-School Director  
Rosa E. Frometa

I UNDERSTAND THE ABOVE AND AGREE TO IT.

---

Parent signature

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Suggestions for parent - Please tear and keep this portion.

Meals provided by parents ought to consist of the following:

- A. Meat/Poultry/Fish            2 ounces
- or Cheese                        2 ounces
- or Eggs                            1 egg
- or Peanut Butter                4 tablespoons
- or Dried Beans and Peas       1/2 cup
  
- B. Fruit (2 or more)            1/2 cup
- or Vegetables                    1/2 cup
- or Fruits & Vegetables        3/4 cup \* total amount of Fruit & Vegetables must equal 3/4 cup
  
- C. Bread                           1 slice
- D. Butter                          1 teaspoon
- E. Milk                             1cup-8 ounce

Please do not provide sweets or candy.



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Catholic Pre-School

## **TUITION POLICY**

REGISTRATION FEES SHOULD ACCOMPANY THE APPLICATION IN ORDER TO SECURE A PLACE ... THIS FEE IS NOT REFUNDABLE.

**WEEKLY TUITION PAYMENTS ARE DUE EVERY MONDAY, A LATE FEE OF \$5 PER DAY PER CHILD WILL APPLY IF TUITION IS PAID AFTER MONDAY. NOTE IF TUITION IS NOT PAID BY FRIDAY OF THAT WEEK, YOUR CHILD WILL NOT BE PERMITTED IN SCHOOL THE FOLLOWING MONDAY.**

**CHECKS RETURNED TO US BY THE BANK INCUR A \$25.00 CHARGE AND WILL BE DUE IN CASH IMMEDIATELY**

## **OUR SICK / VACATION LEAVE POLICY**

A REQUEST FOR A VACATION OR SICK LEAVE CREDIT MUST BE GIVEN TO THE DIRECTOR IN WRITING. (MAXIMUM OF 2 WEEKS PER SCHOOL YR. TOTAL) THIS IS FOR 5 CONSECUTIVE DAYS AT A TIME. CHILDREN MUST BE ENROLLED IN THE SCHOOL AT LEAST 3 MO. TO BE ABLE TO PARTICIPATE IN THIS POLICY.

THE SCHOOL IS NOT RESPONSIBLE FOR THE SAFETY OF CHILDREN WHO ARRIVE BEFORE 7:15 A.M.

ADDITIONAL CARE IS AVAILABLE TO HALF-DAY STUDENTS AT \$4.00 PER. HR. OR A PORTION THEREOF. THIS ALSO APPLIES TO CHILDREN WHO COME BEFORE 8:00 AM OR WHO STAY LATER THAN THEIR PROGRAM. YOU MUST PAY THIS FEE WITH THE NEXT WEEK TUITION.

**ANY CHILD NOT PICKED UP BY CHILD'S SCHEDULE 12 Noon, 2:30 PM, 4:30 PM OR 6.00 P.M. WILL BE CHARGED AN ADDITIONAL FEE OF 1.00 PER. MIN. OR A PORTION THEREOF. THIS FEE IS PAYABLE IMMEDIATELY TO THE TEACHER IN CHARGE.**

I UNDERSTAND THE ABOVE AND AGREE TO IT.

\_\_\_\_\_  
Parent signature



**St. Boniface**  
Catholic Pre-School

**ST. BONIFACE PRE-SCHOOL  
VPK CALENDAR 2015-2016  
PRE-SCHOOL WILL BE CLOSED**

**SAT. AUGUST 22<sup>ND</sup>**

**ORIENTATION 2PM**

**MON. SEPT. 7<sup>TH</sup>**

**LABOR DAY**

**TUE. NOV. 11<sup>TH</sup>**

**VETERAN'S DAY**

**THURS. NOV. 26<sup>TH</sup>**

**THANKSGIVING**

**FRI. NOV. 27<sup>TH</sup>**

**DAY AFTER THANKSGIVING**

**DEC. 21<sup>ST</sup> – JAN. 1<sup>ST</sup>**

**WINTER BREAK**

**MON. JAN. 18<sup>TH</sup>**

**MARTIN LUTHER KING**

**MON. FEB. 15<sup>TH</sup>**

**PRESIDENTS DAY**

**MARCH 21<sup>ST</sup> – MARCH 25<sup>TH</sup>**

**SPRING BREAK**

**MON. MAY 30<sup>TH</sup>**

**MEMORIAL DAY**

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**SPECIAL DAYS**

**MAY 31<sup>ST</sup>, 2016**

**GRADUATION**