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Salem, OR

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**KUEBLER**  
**EARLY LEARNING CENTER**

**Parent Handbook**



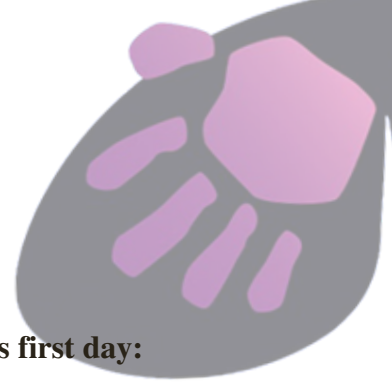
503 391-6280  
5045 Sunnyside Rd SE  
Salem, OR 97306





# KUEBLER EARLY LEARNING CENTER

## ADMISSION & ENROLLMENT INFORMATION



Please complete, sign & submit all enrollment items at least 3 days before your child's first day:

- Enrollment Forms
- Automated Payment Processing Form (if you would like to sign-up for automatic payments)
- Immunization Records
- Medical/Dietary Restriction Form (if applicable)
- Register for the Procure App
- Supplies

### SCHEDULE:

- KELC is open Monday – Friday from 7:00 am – 5:30pm
- Morning preschool is from 8:30 - 11:30, operates on Salem-Keizer SD calendar
- We ask that all children arrive before 8:30 am
- Notify us if you need to adjust your child's arrival/departure time
- We close promptly at 5:30pm please arrive in enough time to gather any belongings prior to 5:30

### SUPPLY LIST:

Children use art supplies as a class. It is not necessary to label classroom supplies.  
Please label all clothes, bedding, bottles & lunch boxes.

#### Infants Only

- Bottles ready to serve with formula/breast milk (Labeled & enough for each day)
- Extra infant formula (if applicable)
- Baby food ready to serve.
- Sleep sack (take home every Friday & laundry)
- Pacifier (Labeled, if applicable)
- Diapers & wipes
- Change of clothing (labeled)

#### 18 Months – Pre-k

- 1 boxes of Crayola Crayons (24 pack)
- 2 bottles of glue
- 1 Crayola Watercolor paint sets
- 1 boxes of Crayola Markers
- Change of clothing (labeled)
- Blanket & fitted sheet (crib size)
- Take home every Friday & laundry
- Diapers & wipes (if applicable)



Scan for enrollment forms



# VISION & MISSION

**At Kuebler Early Learning Center, our mission consists of providing a warm and nurturing environment where children feel safe.**

**Our unique program offers various activities that are specifically designed to encourage each child's growth. Through cooperative play and creative activities, kids reach their social, emotional and physical milestones naturally and with ease.**

**Our goal at Kuebler Early Learning Center is to prepare children for the next stage of their lives through the development of motor abilities, thinking skills and healthy interactions with their peers.**

## WHAT WE VALUE

### **WE VALUE OUR FAMILIES**

**We believe that open communication builds a successful bridge between home and school, and we encourage and support the family involvement. Our teaching and administrative teams build personal connections with each family. We depend on you for insight and information to guide how we can best support your child. You can depend on us to ensure that your family is part of your child's learning experience!**

### **WE VALUE DIVERSITY**

**We're proud of the diversity of cultures and types of families within our KELC community. Throughout our program, we provide children with opportunities to develop awareness, acceptance and appreciation of differences.**

### **WE VALUE SUPPORT**

**We understand the challenges of raising a family and the difficulty of maintaining work-life balance. KELC was founded by parents, and many of our current staff have children in the program. We aim to be as supportive as possible to our families, so we offer flexible schedules, split payments and accept DHS & CCA payments.**

### **WE VALUE COMMUNICATION**

**Communication is very important to us. Between sending pictures & messages through the Procure App & regular in person connections with your child's teacher we make sure you have all the information you need to know your child is in good hands!**



## **PROGRAM INFORMATION**

Kuebler Early Learning Center (KELC) serves children 6 weeks to 12 years of age, Monday – Friday from 7:00AM to 5:30 PM. We provide age-appropriate quality care in a nurturing and stimulating environment. Regular attendance is important for children to receive the maximum benefit from our program. In order for teachers to effectively plan for the day and be aware of scheduling needs for each individual child, we require families to notify the school when the children will be absent, arriving late or leaving early. Before the start of each school year, updated enrollment forms will be sent out and need to be completed and returned within 30 days. Spots are not guaranteed without re-enrollment forms, the new registration forms help us ensure that we have the most up-to-date information.

KELC gladly welcomes and accepts children and families from all backgrounds, regardless of race, color, national and ethnic origin, religion, ability or gender.

A child's enrollment may be terminated at any time by joint decision of the Director and Teacher of the child's classroom. Reasons for termination/withdrawal include (but are not limited to):

- The program does not meet the needs of the child and/or the child's family.
- The child's behavior is disruptive or unsafe for the child, other children, and teachers in the class.
- Tuition payments have not been submitted and no arrangements for payment have been made and approved.
- The family fails to cooperate with staff in operation and management of the program.

## **HOLIDAYS AND CELEBRATIONS**

KELC celebrates all culturally relevant holidays to the children of our program. Please inform teachers which holidays your family celebrates. Please also let us know if there is holiday that you don't wish your child to partake in. We will make other arrangements to provide an alternative activity. Holidays falling on a weekend will be observed on the next workday, (Saturday will be observed the Friday before, Sunday will be observed the day after). Notices will be posted, but please check your email for updates! Families who wish to share birthday celebrations may bring items that are store bought, in the original container. Please No Peanuts/Nuts. Celebrations will be done at afternoon snack time to avoid scheduling conflicts/disruption to the class.

## **WE ARE CLOSED FOR THE FOLLOWING HOLIDAYS:**

- **NEW YEAR'S EVE**
- **NEW YEAR'S DAY**
- **MLK**
- **PRESIDENTS DAY**
- **MEMORIAL DAY**
- **JUNETEENTH**
- **INDEPENDENCE DAY (2 DAYS, DAYS VARY EACH YEAR)**
- **THURSDAY & FRIDAY BEFORE LABOR DAY**
- **LABOR DAY**
- **VETERANS DAY**
- **THANKSGIVING**
- **THE DAY AFTER THANKSGIVING**
- **CHRISTMAS BREAK (DAYS VARY EACH YEAR, SEE CALENDAR)**



## **BILLING & WITHDRAWAL:**

KELC bills in advance on a monthly basis. A non-refundable \$200 registration fee is due at the time of enrollment.

There is a re-enrollment fee of \$100 per family due at the time of re-enrollment. KELC bills one month in advance for space to be reserved in your child's class. No less than ½ tuition is due by the 1st of each month for the current month and the balance by the 15th. Tuitions paid after the 15th of the month are subject to late fees of \$50. NSF checks are subject to a \$32 fee, any applicable late fees, and we will request that future payments are made in cash or money order. There is a \$5 per minute, per child late pick up fee after 5:30 PM.

If you decided to withdraw your child from KELC, we do require at least a 30-day written notice. Families failing to provide this notice will still be responsible for 30 days tuition for each child enrolled and no refund will be given for unused time or tuition. We will determine tuition amount by calculating the number of days the child will be in attendance and charge the current daily rate or monthly rate, whichever is less. We do not offer refunds for any other reason. In the event that Kuebler Early Learning Center requests the withdrawal of a child for reasons other than account delinquency, we will refund any unused portion of your tuition (calculated on the daily rate). Withdrawal may be requested, but not limited to, dangerous behavior to other children or exhibits chronic behavior problems. Or, if parents exhibit inappropriate behavior in the center or if we can no longer meet the child's developmental needs. Your child's total well-being is our main priority.

## **WE RESERVE THE RIGHT TO RE-EVALUATE OUR RATES AT ANY TIME**

## **FOR DIVORCED AND SEPARATED FAMILIES:**

We have one account per child. We do not bill parents separately. Please make co-payment arrangements between yourselves. KELC considers account liability to rest with those signed as enrolling parent(s)/legal guardian(s).

## **VACATION, ABSENCE, AND SICK DAYS BILLING POLICY:**

KELC does not credit accounts or issue discounts, for sick days, holidays, non-use, vacations, pandemics, quarantine, health related outbreaks or weather-related closures.

## **SCHEDULE CHANGES:**

Changes will only be done with the approval of the center director, based on classroom size and space availability. A written 30-day notice is required for schedule changes.

## **WEATHER CLOSURES:**

In the event the school cannot be opened due to snow, ice, or other related bad weather conditions this information will be available through local news channels and a message will also be updated on our answering system. KELC follows the same safety advisories as the Salem-Keizer School District and will be closed if the district closes.

## **ARRIVAL AND DEPARTURE:**

All children must be accompanied to the center and checked in by an adult. It is a state requirement that each child be checked in & out daily by an authorized adult. Children under five must be accepted by a caregiver before the parent/guardian leaves. Please notify us by 8:00 if your child will be absent for the day. Children will be released only to those authorized on the enrollment form & picture ID is required.

## **OPEN DOOR POLICY:**

Kuebler Early Learning Center has an open-door policy. We want you to feel welcome in our center at any time. We encourage parent involvement in their child's class. Custodial parents and/or legal guardians may visit the center during the hours of operation without notice.

## **\*\*Please Do Not Give Out The Door Code\*\***

Even if the person is authorized to pick-up. We need to check their ID and help them with the checkout process.

## **ILLNESS:**

KELC staff appreciates the fact that many families who enroll their children at the center are working and that it is difficult to have their schedules interrupted. However, your cooperation is needed in stopping the spread of contagious illnesses. Children who have the following symptoms cannot be admitted until the contagious period has passed and for 24-72 hours after the symptoms have subsided. We cannot serve children with:

- **Temperatures of 100 degrees or above (24 hours)**
- **Vomits (24 hours)**
- **More than one abnormally loose stool (24 hours)**
- **Chicken pox, scabies or any other CONTAGIOUS DISEASE (Dr Note)**
- **Head lice / child must be nit-free to return to school**
- **Eye infection / weeping discharge / green discharge from nose or eyes**
- **Skin rash that has not been identified by a physician**
- **Symptoms that impair his/her function in the program**

If a child becomes ill while attending our center, a parent will be contacted and asked to pick up their child immediately within 1 hour of being contacted. If a parent is unable to be reached, we will contact a listed emergency contact. Once a child becomes ill at our center the child will be placed in our sick area, within sight and sound of an adult, or kept in their classroom (away from other children) until a parent arrives. If your child is sent home with any of the above listed symptoms, they may not return until they are free of such illness for 24–72-hour period or no longer contagious as deemed by a physician. We also require siblings to not attend care while their sibling is excluded for an above symptom. Staff may require written notification from a physician.

We practice proper hand washing for staff and children at all times to help reduce the spread of illnesses.

\*Credit/refunds will not be issued for absence due to absences or illness

## **KELC/ELD COVID-19**

### **Health/Safety Guidelines & Procedures**

#### **ISOLATION GUIDELINES UPDATED:**

A five-day period of isolation for those testing positive for COVID-19 will no longer be recommended for Oregon's general population. Instead, OHA recommends people testing positive with COVID-19 need to:

- Stay at home until they are fever-free for 24 hours with improving symptoms
- Avoid contact with people at high risk of severe illness
- Consider masking for 10 days

As with the general population, OHA recommends people working in child care who test positive for COVID-19 need to:

- Stay at home until they are fever-free for 24 hours with improving symptoms
- Avoid contact with people at high risk of severe illness
- Consider masking for 10 days

#### **WHAT IS STAYING THE SAME?**

Quarantine guidelines:

Most people exposed to COVID-19 (i.e., close contacts) do not need to quarantine (i.e., stay away from other people during the time they are most likely to become infected).

All close contacts, regardless of vaccination status or prior infection with COVID-19 are recommended to:

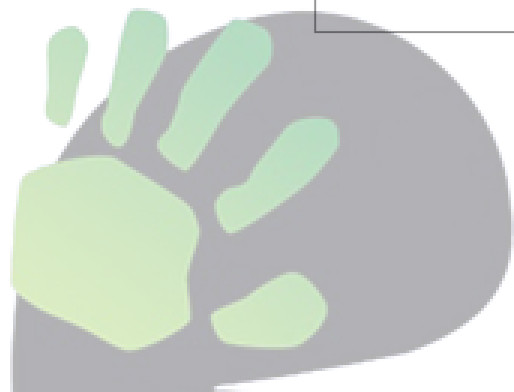
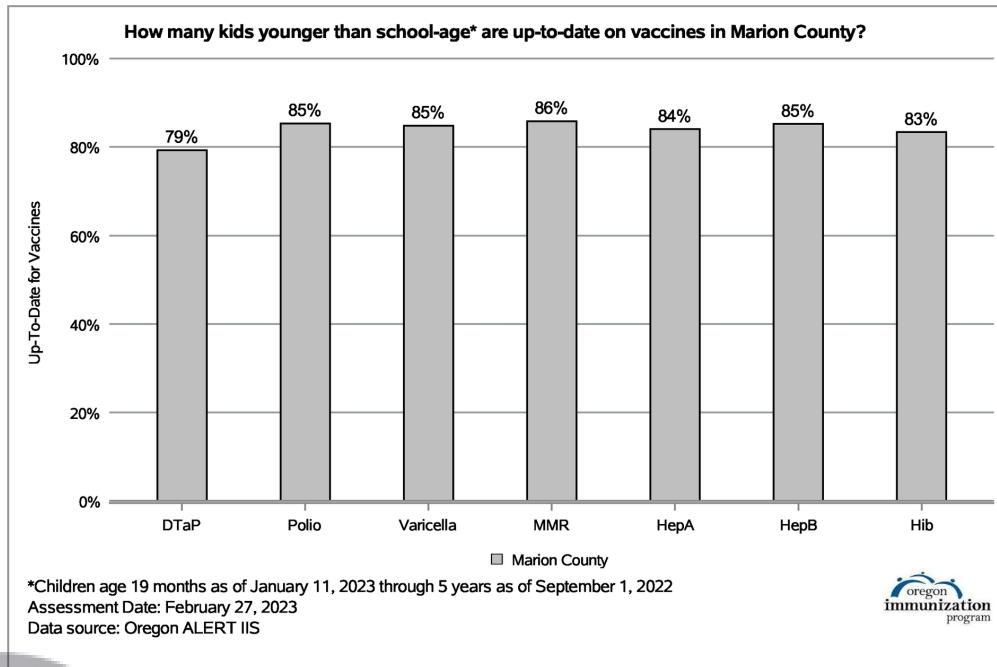
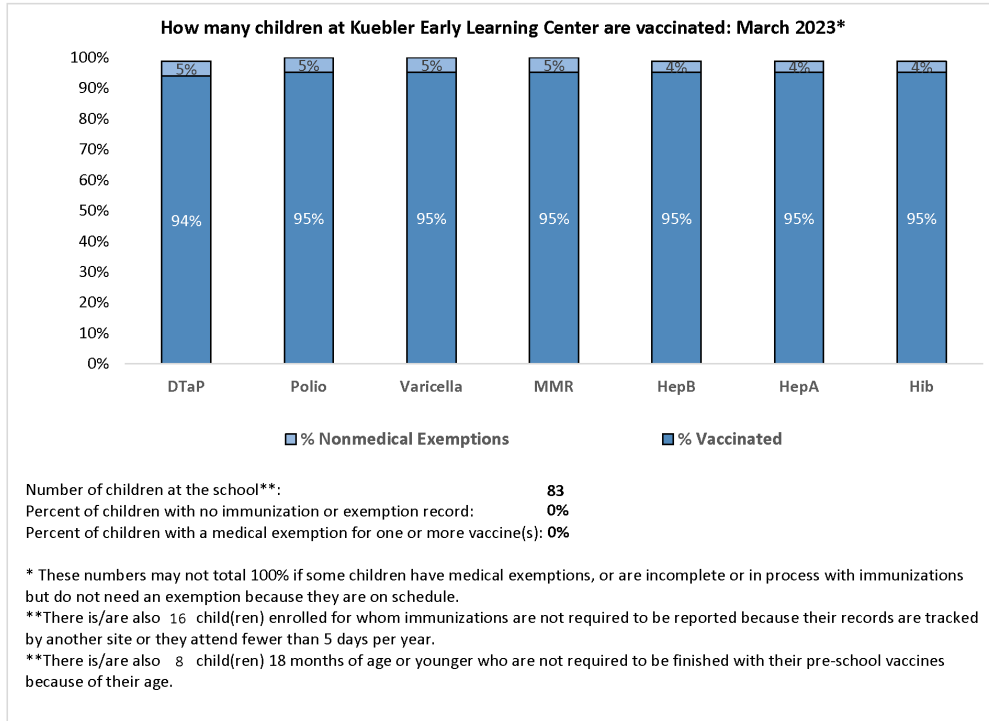
- Watch for COVID-19 like symptoms for 10 days after their last exposure.
- Avoid unnecessary visits with high-risk individuals (e.g., residents of congregate care facilities, persons with immunocompromising conditions, etc.).
- Get tested at least 5 days after last exposure if they live or work with high-risk individuals. Note: A single, negative antigen test result does not rule out infection.

If you begin to show symptoms, get tested, and isolate until 24 hours fever-free and symptoms are improving.

We are committed to working together to ensure the health and safety of the children and families we serve.

**IMMUNIZATIONS:**

State of Oregon Certificate of Immunization must be completed and on file the first day of enrollment. Immunization records need to be kept up to date. Please update each time your child receives immunizations.





## **INJURY:**

Minor injuries will be treated as needed on sight including washing, ice packs, and applying band-aids. Parents will be notified. All accident reports will be kept in your child's file.

Major injuries will be assessed by the Director/staff. If necessary, appropriate medical attention will be administered. This includes but is not limited to contacting parent/guardian, calling 911, or transporting child to hospital by ambulance. If a child is taken to the hospital, a KELC staff will accompany child until parent/emergency contact arrives.

If a child is injured and any clothing is contaminated with blood, they will need to be picked up or brought a change of clothing in order to eliminate possible exposure to blood borne pathogens. Minor or Major injuries will be accompanied by an accident report, which parents will be asked to sign and acknowledge that they were informed of the injury. Please check the front counter daily for any accident reports.

There will be a person present on site at all times who is certified in First Aid and CPR. First Aid Kits are kept on site and in center vehicle(s) at all times.

## **SUNSCREEN:**

KELC will provide sunscreen (Banana Boat SPF 30 or higher). We ask that during the Spring & Summer seasons that parents apply sunscreen in the morning prior to coming to school & we will re-apply in the afternoon. If you prefer to supply your own sunscreen, please inform the front desk and supply sunscreen by May 1st.

## **SANITATION**

### **HAND WASHING:**

Children are encouraged and taught the importance and proper methods of hand washing (upon arrival, before meals, after using the bathroom, after blowing nose,)

All staff will wash hands after diaper changes, using the bathroom, coming in contact with bodily fluids, before, after food prep.

### **SOILED LAUNDRY:**

Soiled clothing will be placed, without rinsing, in a closed, concealed container and returned to parent.

Bedding for rest time must be taken home every Friday to be laundered and returned the following Monday. An extra set of clothing must be kept on hand in case of accidental wetting or spill.

We try to keep extra clothing on hand but may not have appropriate size etc.

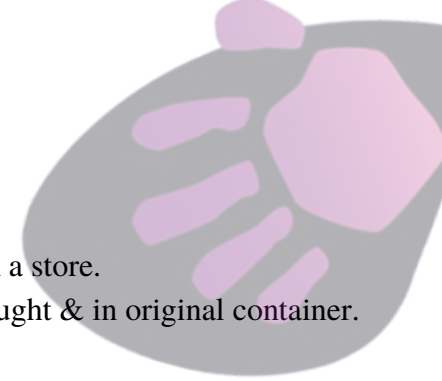
### **DIAPER CHANGING:**

The following is the procedure used for Diaper Changing by Kuebler Early Learning Center staff:

- Wash hands
- Gather necessary materials
- Change diaper (without leaving child unattended)
- Dispose of diaper (in covered and locked container)
- Wash and disinfect changing area
- Wash child's hands
- Wash staff hands



# NUTRITION



## FOOD PREPARATION:

- All food served to the children will be prepared in our facility or has been purchased from a store.
- All prepared food brought into the facility (such as cupcakes or cookies) must be store bought & in original container.
- Employees handling food/food preparation will have a current food handler's card.
- All dishes and utensils are washed and sanitized after each use.
- Food brought from home must be in a sealed container labeled with your child's first and last name, & the current date.

## MEALS & SNACKS:

- KELC provides AM/PM snacks following USDA guidelines.
- Parents shall send lunch in lunch box with ice pack each day.
- Please include all food groups: (protein/fruit/vegetable/grain) KELC will provide milk

## INFANT MEALS/SNACKS:

- Infants under 1 & not able to eat our center provided snacks, please send in all formula/expressed milk, meals/snacks.
- All bottles, sippy cups, pacifiers and any other personal items must be labeled with your child's name
- Parents shall provide bottles (labeled) of pre-mixed formula OR expressed milk (average of 4, per day depending on how much a child consumes). Pre-mixed bottles brought from home shall be stored in the refrigerator in the infant room. Bottles shall be sent home each night to be cleaned.
- Parents shall also have on site 1 extra case of ready to feed formula (not needing to be mixed) in the event extra formula becomes necessary.
- Bottles are heated in an approved bottle warmer and served to infants according to their natural schedule and the USDA Meal Pattern Requirements
- Excess formula/expressed milk in bottles shall be discarded if not eaten within 45 minutes.
- If your child uses a pacifier, please provide 2 each day (labeled) and take home each night to be cleaned. We do have the ability to sanitize here if needed.

**Due to an increase in severe allergies, we do not serve items where peanuts/peanut butter is an ingredient.  
We also ask that any food items brought from home be "Peanut/Nut" free.**

## MEDICATIONS:

Kuebler Early Learning Center cannot dispense and/or administer any medication without the expressed written consent of the child's parent/legal guardian. Any medication brought to the center must be given to a staff member and must be in the original container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. Over the counter medications must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany a Medical Authorization Form.

Children are not allowed to administer medication themselves; all medications must be given to and administered by staff. All medications will be stored in a locked cabinet/container and be inaccessible to children. Please do not send/leave medication in your child's backpack or diaper bag.



## DISCIPLINE PHILOSOPHY:

KELC incorporates the Conscious Discipline method in our classrooms. Conscious Discipline is a leader in social-emotional learning and classroom management best practices. KELC taps into the transformative potential of Conscious Discipline to establish sustainable, brain compatible social-emotional learning and classroom management practices that increase connection, cooperation, self-regulation, equity, mental health, belonging and achievement.

## THREE ESSENTIAL INGREDIENTS FOR SCHOOL SUCCESS



### Willingness to Learn

Without willingness, each interaction becomes a power struggle instead of a learning opportunity. The School Family brings all children and adults, especially the most difficult, to a place of willingness through a sense of belonging.



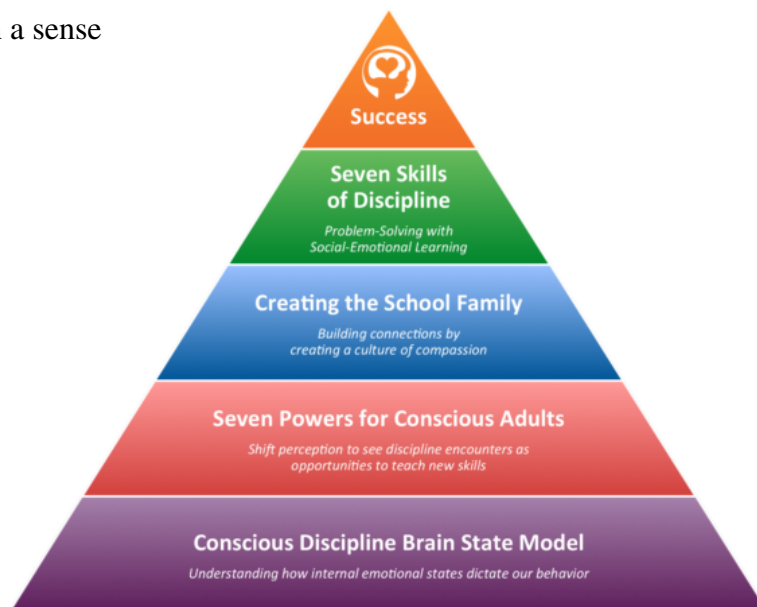
### Impulse Control

Connection with others wires the brain for impulse control. Disconnected children are disruptive and prone to aggression, shutting down, or bullying behaviors. The School Family uses connection to encourage impulse control while teaching self-regulation skills in context.



### Attention

Our attentional system is sensitive to stress and becomes engaged with positive emotions. The School Family reduces stress while creating an atmosphere of caring, encouragement and meaningful contributions.



# DISCIPLINE

**It is our goal to provide a safe, healthy, secure environment for all children using the Conscious Discipline Method. In the event that "discipline" is needed we will use "Timeout" 1 minute per year of age or a short break out of the classroom.**

## CHRONIC BEHAVIOR PROBLEMS:

In the event that behavior becomes too extreme to be controlled, parents may be called & asked to pick up their child within 1 hour.

Listed below are behaviors that may result in immediate suspension/dismissal from the center these include but not limited to:

- Use of profanity, vulgarity, or obscenity
- Acting in a lewd manner
- Endangering the health and safety of others
- Continuing to disrupt programs / Refusing to follow center rules
- Biting
- Acting in an unsafe manner while on the bus or van

In the event that KELC requests the withdrawal of a child (without prior notification) as deemed necessary for the safety of all, we will refund any unused portion of your tuition (calculated on the daily rate).

We have a ZERO tolerance for violence and/or inappropriate actions including but not limited to:

Swearing, abusive language, physical violence by children, staff, or parents. Kuebler Early Learning Center reserves the right to refuse service for any reason.

## FIRE SAFETY:

KELC fully equipped with smoke alarms, emergency lights and carbon monoxide detectors. We have annual fire system & fire extinguisher tests & inspections by our alarm specialist as well as by the Marion County Fire Marshall. We also conduct monthly checks to make sure our alarms & emergency lighting are working.

KELC also practices monthly fire evacuation with all staff and the children. We go over the plan that we have posted, our evacuation route, meeting place, and fire safety rules like stop, drop & roll and "do not hide, go outside." In addition to fire drills, we also conduct at least 6 other types of drills throughout the year including but not limited to: earthquake, tornado, lock down, bus evacuation & power outages.

## **TRANSPORTATION:**

Parental written consent must be obtained in order for Kuebler Early Learning Center or any of its employees or volunteers to transport any child under our supervision. Transportation provided by KELC must be pre-arranged and accompany a written consent with the parent or guardian's signature. Transportation scheduling is revised with each new school year. KELC will transport children to and from school and on field trips in our own vehicles. Children are required to wear seatbelts at all times in our vehicles.

We transport to the following schools: Sumpter & Wright

Kuebler Early Learning Center staff & parents adhere to the following policy.

- When dropping off children you need to watch to see that each child enters the school, or a teacher is on site before pulling away.
- All children need to be buckled and driver needs to check that this is done.
- When picking up children you need to make sure that everyone is present unless a parent or legal guardian has notified otherwise.
- Never leave the vehicle unattended with the children inside. If needed, you may send a responsible child back into the school to check for a missing child or call the school directly.
- Please report to the front desk at Kuebler Early Learning Center if a child did not come to the van.
- Please keep emergency medical authorization forms up to date in case of an emergency.
- Please notify KELC if your child will not need transportation on a normally scheduled day

## **EMERGENCY EVACUATION:**

In the event that this building must be evacuated, the children and staff will be relocating to across the street to:

**Farmington Square (across the street)**

**960 Boone Rd SE**

**Salem, OR 97306**

- Parents will be notified of the emergency evacuation via the Procure App &/or by phone.
- Children are to be picked up as soon as possible at the above location.
- Parents will be notified of the emergency and are to pick up children as soon as possible at the above location.

## **VALUABLES AND VEHICLES:**

Please do not leave valuables/children under 10 in your car or cars running. We are not responsible for damaged/stolen personal property.

## TIPS FOR A SUCCESSFUL EXPERIENCE

### **PLEASE DO:**

- Partner with us through your child's learning & growing journey
- Allow time for adjustment (usually about 2 weeks)
- Inform us of any difficulties your child may be having
- Label all outer clothing and extra set of clothes
- Send your child to school in running/tennis shoes
- Notify us in advance of any absences or planned vacations
- Listen to your child's achievements and PRAISE them

### **PLEASE DO NOT:**

- Send money, gum or pocket snacks with your child
- Allow swearing or foul language
- Bring toys or personal items except for on sharing days
- Hold us responsible for lost or broken toys

### **SCHEDULE:**

- Full day childcare we ask that all children arrive before 8:30 am.
- Notify us if you need to adjust your child's arrival/departure time
- Lunch and Rest time are approximately 10:45 to 2:00. While your child may not sleep, we require this time to be a quiet rest time. We ask, when possible, children not be picked up during this time.
- Morning only preschool Drop off at 8:30 Pick up by 11:30 T/TH

## CHILD ABUSE REPORTING REQUIREMENTS:

For the protection and welfare of the children, all Kuebler Early Learning Center staff, required by law are mandatory reporters and have gone through appropriate training to recognize and report suspected child abuse or neglect.

### **An Important Reminder For Your Child's Safety:**

**Children under 10 may not be left unsupervised in your vehicle (not even for a minute).**

Please note that Kuebler Early Learning Center reserves the right to make decisions &/or make changes not covered in this overview as deemed necessary for the safety & welfare of all children.

Failure to follow these procedures may be grounds for dismissal.





# KELC 2023 -2024 Calendar

SEPTEMBER 2023						
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3	4	5	6	7	8	9
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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25	26	27	28	29	30	31

½ Day Preschool Only

<div style="margin-bottom: 10px;"> <span style="display: inline-block; width: 20px; height: 15px; background-color: blue; border: 1px solid black; margin-right: 5px;"></span> <b>KELC CLOSED</b> </div>	<div style="margin-bottom: 10px;"> <span style="display: inline-block; width: 20px; height: 15px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> <b>1st DAY OF ½ DAY PRESCHOOL</b> </div> <div style="margin-bottom: 10px;"> <span style="display: inline-block; width: 20px; height: 15px; background-color: lightgreen; border: 1px solid black; margin-right: 5px;"></span> <b>NO ½ DAY PRESCHOOL</b> </div> <div> <span style="display: inline-block; width: 20px; height: 15px; background-color: pink; border: 1px solid black; margin-right: 5px;"></span> <b>LAST DAY OF ½ DAY PRESCHOOL</b> </div>
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