

CAMP SHALOM JR. FORMS NEED TO BE COMPLETED AND RETURNED TO
PRESCHOOL OFFICE BY JUNE 10, 2011

**Claire and Emanuel G.
Rosenblatt
Camp Shalom Jr.
Parent Manual
Summer 2011**



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I. GOALS AND PHILOSOPHY OF OUR EARLY CHILDHOOD CAMP PROGRAM

Since its founding in 1977, our Claire and Emanuel G. Rosenblatt Early Childhood Camp Program has maintained a nurturing, loving and warm atmosphere to enhance the developmental growth of your child. Our overall goal is to ensure a physically safe, clean, healthy, stimulating and fun environment where all fundamental needs are met. We will strive to meet each child's unique needs with sensitive, loving, knowledgeable and trained counselors.

Our Rosenblatt Early Childhood Camp Program strives to meet the needs of these important early years by addressing the whole child. The children are involved in a wide variety of activities. Through active, hands-on experiences --- swimming, arts & crafts, music, nature, cooking, Judaica, sports & games, computers and more --- our children have fun while exploring and making sense of the world around them. Our goal is to provide a fun and enriching camp atmosphere in which the child develops his or her own interests and abilities by the process of learning through natural play, hands-on and concrete experiences.

Our experienced staff has created a warm, welcoming, stimulating environment in which each child can feel safe to develop his or her own abilities. We encourage independence and allow children to make choices. We foster self-esteem by allowing each child to learn and succeed at his/her own pace. By providing a relaxed and calm environment, children acquire a sense of security and positive self-esteem. We also facilitate cooperative learning whereby children work together with friends to reach their goals. Our developmental philosophy emphasizes problem solving and conflict resolution, so your children are better prepared for their future.

One important and unique goal of our Early Childhood Program is to provide an enriching Jewish environment, where children learn about Judaic culture and traditions. Our school Shabbat celebration every Friday is another way that the children are enriched Judaically, and we believe that this is a crucial part of enhancing their spiritual growth.

We ensure that the interaction between children, counselors and parents provides the most positive experience for your child. Our program is centered on the philosophy that young children develop best when parent, child and teacher work together as a team. Your involvement is always encouraged and included whenever possible. Parents are welcome visitors at any time during regular camp hours. (We have an open-door parent visitation policy; however, please be aware that your presence in the classroom may be a distraction to your child, who may prefer to sit on your lap or stay by your side, rather than participate in classroom activities.) Parents are invited to join us on Shabbat every Friday morning. The Rosenblatt Early Childhood Camp Program is a very special place. The counselor/child/parent relationships make this a setting in which there is always personal interaction and involvement. This strong communication is vitally important to the success of your child's summer experience. The Rosenblatt Early Childhood Camp Program is a very warm and joyful atmosphere where your child will flourish.

II. EARLY CHILDHOOD CAMP PROGRAM AND POLICIES

A. PROGRAM OPTIONS

Camp Shalom Jr. will be closed on Monday, July 4th in observance of Independence Day.

1. Programs: **There are three program/time options:**

Half Day, 9 am-1 pm

Full Day, 9 am-4 pm

Extended Day, 7:30 am-6 pm

2. Days: We offer 2(T/Th), 3 (MWF) and 5 (M-F) day options.

3. Extra Hours:

If an emergency arises, you may request to sign up for extra hours (i.e. your child is enrolled in 9:00-1:00 and you need hours past 1:00, or you're enrolled in 9:00-4:00 and you need before 9:00 a.m. or after 4:00 p.m.). We will try to accommodate whenever possible, as long

as space and staffing permits. Please notify the Early Childhood Office as soon as possible to check for availability. The cost for extra care is \$8.00 per hour.

B. ARRIVAL AND DEPARTURE PROCEDURES

1. Drop Off:

a. Extended Day A.M. (7:30 - 9:00 am)

Children enrolled in the Extended Day option may drop off anytime from 7:30 - 9:00 am. Please check with your assigned counselor or the Early Childhood office for your Extended Day a.m. room, as this room may not be your child's regular classroom and is subject to change based on enrollment.

b. Half or Full Day (9:00 am)

Children are to be dropped off from 8:45 am - 9:00 am in their assigned classrooms or you can use our drop off lane. Camp begins promptly at 9:00 am. We have a very busy camp schedule, filled with various specialists. If you arrive late, your child will miss part of the camp day. It is crucial for your child's well being to have a few minutes to transition in the morning so they can successfully start the day. We greatly appreciate your cooperation and respect in adhering to our 9:00 am drop off time.

2. Pick-Up:

Half Day - 1:00 pm., Full Day - 4:00 pm., Extended Day - 4:00 pm - 6:00 pm. will be from the individual classrooms. Your child must be picked up on time to avoid late charges.

3. Pick Up Changes:

If your child is to go home by any other than the regular means, the Early Childhood Office must be advised in writing. Please tell your child's counselors as well. Remember whom ever picks up your child other than the "regular" person must be prepared to give the password and show picture identification.

C. LATE POLICY

The Rosenblatt Early Childhood Camp Program is open from 7:30 am to 6:00 pm., Monday - Friday. Families are expected to pick up their child by the designated time for their specific program. For the sake of your children and in order to respect the counselors' schedules, we will strictly adhere to this late policy. For the 1:00 pm and 4:00 pm pick up the late policy is that the parent will pay \$8.00 per hour. For the 6:00 pm pick up only, if a parent (or person picking up) arrives later than 6:00 pm, the staff member in charge will verify and document the time of your arrival (by the clock in the Early Childhood Office). The Parent (or pick up person) will be charged a fee of \$1.00 (one dollar) per minute, by the JCC Accounting Department, for the time accrued. (For example, if a parent arrives at 6:07 p.m., they would pay \$7.00.) If you know you will be late, we ask that you call the office to inform us; however, you are still required to pay the late fee.

- ☐ We reserve the right to terminate your child's contract with us for repeated, continued lateness.
- ☐ We hope that all parents will establish some form of RELIABLE emergency back up, in case of car trouble or other problems that will cause you to be late.
- ☐ Please note that a waiver of the late fee will only be granted in extreme emergency situations and is at the discretion of the Early Childhood Camp Director ONLY.

D. EARLY CHILDHOOD SECURITY DOORS

All JCC members are issued a security card, which will give them access to enter the Early Childhood Center, which is kept locked. **You must use this card to gain entry into the ECD.** In addition, a buzzer system is used to go from the lobby to the classroom wing, which is controlled by the Early Childhood front desk.

E. FOOD / KASHRUT POLICY

1. Snacks

A morning & afternoon snack with water will be served. Our snacks are kosher and consist of choices such as assorted crackers (for example wheat crackers, saltines, graham

crackers, honey graham crackers or cheese crackers), pretzels, raisins, applesauce, fresh fruit, canned fruit, vanilla wafers, fig newtons, pudding, dry cereal (cheerios) & an occasional special treat.

2. Lunches

- ☐ Lunches should be packed in a paper or nylon lunch bag and must be labeled with child's name.
- ☐ Large lunch boxes will not fit in our refrigerators, so please do not send them.
- ☐ We ask that you send in a nutritionally balanced lunch, including breads, fruits, and vegetables.
- ☐ Please limit the "junk food" items such as chips and cookies.
- ☐ Dessert can be included, and we suggest fruit or pudding.
- ☐ Please do not send CANDY in your children's lunches.
- ☐ Lunches must adhere to our Kashrut policy, explained in the next section.

3. Kashrut Policy

You must follow these guidelines of our Kashrut policy - which is "dairy and parve only":

1. All **dairy** foods are allowed: milk and milk products, such as cheese, yogurt, cream cheese, and cottage cheese.
2. All **parve** foods are allowed: including peanut butter, eggs, beans, fish (such as tuna, salmon, and fish sticks).
3. All **fruits and vegetables** are allowed (fresh or canned).
4. All **bread and grain** products are allowed: bagels, pita bread, pastas, white or brown rice, potato chips, corn chips, tortilla chips and baked goods (made without lard or animal shortening).
5. All **condiments** are allowed (dressings, mayonnaise, ketchup, mustard, salsa and jelly).
6. **No Pork or Shellfish** of any kind is allowed.
7. **No Meat** of any kind is allowed - including kosher meat, beef, salami, turkey or chicken, pork or shellfish.

****The following page provides a list of suggested lunches to send from home that would fall within our Dairy/Parve Kashrut policy. This is only a suggested food list. Please feel free to ask the Early Childhood Office if you have any specific questions about lunches.**

For your convenience we have provided you with this list of suggestions that will help you to make creative choices for your children's lunches within our Kashrut policy:

Main Course

Bagel and cream cheese
Cheese pizza
Vegetable pizza
Cream cheese and jelly sandwich
Grilled cheese sandwich
Peanut butter and jelly sandwich
Peanut butter and fluff sandwich
Hummus on pita bread
Baba ganoush (eggplant spread)
Fish sticks
Pasta in butter sauce
Macaroni and cheese
Spaghetti and tomato sauce
Tuna melt
Veggie melt
Tuna noodle casserole
Cereal with milk
Cottage cheese and fruit
Yogurt and fruit
Vegetarian soup

Salads

Egg salad
Salmon salad
Tossed salad
Tuna salad

Vegetables

Any vegetables with dips
Broccoli/cauliflower florets

Rice

White or brown rice

Fruit (Any)

Apple
Banana
Blueberries
Cantaloupe
Grapefruit
Grapes
Honeydew
Kiwi
Mango
Orange
Pear
Pineapple
Strawberries
Watermelon

Snacks

Apples and peanut butter
Celery and peanut butter
Cheese crackers
Cookies
Crackers and sliced cheese
Granola
Granola bars
Muffins
Potato chips
Pretzels
Raisins

Carrot and celery sticks

Corn

Corn on the cob

Cucumber

Olives

Baked potato with cheese or veggies

French fries

Roasted and sweet potatoes

Peas

Fresh pepper sticks

Tortilla chips and dips

Veggie nachos and salsa

Cheese

String Cheese

Cheeses of any kind

F. CLOTHING AND EQUIPMENT

***LABEL*LABEL*LABEL*LABEL*LABEL*LABEL*LABEL*LABEL*LABEL*LABEL**

EVERYTHING MUST BE LABELED WITH YOUR CHILD' S FIRST AND LAST NAME!

A. List of Clothing/Equipment needed for summer camp:

1. Backpack - nylon, waterproof is preferred so it will not wet through - **LABELED!**
2. Large Towel - **LABELED!**
2. Extra change of clothes, including underwear, socks, t-shirt & shorts, etc. - **LABELED!**
3. Hat or cap (for sun protection) - **LABELED!**
4. Second Bathing Suit - **LABELED!**
5. Plastic Ziploc Bag (for wet suit) - **LABELED!**
6. Diapers & Wipes (if applicable) **LABELED!**
9. Rubber Pants for over diapers (if applicable) - **LABELED!**
10. Blanket/Sheet for Mat (for those enrolled in Full day or Extended Day) - **LABELED!**
11. Smock - **LABELED!**
12. Sunscreen - **LABELED!**
13. Sneakers or rubber sole shoes must be worn everyday- **LABELED!**

B. T-Shirts:

All campers will receive 1 (one) camp t-shirt at no charge at the camp open house.

Additional t-shirts can be purchased at the front desk for \$10.00 each. We ask that all children and counselors wear their camp t-shirt every FRIDAY in celebration of Shabbat.

C. Lost and Found:

Everything your child brings to camp must be labeled with their name. In the event an item or clothing gets lost, we will keep a "LOST & FOUND" box in the Early Childhood Office. The main camp office (for upper Camp Shalom) located in the main JCC will also have a "lost and found" as well. Please check these boxes in case your child has lost something.

G. NON DISCRIMINATION POLICY

The Jewish Community Center of the Greater Palm Beaches Early Childhood Programs shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, political belief, or marital status.

H. ABSENTEE POLICY

If your child is absent on a day they are scheduled to be at camp, please call the Early Childhood office in Boynton/Lake Worth at 732-7620 and inform us. We will forward this message to your child's counselor. If your child is absent for 3 or more consecutive days, you are asked to notify the Early Childhood office to explain the reason for the absenteeism.

**** Refunds are NOT given for any absenteeism (sicknesses, vacation or any other reason).**

I. WITHDRAWAL POLICY

We ask that the Parent/Guardian of any child enrolled in camp supply the Camp Director with written notification of withdrawal at least one week prior to its effective date. Our withdrawal policy for camp states that: **NO REFUNDS WILL BE GIVEN** for withdrawal from camp. Our staffing is based on enrollment prior to the start of camp, and therefore, we cannot issue a refund for any reason, other than a medical emergency, accompanied by a physician's statement.

J. DISCIPLINE POLICY

Good discipline is based on respect, honesty, trust, caring and love. Discipline is what we do for and say to children to help them develop and internalize self-control, self-respect, self-esteem, self-awareness, and self-determination.

When your child experiences difficulty in the classroom, the staff will work with your child and *encourage the use of words and listening to the words of others*. Therefore, our first course of action is always **NEGOTIATION**.

The Early Childhood Staff works at positively reinforcing acceptable behavior. If possible and appropriate to the situation, our teachers or counselors will *redirect inappropriate behavior and/or activity*. Therefore, our second course of action will be **REDIRECTION**.

If 2 or more children are involved in an incident, the staff will try through conversation to create a *win/win solution for the conflict*. In this matter, we are encouraging language development, problem solving skills, and means for future negotiations.

We encourage parents to discuss with the Director any questions or problems that are not clearly understood. ***Communication and consistency*** between home and school are essential to managing children's behavior, and moreover, they are essential to the healthy development of your child.

K. HEALTH & ILLNESS POLICY

It is important that all children at this Center are healthy and free from infection. The following is the JCC Early Childhood Health & Illness Policy:

1. Mild Illness: If your child should show the slightest sign that all is not well, you must keep your child home. Illnesses include: fever ☐ cold symptoms ☐ cough ☐ green/runny nose ☐ vomiting ☐ diarrhea ☐ fatigue ☐ unusual skin rash or blemishes ☐ irritability
If your child shows any signs or should develop symptoms during his/her day at camp, the following steps will be taken:

- a. The Counselor will assess if the child can reasonably participate in the activities.

The following will be noted:

- | | |
|-------------------|-------------------------------------|
| *symptoms | *when it began / how long it lasted |
| *how much / often | *behavior change |
| *temperature | *any other information |

- b. Parent/Guardian will be contacted immediately. Together they will determine if it is in the child's and the group's best interest to remain at camp.

******EVERY CASE IS DIFFERENT AND SHOULD BE DECIDED INDIVIDUALLY BY PARENTS & STAFF TOGETHER, WITH THE WELL BEING OF THE CHILD IN MIND.***

2. Contagious Illness: If your child should show any sign of contagious illness (including chicken pox, head lice, conjunctivitis, Coxsackie virus, impetigo, rotavirus, scabies, scarlet fever, fifth disease, etc...) the following steps will be taken:

- a. Same as above #1, but Parent and Director will be notified.
- b. The Parent is then given one (1) hour to come for the child. If the Parent is unable to come for the child, we will arrange for the child to be picked up by one of the names required on the Emergency Release Form in your child's file.
- c. You are responsible to report the contagious disease to the local Department of Health and to our school so we may notify the other families in our school.
- d. You are required to bring a doctor's note to the Early Childhood Office authorizing their re-entrance into camp after a contagious disease.

3. When Should My Child Stay Home: **WHEN IN DOUBT, STAY OUT!**

If your child is too sick to participate in ANY of our scheduled activities, or requires individualized or special attention due to their present health condition, the child should stay home until they are well enough to participate fully. Included in those parameters are conditions such as diarrhea, vomiting, fever, etc.

4. Re-entering the Program:

If a child is absent due to fever, vomiting, diarrhea, or other illness, they are accepted back into the Program after 24 hours on an antibiotic, fever free for 24 hours, and have a written note from the child's Physician. This also applies if the child is absent for more than one-week time. Please note that the above requirements do not guarantee your child will feel up to participating in camp. Again, every case is different and should be decided individually, with the well being of the child in mind.

Please cooperate with our efforts to safeguard everyone's health.

L. MEDICATION POLICY

Per The Florida State Department of Children and Families (DCF) Regulations, if your child must receive medication while at camp, the following steps must be met:

1. Written permission from both the Parent and Physician.
2. Parent permission is given using a "Medication Form" available in the Early Childhood Office.
3. Physician permission is given via the written prescription, pharmacy label on the medication bottle or container. Medication must be in the original prescription bottle - no exceptions. The label must have the name of the child, name of the medicine, dosage, and the name of the doctor. It also must be dated.
4. Hand the medication and permission form to someone in the Early Childhood Office, verbally noting any specific instructions that are on the form (i.e. times to administer, etc.). Do **NOT** put medicine in your child's lunch box. You must hand it to the office.
5. Medication will be kept refrigerated if necessary, or in the medication box in the Early Childhood Office. Please specify when handing over medicine.
6. Inform your child's counselor if your child has been medicated at home, prior to coming to camp, as it may affect your child's day at camp.
7. It is your responsibility to ask the office for the medicine when you pick up your child. Do not depend on them to remember to give it to you.
8. Do not send in Tylenol, aspirin or any other non-prescription medicine. This includes cough syrups and cough drops. **We will NOT administer non-prescription medications without a written doctor's prescription.**

M. WEATHER EMERGENCY POLICY

Under severe weather conditions (i.e. hurricanes or storms), please follow these rules regarding whether the JCC Early Childhood Camp Program will be open:

1. Listen to the radio (WRMF 97.9 FM, WJNO 1230 AM) and television (WPEC Channel 12 and WPTV Channel 5). In case of power outages, please listen to the radio.

Since there is no public school in session during the summer, the JCC administration will make a decision regarding camp closings.

2. Call the main JCC number, 561-740-9000. Listen for the recorded voice mail message that will be updated by 7:00 a.m. on severe weather mornings.
3. If the weather emergency happens during the camp day, and an early pick up is necessary, phone calls will be made to your home or work until we contact someone and give them information about early pick up. Therefore, it is your responsibility to keep your emergency contact numbers current. Please do not forget to update cell, home and all other emergency numbers. All authorized pick up persons must know your child's password.

N. PROCEDURES FOR REFERRAL/ INDIVIDUAL EDUCATION PLANS

If any teacher has a concern about a certain child, he or she will discuss the concern with the Lead Teacher in the classroom, who will in turn discuss it with the Early Childhood Camp Director. At the same time the Lead Teacher will begin to document the child's behavior in the class and review the child's record. The Early Childhood Camp Director will come into the classroom to observe the said child. If the concern is validated, the parents will be notified to schedule a meeting in person.

Together the teacher, administration, and parents will decide on the course of action to be taken. The Early Childhood Administration has a right to make a referral for additional services if deemed necessary for the well being of the child, and for the purpose of the child remaining in the JCC Program. The JCC Early Childhood Program reserves the right to ask that additional services, i.e. in the form of an aide, be provided by the parents, if it is deemed that the JCC Early Childhood Program cannot successfully meet the child's needs.

O. POOL/WATERPLAY POLICIES

1. Swim Program:

The swim program is operated under the guidelines of the American Red Cross and under the direction of Quality Swim. Children in the 3's and 4's camp groups will participate in-group swim instruction on a daily basis. The toddlers and 2-year-olds will have water play in our sprinkler park. If your child cannot swim (or get wet) on a certain day, a note from home (or doctor) is required. The pool is supervised by at least two or more certified W.S.I.'s (water safety instructors), in addition to our counselors from the Early Childhood Camp. Both instructors and one of our counselors will be in the water. A counselor will be on deck to supervise the children who are not in the pool at the time.

WATER SAFETY IS OUR MAIN PRIORITY. We will never force any child to swim, although we will encourage them to at least be in their suits and try to get wet. After an initial swim assessment during the first week of camp, we will try to meet individual needs and skill levels at the pool. If there is a more advanced or a more beginner group, we will assign an instructor to these varying levels to meet your childrens' needs. Please feel free to contact the Early Childhood Camp Director or the Aquatics Director about the swim program.

2. Water Play:

Water play is considered a “ *special*” and is held at various times during the week for each group. Consult your child’ s group schedule for specific times. The same policies listed below apply to water play. There will also be water play in the afternoon at the sprinkler park.

3. Diapers & The Pool and Water Play Area:

If your child is still in diapers, they will be allowed to swim in the pool with a material SWIM DIAPER that is approved by the aquatics staff. This should be worn over a regular disposable swim diaper. This is a health policy per order of the Aquatics staff. Sorry, there will be no exceptions to this rule.

In the event that you are late and the children are leaving or have already left the classroom, please accompany your child to the pool area where he/she can join the class. Always be sure that one of the classroom staff is aware that your child has arrived at the pool.

We appreciate your understanding and cooperation. If you have any questions please feel free to see the director or your child' s teachers/counselors.

4. Wet Bathing Suits:

Wet bathing suits will be stored in a plastic bag if you provide one from home. If no bag is provided we will wrap your child' s wet suit in their towel. A Ziploc bag is the recommended bag because it really prevents the other items in the backpack from getting wet.

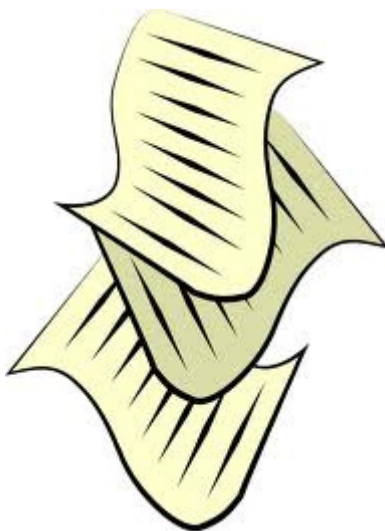
5. Sunscreen:

Sunscreen must be supplied from home every day. The counselors will apply sunscreen before outside play and swim - or water play - each day, only if a **sunscreen permission form** is filled out. **We ask that your child come to camp with sunscreen already applied!**

6. Earplugs:

If your child wears earplugs in the water, the counselors will put them in. However, we do require written permission from the parent to put the ear plugs in. Also, we cannot assume responsibility for earplugs, since due to their small size they often get lost or misplaced. The counselors will do their best to keep track of earplugs.

P. CAMP FORMS – follow link on Preschool Camp page “ Required Form Packet”



Q. Sample Early Childhood Camp Shalom Jr. Schedule

Our day is filled with activities that encourage play, learning, growth, creativity and exploration.

9:00	Arrival Time: Meet and greet, Choice of quiet activities (puzzles...)
9:30	Circle Time (calendar, songs)
9:45	Dress for Swim/Water play
10:00	Swim/Water play
10:30	Change from Swim/Water play
10:45	Arts & Crafts/Project
11:15	Music/Playground
11:45	Story
12:00	Lunch
12:45	Rest Period or Naptime
1:00	Class Dismissal
2:00	Afternoon Snack
2:15	Afternoon Special (Cooking/Nature/Judaica)
2:45	Sports & Games
3:10	Waterplay/Playground/
3:45-4:00	Dismissal

(Note : This is a sample schedule only - exact schedules for each camp group will vary depending upon their specialist's times.)

SPECIALS: All groups have Arts & Crafts, Sports & Games, Nature, Cooking, Judaica, Music, Library & Computers (for 3's and 4's only) one time each week. Swim/Waterplay is held every morning and afternoon (weather permitting).

R. COMMUNICATION

1. Communicate With Us!

If any events/happenings at home occur that may influence or affect your child's experience or disposition at camp, please inform us. It will be to your child's advantage for us to be informed.

If your child is unable to participate in any activity at camp, regardless of the reason, you must send in a written note from you (or your child's pediatrician if medically based).

2. We Communicate With You - Newsletters:

Look for our weekly Camp Shalom Jr. Newsletter email blast. This will inform you of our weekly curriculum themes, projects, special events, and any important reminders. Our Camp Newsletters contain great information to help you communicate with your child about their JCC Camp experience. If you do not receive your weekly email Newsletter, please contact the Early Childhood office immediately.

Camp Shalom Jr. will be closed Monday, July 4th
in observance of Independence Day.

PLEASE PRINT AND SIGN THE PAGE BELOW



I have read the Camp Shalom Jr. manual for summer 2011. I understand that all required forms are due into the preschool office no later than June 10th.

Child's Name _____
Please Print

Parent's Name _____
Please Print

Parent's Signature _____

Date _____

Please note that this form must accompany the required forms that are turned into the preschool office. Thank you.

Please see Open House information below.



Early Childhood Camp Shalom Jr.

Open House

There will be a parent & child orientation (open house format) for all children enrolled in the Early Childhood Camp Shalom Jr. Program.

Date: Friday, June 10, 2011

Location:	Boynton/Lake Worth - Ross JCC 8500 Jog Road, Boynton Beach
Telephone:	732-7620
Time:	3:00- 4:30 p.m.

MEET YOUR CHILD'S SUMMER TEACHERS!