

PROGRAM OVERVIEW

The primary goals for ASES/LEAP (**A**fter **S**chool **E**ducational and **S**afety/**L**illian **L**arsen **E**ducational **A**fter **S**chool **P**rogram) are to: improve academic performance among students who participate in the program; provide a safe and healthy school/community environment; to help start and develop personal, social and refusal skills; to increase personal safety; to increase social, physical, artistic and cultural opportunities to enhance lifelong healthy habits/activities and academic learning.

The ASES/LEAP program reflects the diversity of our community. It is a fundamental goal to foster each student's pride and security to his/her own identity while promoting all of the students' awareness of and respect for others. ASES/LEAP is a multicultural program; program leaders guide students in exploration of differences and discovery in an atmosphere of trust and mutual recognition.

The San Miguel School District currently manages two schools, Lillian Larsen and Cappy Culver, ASES/LEAP is located at Lillian Larsen Elementary. The funding for ASES/LEAP is the ASES grant (**A**fter **S**chool **E**ducation and **S**afety). ASES/LEAP is offered at no cost to families of all students of Lillian Larsen, it is a privilege to attend.

ASES/LEAP serves students from kindergarten through eighth grade. The program divides students into groups with a staffing ratio of 1 staff to every 20 students, meeting the ASES grant requirements.

ASES/LEAP recognizes the importance of students pursuing their own social, emotional, intellectual and physical growth. Student's social development is supported through frequent peer and adult interactions. Staff encourages students to learn and practice conflict resolution in socially acceptable ways.

Many opportunities for student-initiated activities, in a well-structured and safe environment with age-appropriate materials are incorporated in the programs. Curriculum is rich and varied, and includes: reading, computers, storytelling, creative writing, math, homework/tutorial help, sports, arts and crafts, self-esteem building activities, conflict resolution training, drug abuse awareness activities, games and recreation. The site coordinator and program leaders, through careful and thoughtful planning and preparation, include open-ended activities that allow students to explore ideas and solve problems independently. Whenever possible, staff seeks input from the students on activity planning. By doing so, the program offers all students opportunities for success and for creative thought and expression.

The site coordinator and program leaders staffing ASES/LEAP work together to provide an enriching atmosphere for your child(ren).

SCHEDULE AND HOURS

ASES/LEAP begins on the first day of school and operates on all school days during the regular school year. Daily program hours are from the end of the school day (2:45 p.m.) until 6:00 p.m. On "Early Release" minimum days, ASES/LEAP starts at the end of school (1:10) and runs until 6:00 p.m.

San Miguel Joint Union School District calendars are available to parents/guardians at the school office. Please refer to them for holidays, minimum days and school vacations.

Please note that when San Miguel Joint Union School District is on holiday or vacation, there is no ASES/LEAP, with the exception of Summer Session.

ASES/LEAP STAFFING

ASES/LEAP has funding for ninety (90) students. We must keep a ratio of twenty (20) students to one (1) adult. Currently ASES/LEAP has five (5) program leaders and one (1) site coordinator. The program leaders are responsible for daily attendance, academics and enrichment for their grade level. The site coordinator is responsible for enrollment, communication with parents and regular day school teachers, reports to the state of California, curriculum directly linked to grade level, prepping enrichment activities and one grade level class. When you register your child(ren) in ASES/LEAP they will be assigned to a grade level and program leader.

DAILY SCHEDULE

ASES/LEAP follows the same hourly schedule with a variety of specifics and individual program designs. Each grade level always includes time for:

Snack-a nutritious snack is served that complies with state guidelines.

Outdoor Recreation/Physical Education (P.E.)-time for organized group games as well as individual and small group free play.

Homework-time when students are given the opportunity to work on homework with help allowing more “family time” when they go home.

Enrichment-program leader or teacher directed projects, activities and/or group discussions to enrich the student’s experiences including but not limited to: arts and crafts, performing arts, sports, creative writing, physical education, storytelling/plays, math and science activities, computers.

Internet Usage

The use of the internet at school is a privilege. All students accessing the Internet must have a parental/guardian signed permission form on file with the San Miguel Joint Union School District. Students will not be able to log on to the Internet unless this form is on file with the school district. All rules must be followed by the student while using the Internet. Any violations and the privilege will be taken away.

ENROLLMENT/REGISTRATION

Registration for ASES/LEAP is open to all students who attend Lillian Larsen Elementary. **ASES/LEAP is not a drop-in daycare program.** ASES/LEAP is an educational, enriching opportunity for students at Lillian Larsen Elementary.

To enroll in ASES/LEAP a registration form is filled out and presented to the ASES/LEAP site coordinator/site lead or the office staff. You must wait for notification from the site coordinator/site lead that your child(ren) has been accepted into the program. Students enrolled the previous year with good attendance will be given enrollment priority.

The ASES (After School Safety and Educational Program) grant funds ASES/LEAP for 90 students. Because ASES/LEAP is a no cost to families after school program the enrollment limit is met rapidly. We do keep a waiting list once all

spaces are filled. This is why it is imperative that if you are interested to fill out the registration form and hand it in as soon as possible. If you have any questions regarding your child's place on the waiting list you may call the site coordinator/site lead at the number listed at the end of this booklet.

After you receive notification that a space is available for your child(ren) and a start date is confirmed your child(ren) will be expected to attend five (5) days a week for three (3) hours each day. If your child(ren) does not attend full time, they may lose their space in the program.

It is **REQUIRED** that the emergency contact information is kept current and up to date. This is our means of contacting you should an emergency arise. Parents/guardians **MUST** inform the ASES/LEAP staff immediately of any changes in information, such as: home telephone numbers, cell phone numbers, work phone numbers, emergency contacts, or any other information that would be useful to the ASES/LEAP staff in case of an emergency.

Prior Enrollment

Families that have child(ren) enrolled and participating in ASES/LEAP during the prior year are given priority for enrollment in ASES/LEAP for the upcoming year. All current families/students enrolled in the program will receive a registration form in April/May for enrollment the upcoming school year. **Parents/guardians must re-enroll their child(ren) each school year, by filling out new registration form with updated information.**

ATTENDANCE

Student Attendance

ASES/LEAP is not a drop in program. The California Department of Education's ASES (After School Educational and Safety Program) grant funds ASES/LEAP. Regular attendance of students is imperative. Students are expected to participate in ASES/LEAP five (5) days per week and two and one half (2 1/2) hours each day. Students who have three (3) unexcused absences or excessive early pick-ups may lose their space in the program. Students attend ASES/LEAP only when they attend regular day school. Students are expected to stay for the entire program each day. Parents/guardians can pick up their child(ren) and student walkers can sign out between 5:15pm and 6:00pm each day.

When a student registers with ASES/LEAP, the parent/guardian then needs to wait until notified that there is space available. ASES/LEAP is funded for 90 students and after that quota is filled a waiting list is established. Students will need to reregister each year, with priorities given to the students enrolled the previous year with good attendance/behavior.

The program leaders take attendance daily. Staff makes sure that only authorized people sign students out. If ASES/LEAP has received parent/guardian permission to let the student walk home, then the student will need to sign out and their siblings if applicable. Parent/guardians can sign their child/ren out in the cafeteria, where a staff member will be monitoring the sign out of students. Staff will then call the room/area that the student is located and ask for the student to come to the cafeteria.

For the safety of all ASES/LEAP students please **do not** wander around the school campus. If you would like to visit your child(ren)s classroom, you can check in with the office if they are not available, please call the site coordinator at 467-3216 ext 287.

We here at ASES/LEAP welcome and encourage all parents/guardians to visit us. We are very proud of our after school program and welcome all parents/guardians that would like to volunteer. A volunteer can make a difference in a child's life, if you have the time please consider volunteering and or visting and having fun.

Student Attendance

ASES/LEAP receives its funding by attendance. If a student does not attend we do not receive funds, so it is vitally important that students attend the program on a regular basis. Doctor's appointments as well as extracurricular activities are an important part of a healthy child, and can't be avoided. However, when a child attends school they are expected to attend after school. Any student with three (3) unexcused absences may lose their space in ASES/LEAP. Vacations, or family days are considered unexcused absences. However, if a parent should want to take an unexcused absence during the school year they can save their child's place in ASES/LEAP by paying the \$7.50 perday missed fee. This request must be put into writing and submitted to the site coordinator and each case will be considered on a case by case basis, please refer to the "Early Release" portion of this handbook.

Excused absence includes by may not be limited too:

- Doctor appointments
- Extracurricular activities (ie: dance, soccer and approved by site coordinator)
- Parent custody orders
- Illness

Unexcused absence is any absence from ASES/LEAP that does not fall into the above categories. Please talk to the site coordinator/site lead if there are any questions.

Notification of Student Absence

If a student will be absent from the program for any reason, parents/guardians must notify the ASES/LEAP staff. Telephone numbers are listed in the back of this booklet. Please keep them available and feel free to use them to contact ASES/LEAP. If you know in advance that your student will be out, please send a note or communicate with the ASES/LEAP staff so that documentation is kept accurately. If prior notification is not possible, please inform the staff when the student returns.

Student Truancy/"Ditching"

Students that are enrolled in ASES/LEAP and "ditch" will be dropped from the program. ASES/LEAP cannot be responsible for students that do not stay and report to their group. We take every precaution to make sure that your child(ren) are safe. However, if they leave the site without permission we will not be responsible and will drop that student immediately.

Withdrawal From ASES/LEAP

If you plan to withdraw your child(ren) from ASES/LEAP, we require that you notify the site coordinator/site lead. If you should know in advance that your child(ren) will no longer be attending, please give the site coordinator/site lead the date of the last day of attendance. This is important for the program enrollment and funding process. It is also very important for staff and students to have time to say goodbye.

STUDENT PICK-UP

Pick-up Time

Students can be picked up by their parent/guardian(s) or authorized person starting at 5:15pm but **no later than 6:00 p.m.**

The authorized person must sign the student out every day. The only exception to this is those students that have been given prior written permission by parent/guardian to sign themselves out and walk home. If your student has not been picked up by 6:05 p.m. ASES/LEAP staff will try to contact you and/or those individuals designated as emergency contacts. **Late pick-ups will result in a penalty fee. Students that are picked up late more than three (3) times, may lose their space in ASES/ LEAP.**

California Education Code 8483(a) board approved 10/14/2010

1) Every after school component of a program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonable early daily release of pupils from the program. For those programs or school sites operating in a community where the early release policy does not meet the unique needs of that community or school, or both, documented evidence may be submitted to the department for an exception and a request for approval of an alternative plan.

(2) It is the intent of the Legislature that elementary school pupils participate in the full day of the program every day during which pupils participate and that pupils in middle school or junior high school attend a minimum of nine hours a week and three days a week to accomplish program goals.

(3) In order to develop an age-appropriate after school program for pupils in middle school or junior high school, programs established pursuant to this article may implement a flexible attendance schedule for those pupils. Priority for enrollment of pupils in middle school or junior high school shall be given to pupils who attend daily.

Early Release/Late Start Policy

This Early Release/Late Arrival Policy will be for students going off or staying on site to attend one of the items listed below. When excused from the instructional day all students must report to their ASES/LEAP program leader. This will ensure that in the case of an emergency ASES/LEAP is aware of where they are located on site and that they are present. Prior to picking up their child(ren) for an Early Release, the parent or guardian must sign out their child(ren) on the Early Release Sign Out sheet that is carried by the Site Coordinator/Designee. With written permission from their parent/guardian students in 4th grade and older may sign themselves and their siblings out and walk home.

Consequences of excessive absences, excessive unapproved late arrival or excessive requests to leave early (whether for approved or unapproved reasons):

ASES/LEAP is funded and evaluated by the state of California. This funding is based on daily attendance of the full program and other factors. Excessive absences or excessive requests for late arrival/early release (whether for approved or unapproved reasons) may result in a loss of funding. To ensure funding and to better serve the community, continued absences, early releases or late arrivals may be cause for your child(ren) to be dropped from ASES/LEAP.

Late Arrival:

1. Students enrolled in a GATE, remedial or a tutorial class on site.
2. Parent conference days when the student is asked to attend the conference with their parents. When returning from the conference students will report to their program leader to check in. (Parents are always encouraged to stay and visit their child's(ren's) group and spend time with the program.)
3. Dental, medical or counseling appointments. When returning from an offsite appointment students will report to their program leader to check in. Excessive appointments could be cause for documentation from attending physician.
4. Religious education classes, parents will need to put their child's(ren's) schedule in writing. When returning from an offsite class students will report to their program leader to check in.
5. Extended instructional school day.

Early Release Release from instructional time (2:45-6:00):

6. Parent conference days when it is a hardship for the parent to return to school a second time. (Parents are always invited to stay and visit their child's(ren's) group and spend time with the program.)
7. Dental, medical or counseling appointments. Excessive appointments could be cause for documentation from the attending the physician.
8. Religious education classes, parents will need to put their child's(ren's) schedule in writing.
9. In the case of the socializing of students who have an IEP and the full day is not beneficial to the well being of the child.
10. Family or transportation emergencies.
11. Students transported by their parents who need to go home and prepare dinner prior to leaving for an evening job or school.
12. In severe weather conditions and during the months of early darkness (Pacific Standard Time) where there is concern for safety reasons and for the child(ren) to arrive home safely.
13. Classes/Clubs not available through ASES/LEAP that encourages the development of the whole child, these will be looked at on a case by case basis.
14. In cases of emergency, such as fire, earthquake and upon decision by the administration.
15. Middle school students will attend every day that ASES/LEAP is in session for 2 ¼ hours a day to equal 11 ½ hours a week.
16. To ensure that the students and their families arrive home safely and are able to spend quality time as a family, allowing for a minimum of 2 ½ hours attendance of ASES/LEAP.

Late fine Procedure

ASES/LEAP hours are 2:30 p.m. to 6:00 p.m. and we are staffed during these times. However, the San Miguel School Board has given permission to the site coordinator to charge for late pick-ups. There will be a charge of \$1.00 a minute per child for pick-ups made after 6:05 p.m. This fee is payable prior to your child returning to ASES/LEAP. A receipt will be provided. If payment of the fee is not made your child will not be able to attend ASES/LEAP. We understand that there may be an occasion when you cannot control some circumstances and may show up late. If this should happen please call the number at the back of this booklet and communicate with the site coordinator/site lead. By 6:15 p.m. every attempt will be made to contact you or an authorized person on the registration form. If we cannot reach anyone to pick-up the student and the parent/guardian has not contacted an

ASES/LEAP staff member by 6:30 p.m., we will call the Sheriffs Department in Templeton and arrange for them to take custody of your child until you can be found. We apologize if this policy seems harsh, but it is a safety concern to have staff and students on the site past closing time.

Student Release Authorization

Only those people authorized by you on the registration form will be permitted to pick up your child(ren) from ASES/LEAP. Please remember that students will only be released to an authorized person who is 16 years of age or older, unless prior written permission by you is given. If you want to authorize or add someone to your registration form please contact the site coordinator/site lead.

Students involved in enrichment activities that have practice or performances that extend beyond the hours of ASES/LEAP (6:00pm) could be signed out by the teacher of the enrichment activity. Should this **NOT** be acceptable to you please notify the ASES/LEAP site coordinator with your concerns.

Permission for Students to Walk Home

Parents/guardians who want their child(ren) to walk home will be required to check the appropriate box on the registration form. The only exception is if a phone call is made to the site coordinator/site lead and verbal permission by the parent/guardian is made. This is a one-time permission to walk; the parent will need to send the request in writing for permanent status. Students will be allowed to walk home between 5:15-6:00 p.m. All students that sign themselves out are required to walk home students will not be allowed to sign themselves out and walk to an unsupervised area or stand outside the school to wait for pick-up.

HEALTH AND SAFETY

Accidents and Emergency Procedures

ASES/LEAP leaders are trained in First Aid for minor accidents, such as blisters, small abrasions, first aid and band-aids will be administered and if necessary an Accident Report will be filled out. If an injury or illness goes beyond these limited first aid treatments you will be contacted immediately. If you cannot be reached, we will contact the next available person on your registration form. Remember it is imperative that information be updated and kept current for this reason.

In an emergency requiring immediate medical attention, a staff member will call 911 and accompany the student to Twin Cities Hospital. You will be contacted to meet them at the hospital. ASES/LEAP staff will complete an Accident Report form and put it on file at the San Miguel Joint Union School District office, 1601 L Street, San Miguel, CA 93451.

Illness

Students attending ASES/LEAP are expected to be well enough to participate in all activities, including outdoor play.

If a student becomes ill (fever, vomiting, diarrhea, etc.) during ASES/LEAP or is found to have a contagious condition, you or your emergency contacts will be called to pick up the student. Students must be healthy and able to attend regular day school prior to returning to ASES/LEAP.

Students with a contagious illness such as conjunctivitis, impetigo, strep throat etc. may not return to ASES/LEAP until they have been treated with antibiotics for twenty-four (24) hours.

Lice are highly contagious and to ensure the health of all students and staff, any student with head lice will have their parent/guardian contacted and the student will need to be picked up from ASES/ LEAP. Staff will also make sure that all of the student's personal belongings are sent home for treatment. ASES/LEAP staff will also notify regular day school of the student's condition. Students with lice must be accepted back in regular day school before the student may return to ASES/LEAP.

Notification of Contagious Diseases

ASES/LEAP staff will notify all parents/guardians of ASES/LEAP students of any cases of a contagious condition or disease at ASES/LEAP. Please notify ASES/LEAP site coordinator/site lead immediately, by using the telephone numbers listed at the back of this booklet, if your student is contagious. Confidentiality will be respected.

Medication

ASES/LEAP cannot administer any medication, whether prescription or nonprescription, without written parent/guardian and physician authorization. A form for the request of administration of medication at school is available in the school office. Students cannot carry or administer any medication. All medications will be administered with supervision and recorded.

Prescription medications must be in the prescription bottle with the original label, the student's name, and name of the medicine, along with directions for its administration. Non-prescription medication must be in the original container. Staff will complete a medication log indicating date, time, dosage of each administration, and name of the staff member and student.

All medications will be kept in their original containers and stored in a secure location, which is not accessible to students. Discontinued or unused medication must be picked up by a parent or guardian (listed on the students registration form) by the end of each year. If not claimed, ASES/LEAP shall destroy the medication.

BEHAVIOR MANAGEMENT

Philosophy

The principle goal of behavior management practices in ASES/LEAP is to provide guidance and support to students as they develop self-control. Students are expected to be able to manage a group setting with existing staff to student ratios. Within a safe and comfortable environment students are encouraged to explore positive interactions with peers.

We believe that through a consistent, well-articulated, and respectful system of discipline, students will understand and accept the importance of considerate individual and group behavior.

We expect that, as students experiment with their own emotions, relationships with others, and their abilities to voice their needs and preferences, they will begin to take responsibility for their own actions and become increasingly accountable for their behavior.

Within this setting, the program's first goal is to present clear expectations and to identify the types of behavior that are unacceptable. Program leaders set clear and consistent limits, within which students may exercise choice. Frequently, program leaders include students in the process of developing classroom rules.

With clear expectations established, program leaders respond to inappropriate behavior according to the situation and their knowledge of the student involved. A student may be redirected to another activity or asked to rectify a problem, which his/her behavior has created. As appropriate, a student may be asked to take a brief "time out" from the classroom activity or moved to another group.

Incentives and Rewards

Currently ASES/LEAP has incentive and reward programs that encourage the students to improve behavior and achievements. The type of programs may vary from year to year and group to group.

Progressive Steps of Discipline

The following steps are to be taken when dealing with a child whose behavior is not acceptable. Minor problems may require using only steps 1 and 2. More serious problems, such as a child injuring another child, may require beginning with step 4.

- STEP 1: When a minor discipline situation occurs, the Program Leader who observed the situation speaks directly to the child. State what is needed for them to do and why.
- STEP 2: If a second incident occurs, remind the child what they need to do and give consequence directly related to what they did wrong. Example: "You need to keep your hands to yourself. Since you continue to bother M... you need to sit over at that table and do your work. You can rejoin this table when you are ready to follow our rules."
- STEP 3: When a child has a series of discipline situations in the same day, the program leader will inform the site coordinator about the situation who will then speak to the child and or the child could be moved to another group.
- STEP 4: When a child continually disregards the program leader's directions, the site coordinator will involve the parents and or the regular day principal. The parent will be informed as to what is going on and that if it should continue their child could lose their space in ASES/LEAP. If the parent and the child want to remain in ASES/LEAP the child will be given guidelines as to the proper behavior and put on probation.
- STEP 5: If, while on probation, the problem behavior continues the parent will be contacted and the student will be dropped from ASES/LEAP.

Immediate Suspensions and Terminations

In cases where a student's behavior poses an extreme threat to his/her safety or the safety of others or in cases where a student displays severe disruptive and/or disrespectful behavior towards students and/or staff, **with approval of site coordinator and site principal**, the student may be suspended immediately for one to five (1-5) days. The steps outlined above may be bypassed if the behavior warrants immediate suspension. During the period of suspension a conference may be held with staff, parent/guardian, the site coordinator and site principal to

determine whether or not it is appropriate for the student to continue in the program and if so, under what conditions. **No student shall be suspended without the approval of the site coordinator and site principal.**

Examples of behavior which might warrant immediate suspension include: fighting, attacking another student or an adult, leaving the group and/or site without permission and being defiant, disrespectful and disobedient of program rules and/or staff.

PARENT/GUARDIAN INVOLVEMENT

Parent/Guardian-ASES/LEAP Staff Communication

Staff/parent interactions on a regular basis are vital to the success of students. At the end of the day, as you come on to the program site, this time could be treated as an opportunity to communicate with ASES/LEAP staff. Please feel free to ask questions or express concerns at any time. You know your child(ren) best, and ASES/LEAP staff will look to you for information about your child(ren) needs, interests, and behavior. To assist ASES/LEAP staff to respond sensitively and effectively to your child(ren), it is very important that you make staff aware of any changes in home or family life (such as moving to a new house, medical problems, divorce, a new baby, visiting relatives, change of parent/guardian's job etc.). ASES/LEAP program staff will communicate with you regularly about your student's experience at the program. We welcome your visits. Please call the site coordinator/site lead so that ASES/LEAP staff will know that you are on campus. Communication is key to developing a strong, responsive program.

Program Participation

We welcome parent/guardian visits to the ASES/LEAP program. We encourage any parent/guardian whose schedule allows spending time in the program at any time during the year. Some parents/guardians might enjoy sharing an interest or activity with the students such as showing a favorite family vacation photo album supporting a special project, telling students about the work you do, or teaching a song or game you enjoyed as a student. Let ASES/LEAP staff know or call the site coordinator/site lead to let them know that you would like to get involved and arrange time for a visit.

Program/Guardian Concerns

If a parent/guardian has a concern about the ASES/LEAP staff, we suggest that you discuss it first with the staff member. If the concern is not resolved, please contact the site coordinator (numbers at the back of this booklet). A meeting with the parent/guardian and program staff person may be arranged.

If the problem has not been resolved through these steps, a meeting with the regular day principal, site coordinator, staff person and parent/guardian will be arranged.

NATURAL DISASTERS AND OTHER EMERGENCIES

We practice drills with your child(ren) before an emergency happens. Practicing "Duck and Cover", and lining up to evacuate the classroom, will ensure that your child(ren) will be better prepared in the case of an emergency. In the case of an emergency during ASES/LEAP hours (2:45-6:00) please pick up your child at Garelli Field, located at the baseball/soccer field that is in between the primary playground and the 101 freeway with access from L Street at the cyclone fence gate. All child(ren) and ASES/LEAP staff will be stationed there with your child(ren) and sign out sheets. ASES/LEAP staff will stay until all students are picked up by their parent/guardians. If students are still

present by the normal pick up time (6:00 p.m.) we will try to contact you and/or those individuals designated as emergency contacts. All of ASES/LEAP staff will follow the directives as pointed out in the Lillian Larsen Staff Handbook.

Child Abuse Reporting

All ASES/LEAP staff employed by the school are defined as “Mandated Reporters”. Under the law we **MUST** report what we suspect to be child abuse directly to the appropriate authorities. The penalties for not reporting could be very severe, both to the child and to the employee. If we suspect child abuse we will contact the Child Protective Services.

HOURS OF WORK AND DUTIES

ASES/LEAP

Site Coordinator **9:00 a.m.-6:00 p.m.**

Attendance.

Grade level curriculum, reading literacy and enrichment hours.

Academic tracking for all students per grant requirements.

Filing reports to State per ASES requirements.

Reports to principal/superintendent.

ASES/LEAP

Program Leaders **2:30-6:00 p.m.**

Attendance.

Delivery of curriculum for grade level reading literacy and enrichment hours.

Supervision in classroom and playground.

Reports to site coordinator.

ASES/LEAP TELEPHONE NUMBERS

9:00-2:30 p.m. 467-3216 ext. 130

2:30-6:00 p.m. 467-3216 ext 287