

Hilltop School Family Handbook



218 Ohio Street
Bangor, Maine 04401
(207) 945-3705

<http://www.bangorhilltopschoo.com>
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Hilltop School

Through both our curriculum and by example we strive to communicate to each child that he or she is a unique and valued individual.

Dear Family Members,

Thank you for considering Hilltop School/Bangor Children's Home for your child's early care and education. Hilltop School has a rich history of providing high quality care to the children of the Bangor region. We are committed to providing you and your family the highest level of care and education and are continually working to meet the highest standards. We participate in Maine Roads to Quality, a voluntary program designed to recognize and support providers who provide quality care. We know that selecting an early childhood program is a very important decision and we would like to help you make the best choice for your child. It is our hope that this handbook will answer any questions you may have about our services but we are happy to answer any additional questions you may have. I can be reached at (207) 945-3705 or by e-mail at hilltopschooled@gmail.com.

Tracy Garrow, Executive Director

Location and Hours of Operation

The Bangor Children's Home
The Hilltop School
218 Ohio Street
Bangor, Maine 04401

www.bangorhilltopschool.com

Phone: (207) 945-3705

Fax: (207) 945-3690

Business Hours:

6:30 a.m.-5:30 p.m.

Monday through Friday

Office Hours:

7:30 a.m.-5:30 p.m.

Monday through Friday

Hilltop School is a licensed year-round facility that offers a variety of services to meet the needs of your family. We offer full time, part time, and morning only options and all tuition includes two snacks and a hot lunch prepared by our kitchen staff.

Program Philosophy

Hilltop School provides a safe, nurturing, and supportive environment where children can develop physically, socially, emotionally, and cognitively and form relationships with other children and a network of caring adults. Our environment is filled with opportunities for children to explore and learn through fun, hands on activities. Teachers identify each child's individual needs and abilities and then plan activities based on these observations. We believe children learn best when they are interested in what they are doing, have readily available adult support and are involved in hands on activities that relate to what they already know. Families and early childhood educators share a common interest in the child's well-being. Because of this common interest we strive to build strong and positive relationships with our families. We welcome visits to our program at any time.

Admission and Inclusion Policy

Hilltop School does not discriminate on the basis of race, gender, religion, cultural heritage, political beliefs, marital status, sexual preference, disability, or national origin.

Hilltop School works with local agencies to support children with special needs including but not limited to Center for Community Inclusion and Child Development Services.

We will work to provide the accommodations necessary for all children to be successful as long as the accommodations do not impose due to undue hardship on the business. Undue hardship is defined as any action requiring significant difficulty or expense when considered in light of a number of factors. These include the nature and cost of the accommodation in relation to size, resources, and structure of the operation.

If interested in enrollment we ask all families to set up a time to come to the facility and meet with us so that we can tell you more about our program and answer any questions you may have. Once we have talked, we will walk through the facility so that you can see our classrooms. If you are interested in going on the waiting list or enrolling at this point we require a full enrollment packet to be filled out, a physician's form filled out by your child's doctor, a copy of your child's immunizations and a \$35 registration fee.

Security

Hilltop School is a secure facility. Upon enrollment, families will be provided with a numerical code, which will allow access to the building. Only families with children enrolled in the program will be given the code. Please use discretion in who you choose to share the code with.

We ask that you do not teach your child the code as it can pose a safety risk with them being able to get into the building without an adult. The code will be changed periodically to ensure the highest level of security.

Rules for the Licensing of Childcare Facilities

Hilltop School is licensed by the State of Maine yearly. A current daycare license report is available to review on request. A State of Maine Rules for the Licensing of Childcare Facilities book is available in the office for you to review. We are also enrolled in the Quality for ME program and are currently a step 3.

Staff

All new employees at Hilltop School go through new hire orientation. Each new employee is screened through 2 background checks as required by the State of Maine prior to their first day.

Hilltop School employs 11 classroom teachers, 2 float teachers, and substitutes. All head teachers are required to have either a CDA, Associate's Degree, or Bachelor's Degree in Early Childhood Education or related field. We require all teaching staff to be enrolled in the Maine Roads to Quality program and be at least a level 5. Additionally, we require all teaching staff to get an additional 40 hours of professional development per year.

Hilltop School has 3 administrative staff members- an Executive Director, Assistant Director, and an Operations Manager/Bookkeeper.

Hilltop School also employs a school cook, a morning maintenance coordinator, and an afternoon custodial staff member.

All positions must possess the required qualifications through the State of Maine. All teaching staff and administrative staff are required to hold current certifications in Pediatric and Child First Aid and CPR.

Family Involvement

Hilltop School has an open-door visiting policy for families and authorized pick up individuals. We welcome your involvement in the program. In the past, families have provided help in the classroom, with building maintenance issues or by chaperoning on field trips. We ask that as you participate, you respect the privacy of the children, families, and staff.

We have a Family Advisory Board which is open to all family members. The mission of the Family Advisory Board is to provide opportunities for families to support the developmental learning program and to support the staff of the school as well as the school itself. Every year we also ask families to complete a written satisfaction survey.

Family members are also welcome to serve on Hilltop School's Board of Managers. The Board of Managers meets bi-monthly on the third Tuesday of the month from September to May. If you are interested in serving on the Board of Managers please e-mail bangorhilltopschool@gmail.com for more information.

Family Communication

Hilltop School uses the following methods to communicate with families:

- Newsletters
- Weekly planning sheets
- About my day forms
- Flyers or notices
- Meetings or conferences
- Accident and Incident Reports
- Children's assessments
- Website and Facebook Page

Each child has their own mailbox in their classroom. Please make sure to check this daily and look for any announcements on the Family Information Board located outside of each classroom. We have a family e-mail list where we send out announcements and reminders and you also have the option of receiving correspondence, letters from the office, newsletters, etc.. electronically. If you are interested in being on this email list please let an administrative staff member know.

Birthdays and Holidays

Holidays are celebrated throughout the year. We make every effort to respect your family's traditions and customs. You will receive a questionnaire asking for your feelings on whether or not you would like your child to celebrate the holidays. If your family celebrates a holiday or tradition that you would like to share, please speak with your child's classroom teacher. Teacher's may provide a sign-up sheet for food donations. Please adhere to what is requested on the sign-up sheet. We require healthy snacks and limit sugary treats.

Birthdays are a special time in your child's life. We encourage celebrating that special day at school. Families may bring in a special snack to share with their child's class. Please speak with your child's teacher at least 2 days prior to bringing in a birthday treat so that arrangements can be made if there are children with allergies.

In fairness to everyone, if your child is having a party of any kind, we can only hand out invitations if the whole class is being invited otherwise, you will be responsible for distributing invitations off Hilltop School property.

Drop off/Pick up policy

Please have your child here before 9:00 a.m. This gives your child an opportunity to play and settle in before taking part in group activities. If you are going to be late arriving in the morning, please call the office. This allow us to know how much food to prepare for lunch. For your

convenience we do have voicemail available or you are also welcome to email us at bangorhilltopschoo1@gmail.com.

For staffing reasons, we ask that you do not drop your child off after 12:00 p.m. unless you notify the office ahead of time and arrangements have been made.

There is a sign in/sign out sheet for every teacher in the main office. It is extremely important that you are signing your child in and out each day.

All families must accompany their child to the classroom and make contact with the child's teacher upon arrival. Families must also make direct contact with the teacher at pick up. Once a child has been picked up from the supervising teacher, supervision of the child becomes the responsibility of the family member.

Please do not leave your child unattended on the stairs or in the hallways and please do not send them to their classroom alone. The parking lot can also be a busy place so we ask that you do not let them run ahead of you outside. Additionally, please note that anyone under the age of 18 must be accompanied/supervised by an adult at all times so please do not let family members of enrolled children under the age of 18 come into the building alone.

Children will only be released to a parent/guardian or another authorized pick up person (picture ID must be shown) over 18 years of age. Hilltop School must follow all court orders/custody agreements. Legal documents must be kept updated and on file. Any family member of sibling under the age of 18 must be accompanied by an enrolled child's parent/guardian.

Once a child has been picked up from the supervising teacher, supervision of the child becomes the responsibility of the family member. While we encourage you to speak briefly with your child's classroom teacher at pick up time, lengthy conversations are best saved for another time. Your questions and concerns are important to us and we want to give them the attention they deserve. When teachers are in the classroom their priority must be supervision of the children in their care.

Curriculum

Hilltop School takes the view of Piaget that young children learn best through play. "To understand is to invent", Piaget wrote in 1973. "Young children learn the most important things, not by being told, but by constructing knowledge for themselves, during interactions with the physical world and with other children. The way they do this is by playing." (Jones and Reynolds, 1992)

Young children learn through doing, touching, experimenting, choosing, talking, and negotiating. Everything is potential curriculum for young children. Emergent curriculum is planning what happens in the classroom and what the focus of learning will be through interactions between teachers and children. Both sides contribute ideas to build engaging and worthwhile units of study.

By actively observing children at play, Hilltop School teachers learn about the developmental progress of individual children and what skills and knowledge they are working on. They listen to children's ideas and interests and connect their curriculum goals with those of the children in responsive and creative ways. (Cadwell and Frye, 1997)

Our curriculum approach builds upon interests that emerge from our daily lives with the children. At Hilltop School, the children provide the ideas that form a foundation for activities and units of study that are then prepared, organized, coordinated, and facilitated by teachers.

Field Trips

Field trips are occasionally planned throughout the year to enrich the curriculum. Transportation is provided by a school bus, driven by a professional bus driver. Transported trips are scheduled in advance and require written permission. When possible, special guests are brought into the program to enrich the curriculum.

Photos

Being a non-profit community organization, Hilltop School often puts children's pictures in local newspapers, and slideshows, and occasionally videos on the local nightly news. No names are used to protect confidentiality. Additionally, we will post photos on our public Facebook page and website, however, no names of children are ever listed and no faces are shown in those photos.

Teachers will often take photos of the children within the classroom to post for families or use on their cubbies or special projects. Those photos do not leave Hilltop School and are only seen by families within the center.

If, for any reason, you would not like Hilltop School to have pictures of your child or use them as stated above, you must let the office know.

We ask that if you are coming into the program for any special events, that you respect the privacy and confidentiality of others and only take photos of your own children. Taking photos of other children in the program without permission is prohibited.

Toys from Home

Our classrooms are fully equipped with a variety of developmentally appropriate toys. If your child insists on bringing a toy from home, there is a possibility it might get broken or your child may be asked to store the toy in their cubby. Hilltop School is not responsible for any personal belongings that get damaged or lost. Guns, weapons, and other violent toys are never allowed.

Please check with your child's classroom teacher for their policy on show and tell.

Discipline Policy

We believe the most effective means of promoting positive development of young children is to treat them with trust and respect. Children need regular and predictable routines and limits. They also need the freedom to explore, express their own ideas and feelings and to make their own decisions. Hilltop School uses only constructive methods of guidance, including but not limited to interventions such as conflict resolution, encouraging the use of language skills, redirecting, providing choices, using praise, recognizing a child's strength and allowing for individual differences. Withholding food will not be used as a punishment or threat of punishment and food will not be used as a reward for desirable behavior. When used consistently, positive discipline fosters emotional growth as children identify their feelings and express them appropriately. Children learn to stand up for their own rights while respecting the rights of others. Positive discipline helps children develop responsibility and independence as they treat materials with care and respect. Time away may be used as an infrequent strategy or technique for teaching impulse control. Time away can be described as "taking a break" or a "cool down time". It does not have a time limit and the child is welcome back to the group when he/she chooses to return.

Hilltop School teachers have been trained in Conscious Discipline, a comprehensive self-regulation program that integrates social-emotional learning and discipline. Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. For more information on Conscious Discipline, visit <http://www.consciousdiscipline.com>.

Potty Training Policy

Children do not need to be potty trained to be enrolled in our toddlers classrooms downstairs and children do not need to be potty trained in Rooms 6 and 7, but must be potty trained prior to moving to the preschool classrooms in rooms 4 and 5 and they must be fully potty trained to be enrolled in our Pre-K program.

As a parent, you make the decision when your child is ready to begin potty training. Most children potty train between the ages of two and three years old. Once you have made the decision, we would be happy to help your child succeed. If your child has most of the following skills, they are probably ready for toilet training. If they do not have these skills or have a negative reaction to toilet training, wait a month or two and re-evaluate. Starting too soon can delay the process and cause frustration.

How to tell if your child is ready:

- Child can tell the care provider when they need to use the bathroom.
- Understands what the toilet is for and what it means to have a wet or dirty diaper.
- Knows the words for urinating and having a bowel movement.
- Can stay dry for at least two hours a day.
- Child has regular bowel movements.

- Can follow simple directions such as those for washing hands.
- Can independently pull pants up and down.
- Demonstrates a desire for independence or shows a desire to use the toilet.
- Adult can recognize when child is moving his or her bowels.
- Child is able to physically get to the toilet and sit on it without help.

Sanitation and Safety:

- The children will train on child-sized toilets, making unsanitary potty chairs and stools unnecessary.
- Please dress your child in pulls up. This helps to prevent the spread of germs. Children can switch to regular underwear after a two-week period with no accidents. Children may continue to wear pull ups or diapers for naptime after they have been trained.
- Please dress your child in clothing they can pull up and down on their own (avoid tight clothing, snaps, zippers, bibs, and one-piece outfits.)
- Soiled clothing will be sent home in plastic bags. We are unable to rinse the clothing due to risk of contaminating surfaces.
- Please provide your child with three (3) complete changes of clothing including socks and shoes (if possible).

Toilet Training Techniques

- Caregivers will approach toilet training in a calm and easygoing manner.
- Caregivers will learn the words the family uses for body parts, urine and bowel movements in order to be consistent.
- Children will be scheduled to use the potty at consistent times, whether they have asked to use the potty or not.
- Children will be shown to use the toilet by discussing and practicing each step.
- Caregivers will include toilet training into the daily routine by reading books and singing songs that reinforce skills.
- Children will be taught to wipe from front to back.
- The children will not be forced to sit on the toilet against their will or for long periods of time.
- Praise and encouragement will be given for the effort and any successes.
- Children will never be punished for accidents.
- Children will be supervised at all times during toilet training.

Children with special needs may require additional help and strategies for a successful toilet training experience. Help will be sought, as needed, from other professionals.

Expulsion from the Program

Hilltop School reserves the right to dismiss children from the program for the remainder of the day for unsafe behavior and to terminate a child from the program. This would occur only after meeting with the family, seeking consultation from child development professionals and making every effort to meet the child's needs. If Hilltop School is not the appropriate setting for your child, we will work with you to find another program better suited to your child's individual needs.

Physical Activity Policy

We at Hilltop School are committed to your child's health. We recognize the importance of staff as positive role models for children as they learn to live healthy lives. Therefore, we will:

- Provide a minimum of one hour a day of physical activity in every eight-hour day, one half hour for our ½ day students.
- Role model positive behavior by being physically active with the children, both indoors and outdoors.
- Encourage all children to try new physical activities and respond positively when they do.
- Provide fun and engaging physical activities daily both indoors and outside.

We participate in the 5-2-1-0 Goes to Childcare Program, a program aimed at increasing healthy eating and physical activity in the childcare environment. Through the generosity of a 5-2-1-0 Goes to Childcare grant, we have installed raised gardening beds providing the children an opportunity to garden.

Nutrition Policy

Children in our care will be offered a hot lunch and morning and afternoon snack. Meals and snacks are served family style and children serve themselves with adult guidance, when safe to do so. Small pitchers will be provided so children may pour their own water and milk. Meals are a time for interaction and are served in a relaxed, happy and non-rushed atmosphere. As a group, children are encouraged to try all foods, but not forced to eat. Attention, whether positive or negative, is not directed to any child.

Our vision for the food program is to:

- Avoid processed foods where possible and emphasize nutritious homemade meals.
- Reduce sugar, salt, and empty calories.
- Introduce new flavors and textures and discuss the interesting and healthy foods the children are eating.
- Attempt to eat a rainbow of fresh, seasonal fruits, herbs, and veggies.

Children who have **documented food allergies** or who have **religious dietary restrictions** may be allowed to supplement foods from home. Family members may be required to meet with the kitchen staff. If after meeting with the kitchen staff, it is determined necessary, parents may be asked to bring in food from home. A food allergy alert will be kept in the child's file and a listing of all children with dietary allergies will be distributed to classroom teachers. There will be no adjustment made in the weekly tuition for children with food allergies.

Children dropped off prior to 7:30 a.m., are welcome to bring a small breakfast item to eat in the classroom. **Hilltop School is a nut free program. If you provide food for your child, please do not provide food containing nuts of any kind.** In all other circumstances, we ask that food not be brought into the classrooms. Food in the children's cubbies encourages ants and poses a safety risk to children with allergies. All outside food is put away promptly at 7:30 a.m.

Please do not bring sippy cups to school. The American Dental Association recommends transitioning from a sippy cup to a regular cup by the child's first birthday. If your child is not comfortable drinking from a cup, we would be happy to help them learn this important skill.

We do encourage each child to have a water bottle with them at school that they can use throughout the day.

Illness Policy

Children attending school should be free from contagious illness. Children should NOT attend if they have had a fever, diarrhea, or vomiting within the past 24 hours or have an unexplained rash. Children must be fever free for 24 hours without the use of medication to return to school. Should your child become ill at school, we will call you immediately to ask you to come pick up your child. Children who have a fever over 101 degrees, vomiting, three episodes of diarrhea or are too sick to participate in the program must be picked up within an hour after the parent/guardian is contacted. Hilltop School reserves the right to ask for a physician's note clearing a child to return to childcare.

The State of Maine Licensing guidelines require each child attending childcare have the mandated immunizations against communicable disease and a physical exam completed within a calendar year of enrollment. No child shall be required to be immunized if his/her parent states in writing a sincere religious or philosophical belief that is contrary to the immunization requirements or if the child's physician submits documentation that immunization against one or more diseases is medically inadvisable. In the event of a disease outbreak children not vaccinated for religious, philosophical, or medical reasons will be excluded from the program until the outbreak no longer exists, or until the child receives the necessary immunizations. The length of exclusion from the program, in the event of an outbreak, will be determined after consultation with the school's medical advisor and the American Academy of Pediatric guidelines.

Medication Administration Policy

Hilltop School will administer medication to a child when the dosage time cannot be adjusted to permit home administration or the medication is required in the event of a potentially life-threatening event. Medication will be administered with written approval of the parent and an order form from a health provider. Medication must come in its original container/bottle, clearly labeled by a pharmacist with the child's name, the name and strength of the medication, the date the prescription was filled and the name of the ordering physician. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Our school's physician or nurse consultant will train staff responsible for the administration of medication.

As a reminder, medication cannot be given to mask symptoms that otherwise might require a child to be kept home. If you are asking us to administer an over the counter medication we do reserve the right to ask you to get a doctor's note.

If no office staff is present, please deliver medication to your child's classroom teacher. They will have a copy of the Permission to Administer Medication form. Please fill it out, sign, and return the form to the teacher.

Medication is never to be left in a child's backpack.

Holidays

Hilltop School is closed on the following twelve days:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day and Friday after
Christmas Eve and Christmas Day
Staff Development Day- End of Aug. or beginning of September

***Please note, weekly fees are not adjusted for holidays or in-service days.**

Snow Days

Hilltop School may close for extreme weather conditions, power outages, and loss of water or heat. Closures will be announced on WLBZ 2, WABI TV5, and our Facebook page. If the need arises to close after we have opened, it will be televised on the channels listed and parent/guardians will be called. We will be listed as Bangor Hilltop School to distinguish us from another school by the same name in Caribou.

Weekly fees are not adjusted for closures.

Mandated Reporter

As childcare providers and teachers, Hilltop School staff are mandated reporters. Maine law requires that any suspected cases of physical or sexual abuse or neglect are reported to Child Protective Services. We are mandated to self-report in the case of allegations against a staff member. All Hilltop School staff members are trained on the signs of potential abuse and neglect and mandated reporting procedures and we repeat this training every 2 years.

Financial Policies

We understand that childcare is a large financial investment for families and work very hard to keep our fees as affordable as possible while still providing high quality early childhood education program.

In an attempt to assist participating families in affording childcare, we participate in Aspire, DHHS, and the Military Fee Assistance Program.

- A one time, non-refundable \$35.00 registration fee is due at the time of enrollment. The registration fee will guarantee your child's spot on the waiting list or if we have availability it will hold your child's spot until their official start date.
- Tuition may be paid on a weekly, bi-weekly, or monthly basis. We accept cash, check, or ACH payments. If you are paying by cash it must be handed directly to an administrative staff member so we can write you a receipt and log it. Please do not leave cash in the tuition box. For ACH payments there is an annual fee of \$10.00. If you are interested in signing up for ACH payments please see our bookkeeper.
- Tuition is due by Friday for the following week. Tuition not received by Friday for the week that services were provided will be charged a late fee in the amount of \$10.00. Accounts more than one week in arrears will be charged an additional \$20.00 per week until the account is brought up to date. Each additional late fee will be added to prior accumulated late fees.
- We require two weeks written notice prior to your child's last day at Hilltop. If you fail to give two weeks' notice, you will be responsible for tuition payment for the two weeks tuition.
- If your child attends any day during a week, your regular weekly tuition is due. If your child is absent for an entire week for vacation, we offer one full week per fiscal year (Sept. 1-Aug. 31) at a tuition rate of ½ their usual rate. The child must be enrolled for 3 months before accessing this benefit. Please notify the Bookkeeper ahead of time if you wish to use this week so we can adjust your account accordingly. There is no reduction in fees for holidays.
- If a check is returned for insufficient funds, we charge a \$35.00 returned check fee. After two such instances, we may require the tuition be paid in cash.
- We reserve the right to withdraw your child from the program for unpaid tuition.
- Outstanding accounts may be referred to our collection agency. If that becomes necessary, a collection fee of 29% of the overdue balance will be added.
- If you wish to make a schedule change, please notify the office in writing. Schedule changes are based on availability and not always guaranteed.
- If you will be using a subsidy, we will need to have all required documentation prior to your child's start date. If your child starts before the subsidy has gone into effect you will be responsible for all tuition payments in full.

Late Pick up Policy

Hilltop School is open from 6:30 a.m.-5:30 p.m. A late charge of \$20.00 will be charged for children picked up between 5:30 p.m. and 5:45 p.m. An additional \$15.00 will be charged for every additional 15-minute period. This amount must be paid in cash or in a separate check to the administrative staff. If after a half hour, you have not contacted us and we have been unsuccessful in reaching the parents or an emergency pick up person, the police department will be notified. While we understand the circumstances beyond your control may cause you to be late, when children are late being picked up, we incur additional payroll expenses. If late pick up becomes a chronic problem, we reserve the right to ask that child to leave the center.

Emergency Evacuation Policy

In case of an emergency making it unsafe for children to re-enter the building, the children will be transported by Cyr bus to our emergency evacuation location. Upon arrival at the emergency location, families will be called to pick up their child.

Fire Drills

We practice monthly fire drills. Teachers are not notified ahead of time. All rooms in the building have a main exit and an alternate exit and we practice both ways of exiting the building. All fire drills are logged and the log is available in the office for viewing.

Your Responsibilities

1. Please let the office know if your child is going to be absent, either for illness or vacation. Inform the office of any changes in your contact information or your child's schedule.
2. Dress your child in comfortable play clothes with appropriate footwear for running and jumping. Their play often involves messy activities so please do not send them in clothing you do not want soiled.
3. Leave a complete set of extra clothing, including socks and underwear, in your child's cubby.
4. Please speak with your child's teacher frequently and share any information that might be affecting your child.
5. Read the daily notes and monthly newsletter to stay informed of what is happening in your child's classroom and the center.
6. Provide your child with a blanket, pillow, and comfort item such as stuffed animal for naptime.

Conflict Resolution Procedure

We value your input and rely on your feedback. If you have a concern, please speak with the person as soon as possible. Most issues can be resolved immediately if families and staff discuss them openly. The Bangor Children's Home/Hilltop School is a non-profit cooperation governed by a Board of Managers through its Executive Director. Attempt at resolution of problems should proceed in the following sequence:

1. Teacher or staff member
2. Executive Director
3. Board of Managers (through the Executive Director)

Reports of alleged licensing violations may be reported to the Executive Director. Reports may also be made directly to the state licensing unit.

By phone: Child and Family Services 1-800-452-1999

By mail: Department of Human Services
Child Care Licensing Unit
State House Station 11-221 State Street
Augusta, Maine 04333-001

This works for compliments as well!

Thank you for taking the time to consider Hilltop School for your child. We look forward to working with you and your family. Please feel free to contact us if we can help in anyway.