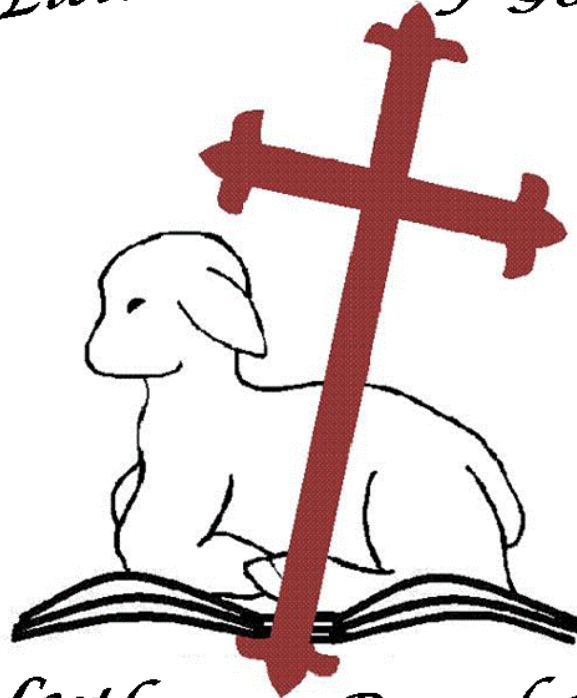


Little Lambs of God



Lutheran Preschool

. a ministry of
Lamb of God Lutheran Church
6232 N. Jones Blvd.
Las Vegas, NV 89130
(702) 645-5229

**Pre-School
Family Handbook
2010-2011**

"Connecting People with Jesus Christ and with One
Another."

A Message from the Director

In my 29 years of experience, I have had the opportunity to work with a variety of highly educated and experienced teachers in early childhood. Little Lambs of God Preschool is no exception. We are so blessed to be able to offer such a high quality staff to our parents and families.

Our teaching philosophy is to use the highest, most effective, teaching techniques which we accomplish through structured play. Within our Christian environment, using theme based curriculum, our teachers construct lesson plans that help children learn through the adventure of songs, games, and play.

Our classrooms are set up in learning centers which are equipped with age appropriate activities that encourage our students to become enthusiastic learners.

Little Lambs of God Preschool is committed to having a well-run, purposeful program which strives for professionalism and is responsive to the Church, child, and family needs.

Tammy Cross
Preschool Director

Little Lambs of God Preschool
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Little Lambs of God Lutheran Preschool

Preschool Mission

The mission of Little Lambs of God Lutheran Preschool is to provide our students with a well-rounded and high quality Christian education in a warm, caring, and age appropriate environment.

Philosophy

Little Lambs of God Lutheran Preschool seeks to work cooperatively with students and families by developing sound moral values, responsible social skills, and spiritual growth in Jesus Christ our Lord.

Little Lambs of God Lutheran Preschool provides Christ-centered, age appropriate learning experiences in a loving Christian environment. Children have the opportunity to confidently develop their spiritual, social, physical, creative, intellectual and emotional selves. This is the foundation on which they can build lifetime success.

Lamb of God Lutheran Church, School and Preschool History

The seeds for Lamb of God Lutheran Church and School were planted in 1989 when four couples envisioned a new Lutheran mission congregation in the rapidly expanding northwest area of Las Vegas.

The first worship service of Northwest Lutheran Mission, as it was then known, was conducted in 1990 at a chapel that was owned Catholic diocese, run by the Episcopalians, and worshipped in by Lutherans and Episcopalians. That first service was attended by 13 people.

In 1992, a 5-acre site at the corner of the 215 Beltway and Jones Blvd. was gifted to Lamb of God by Cal and Vicki Owens in order to establish a church and school. Construction soon began on a 40,000 square-foot multi-functional worship center, preschool, and fellowship center. Since that time, Lamb of God Lutheran Church has grown to almost 1000 members.

Little Lambs of God Lutheran Pre School opened in the church in 1995. In 2001 a Kindergarten and 1st grade were opened in the church. In 2004, through the generous contributions of church members, construction began on a new elementary school building and an administrative building. This modern school campus is currently home to over 450 students, from preschool through 5th grade. Each class is taught by highly qualified and caring Christian teachers and the elementary program includes computer time, music/band, art, sports, and hands-on science programs.

School Policies

Admissions Policy

Your child must be at least 2 years of age by September 30th to attend Little Lambs of God Lutheran Preschool. **Children will not be allowed to begin school** if a copy of the child's birth certificate, up-to-date immunization records and Doctor's release are not received. All children who meet the above requirements are eligible for admission to the preschool. However, any student showing signs of behavior concerns or other issues will be admitted on a two week probationary period at the Director's discretion.

Appointments & Early Dismissals

We recommend all appointments for your child be scheduled outside of school hours. If it is necessary for a student to leave school for an appointment, a note should be sent to school, and the student signed out at the office before leaving school grounds. If the student returns to school, he/she must be signed back in at the school office before returning to class. No child will be permitted to leave school without notification from the parent/guardian. This is necessary for the protection of your child. Picking up your child early on a regular basis is not permitted.

Arrival and Departure Policy

Hours of Operation

Half Day Sessions: (MWF, T/TH or M-F)

Morning

8:30a.m.-12:00p.m.

Afternoon

12:30p.m.-4:00p.m.

Full Day Sessions: (MWF, T/TH or M-F)

Full Day

7:00a.m.-6:00p.m.

Contracted full time students who arrive before 8:00 AM should report to the Preschool Learning Center.

Students not picked up by 12:15 for AM session and 4:15 for PM session will be escorted to the Preschool Office. You will be charged \$1.00 per minute per child late charge.

Classroom doors open at 8:30 AM for morning session and 12:30 PM for the afternoon session.

Little Lambs of God Lutheran Preschool is not responsible for your child before this time. Please escort your child to their appropriate classroom and sign him/her in. Always remember to say good-bye to your child and let him/her know who will return for pickup.

At dismissal time the children must be picked up from the classroom and signed out. We will only release your child to those listed on your registration form for authorized pick up (age 18 & older, please). A person unknown to the staff will be required to show a photo ID in order for us to release your child. If someone else will be picking up your child, we must be notified in writing for legal reasons.

Attendance Policies

As a courtesy to the class and teacher we appreciate a phone call to let us know you are not going to attend class that day. A written note is appreciated for extended illnesses or planned absences. Any class time missed will not be refunded or pro-rated.

Chapel

Worship is at the center of church life. It is in worship that Christians find, nurture, and express their relationship to God. During our weekday program, children will learn about worship through daily experiences of prayer, praise and song. All classes will attend a weekly Chapel service in the church sanctuary. All children must participate. All these early worship experiences are carefully structured around the characteristics, abilities and interest of small children. At this time we will collect a freewill offering that will be donated to such causes as Hearts of Jesus, Lutheran World Relief, and Lutheran missions, etc. It is through these offerings that we complete service projects with the children. Parents/guardians are encouraged and welcome to stay for chapel worship and participate with the children in this special time of worship. Chapel is usually 15 minutes in length. Check with your child's teacher for day and time of worship.

Child Abuse Reporting Obligation

Little Lambs of God staff members are legally obligated to report to the proper authorities any reasonable suspicion of child abuse or neglect. School staff will make such a report in the best interest of the affected child. It is up to the authorities to investigate. The school will not contact the family in advance of the report.

Church & Sunday School Attendance

We encourage you and your child to attend worship services and Sunday school regularly at Lamb of God as part of your child's total Christian Education.

Class Size

Little Lambs of God Preschool follows all State of Nevada Bureau of Services for Child Care rules and regulations on Student/teacher ratios.

Each classroom consists of a Lead Teacher and an assistant when applicable per state regulations. The mission and ministry of Little Lambs of God

Lutheran Preschool are to provide a high quality learning environment and believe this is successfully achieved with low student/teacher ratios.

Curriculum

The curriculum used by Little Lambs of God Lutheran Preschool meets or exceeds all requirements set by the Nevada Department of Education. We integrate our faith into all areas of the curriculum. Students at Little Lambs of God Lutheran Preschool receive religious instruction in their classroom and through the chapel program. Our Biblical references typically refer to the New International Version of the Bible.

Our students will sing at regular church services at Lamb of God Church. All students must attend during the times that they are scheduled to sing during throughout the school year. The dates of these performances are provided by the teacher.

Little Lambs of God Lutheran Preschool's curriculum gives children opportunities to:

1. Grow spiritually while:
 - a. Developing a sense of trust.
 - b. Knowing Jesus as their Savior and "best friend".
 - c. Seeing themselves as God's children.
 - d. Learning in a Christ-centered environment that is permeated by the love of God and Jesus Christ.
2. Grow emotionally while:
 - a. Developing a feeling of self-worth as a loved and accepted child of God.
 - b. Developing a sense of security and trust while showing independence and self-responsibility.
 - c. Learning how to express their emotions in appropriate and acceptable ways to others.
3. Grow socially while:
 - a. Learning to share, take turns and be patient.
 - b. Learning to play, work, and communicate with other children and adults.
 - c. Accepting change in environment and routines.
4. Grow physically while:
 - a. Developing gross and fine motor coordination.
 - b. Developing eye-hand and eye-foot coordination.
 - c. Becoming aware of their bodies and senses.
 - d. Gaining spatial awareness.
5. Grow intellectually while:
 - a. Experiencing activities through themed related subjects which also include letters, numbers, shapes, colors and sizes.
 - b. Experiencing activities with mathematical concepts, the alphabet and letter sounds.

- c. Continuing to develop language use and understanding.
 - d. Developing pre-readiness skills such as:
 - i. Love and interest in books.
 - ii. Visual and auditory discrimination and increased attention span.
 - e. Beginning to see the perspective of others.
 - f. Initiating activities.
6. Grow creatively while:
- a. Viewing themselves as unique individuals created by God.
 - b. Developing and expressing their own God-given ideas, talents, and abilities in areas such as drama, music, and art.

Information on the specific academic expectations and curriculum not covered above is available in the preschool office.

Declaration of Exemption

As provided by the amendment of NRS 394.211, Little Lambs of God Lutheran Preschool has a certificate of exemption from the Nevada Department of Education and is therefore exempt from the Private and Elementary Education Authorization Act.

Discipline Policy

At Little Lambs of God Lutheran Preschool, discipline emphasizes the importance of following God's law with the glory of his forgiveness. The children gain the understanding that God loves us even when we behave unacceptably.

Developmentally appropriate discipline does not mean punishment. It is a positive guidance to encourage appropriate behaviors and to redirect children from negative and harmful practices into positive ways of behaving. Discipline is derived from the word disciple, which means "an early follower of Jesus." The purpose of discipline is to, with God's help, promote self-control, kindness, and respect as Jesus would in a community where both God's expectations and His forgiveness function. (No physical punishment in any matter or form shall be inflicted upon a child.)

Our staff will:

- Provide positive role models of acceptable behavior.
- Provide positive reinforcement for appropriate behaviors and choices.
- Redirect children away from problems and toward constructive activities.
- Provide acceptable choices to guide children away from inappropriate behavior.
- Include children in the resolution of conflict.
- Protect the safety of children and staff at all times.

- Always value the child.

In the event of persistent unacceptable behavior, the preschool staff will:

- Observe and record the behavior of the child and the staff response to the behavior.
- Discuss the situation with the preschool director, especially those involving injury of other children or property destruction.
- A meeting with the child's parents/guardians may be called to address the preschools concerns.
- Develop a plan to address the behavior in consultation with the parents/guardians and with other professionals when appropriate.
- When misbehavior has become a continuous disruption in the classroom or causes a threat to the safety of others or self, Little Lambs of God Lutheran Preschool reserves the right to expel that child.

Dress Code

Lamb of God Preschool maintains a uniform dress policy to assure that students are neat, clean, and well groomed. Our students are expected to be in uniform at all school activities, except for designated non-uniform days, such as Thursdays and Fridays when Spirit t-shirts *and plain blue jeans* may be worn. Clothing should be weather appropriate. Uniform clothing is to be in good condition and of reasonable size. Excessively over-sized clothing is not acceptable. Disregard of the uniform policy will result in disciplinary action. School logo is not mandatory for preschool uniforms.

Our uniform providers are Campus Club, Dennis, or Schneider's. We have given our parents the option to purchase most uniform items (polo shirts, shorts, pants, etc.) at other retail outlets. However, the items purchased must match the patterns and styles of our chosen uniform providers. Acceptable uniform options are on display in the front office.

<u>Girls' Uniform Options</u>	<u>Boys' Uniform Options</u>
Daily	Daily
Navy or Khaki twill skirt/jumper/skort	Navy or Khaki twill shorts
LLOG Plaid Skirt	Navy, Maroon or White polo shirt
Navy or Khaki twill pants/capris/shorts	Navy, Maroon or White turtleneck
Navy, Maroon, or White polo shirts	Navy or Maroon cardigan/vest
Navy, Maroon, or White turtleneck	
Navy or Maroon cardigan/vest	

The hemmed length of skirts, skorts, and jumpers must be no shorter than "finger-tip length" when the student's arm is fully extended. Girls need to wear plain shorts under skirts and jumpers.

Shoes/Socks: Open toed sandals, flip-flop style sandals, platform shoes, narrow or spiked heels, boots, heeled shoes, and shoes without back straps may not be worn. Heels should be no more than 1" high.

Outerwear: The school insignia is optional. Jackets, coats and sweaters do not need to be school colors. However, they may not be worn in the classroom or church, nor can they have inappropriate slogans or messages.

Grooming: Outlandish hairstyles and unnatural hair colors are unacceptable. Hair must be neat and clean. Boy's hair must be off the collar and above the eyebrows. Visible tattoos must be covered during school hours. Grooming not within these standards will be considered a dress code violation.

Due Process

Should you have a concern about your child's preschool experience, you have an obligation to your child and yourself to contact the school. We recommend you take the following steps in resolving all concerns.

1. Your first contact should be with your child's teacher to discuss the problem and hear the teacher's explanation.
 - Your questions and comments should be made in a calm and reserved manner. This will most likely secure cooperation, help and bring a resolution to the problem.
 - Remember your goals and the teacher's goals are the same: to help your child.
2. If step one does not resolve your concern you and your child's teacher should jointly contact the preschool director for discussion and resolution.
3. If you still feel the problem is not resolved, the teacher, preschool director and principal will meet with you to discuss and resolve the issue.
4. The final level of appeal would be a meeting between the parent/guardian, teacher, preschool director, principal, and an appointed school board representative. If you have any concerns or complaints you may call **"State of Nevada Bureau of Services for Child Care Licensing"** at **702-486-6604** or **486-5680**.

Family Communication

Each child will have a cubby with their name on it. Our monthly school newsletter, monthly or weekly classroom calendars will be sent through e-mail and your child art work, book orders, and special notices will be placed inside your child's cubby.

If you need to deliver an urgent message during class time, please ask the preschool office to deliver it ASAP. Please refrain from calling during class time to speak with the teacher unless there is an emergency. The teachers will be happy to speak with you before or after class, or at a more convenient time for both of you.

Parent-Teacher conferences are held twice a year as noted on our school calendar. Other conferences may be scheduled as requested or needed. Do not send any form of tuition payment in this folder.

Field Trips

Field trips are at the discretion of your child's teacher. These trips will be scheduled at least two weeks in advance with details and a permission slip sent home with each child. According to State of Nevada Bureau of Services for Child Care Licensing a permission form must be signed for your child to participate. **Siblings will not be allowed to participate on these field trips unless approved in advance by the teacher.**

If parents do not wish for their child to participate in their class fieldtrip, they must make other child care arrangements.

Parent/guardian drivers must be insured and a current copy of your driver's license and insurance card must be on file in the school office. Children are required to bring their booster or car seat in order to go on the field trip. This is state law which states "a child 6 years **and** 60 pounds, needs to be in a car seat or booster seat."

Fire Drills/Shelter In Place

The school is required to conduct monthly fire drills as well as quarterly shelter in place drills. Routes to the exit for each room are posted in that room. Shelter In Place Drills are required to deal with a variety of possible situations that may occur. A copy of the Preschool Safety Plan is available for parent/guardian viewing in the preschool office.

In case of an emergency disaster takes place at our school, all LLOG children and teachers will walk to Lied Middle School located at 5350 W. Tropical Pkwy.

General Health

Any child, who is vomiting, has diarrhea or a fever will be sent home from preschool. **Children must remain at home until they have been vomit, diarrhea or fever free for 24 hours or given clean bill of health by a medical professional.** The Clark County Health Department is our resource for health related issues, including exclusion of children due to communicable diseases.

Pink eye, Strep throat, and all other communicable illnesses will be sent home immediately and not allowed back into class without a doctor's note.

Lice (first and second incident) will be sent home immediately to be treated and will not be allowed back into class without a doctor's clearance. Third incident of Lice will result in automatic expulsion from Little Lambs of God Preschool.

If a student has a fever, parents will be notified immediately. ***There is a one (1) hour time limit to pick up a sick child after the parent has been notified. Failure to do so may result in dismissal.***

Gum, Candy & Soda

Gum and soda are not allowed in school. Candy is not allowed in the classroom except in the case of pre-planned events. We understand some prepackaged lunches come with a candy dessert, which will only be allowed at lunchtime.

Harassment Policy

All individuals and guests at Little Lambs of God Lutheran Preschool are to be treated with respect and dignity. Lamb of God is an environment free from harassment and violence. **It is a violation of Lamb of God's standards for anyone to harass another person through conduct or communication that is demeaning or physically harmful.**

Harassment is considered to be words or actions directed toward an individual or group which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or group based upon a person's age, sex, race, religion, size or ethnic origin. Verbal comments, sexual name calling, gestures, jokes, slurs, and spreading rumors directed toward an individual or group are considered to be harassment.

Persons committing such acts will be subject to a full investigation from the School Board and possible expulsion of their child.

The language of our students and adults should always reflect the highest Christian standards. Street expressions, crude expressions, or rude remarks, cursing and swearing are not acceptable and will result in disciplinary action as needed.

Threats of violence are grounds for immediate expulsion.

Medication

Little Lambs of God Lutheran Preschool will administer prescription medication only with documented permission. The following rules MUST be followed for the school staff to give a child the required medication. It is the

parent/guardian's responsibility to keep the school up to date on any allergies. Records are kept on file, in the preschool office and in the classroom with the child's teacher.

Prescription medication to be given at school must have:

1. A written order from the physician.
2. Parent/legal guardian signed permission.
3. Medication must come in the original container with the prescription label on it stating *the child's full name*, the name of the drug and the dosage.
4. The time a medication is to be given and other instructions, side effects, etc. must be in writing.

Procedures for Medication:

1. All medications administered at school will generally be kept in the office.
2. The only exception is medicine needing to be given immediately after an incident, such as epi pens and inhalers. These will be kept by the teacher in a secure location.
3. Medication will be taken by the student at the designated time while supervised by authorized personnel.
4. Refrigeration is available for medicine that needs to be kept cold.
5. Limited quantities of medication should be kept at school.
6. Parents/guardians must notify the school in writing when a drug is discontinued and/or the dosage or time is changed. If medication is resumed, a new order must be received by the school office.
7. The school office is to keep an accurate and confidential record of medication received by each pupil.
8. Newly written orders from the doctor must be renewed annually for students on long-term medication.
9. No child may have any type of medication (prescription or non-prescription, cough drops, etc.) on their person, in their desk or school bag at any time. This is for the safety of all.

All preschool staff members are CPR certified in case of an emergency.

Non-Discrimination Statement

Lamb of God Lutheran Preschool admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Lamb of God Lutheran Preschool does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its educational policies, admission policies or other school-administered programs.

Parent-Teacher Conferences

Students are evaluated in the Fall and again in the Spring to track the development of each student. Fall conferences are mandatory and need to

be scheduled with the teacher. Spring conference is optional. Please refer to the calendar for conference dates and times. During the week prior to these conferences, sign-up sheets are available in the classroom. Additional conferences may be requested by either the parent/guardian or teacher.

Parent Teacher League

Our PTL sponsors events and fundraisers which help enhance both schools. Your participation is highly encouraged throughout the year whether it is attending meetings or volunteering for an event, etc.

Parties

Teachers will determine which Holidays and occasions are celebrated in their classroom. Parents/guardians may not schedule parties without prior teacher approval.

For birthdays, nutritious treats or snacks may be brought in for each member of the class. Please **schedule** with your child's teacher prior to that day. Due to children's feelings getting hurt, any student circulating party invitations in class must invite every member of the class or either all the boys or all the girls. Please check with your child's teacher to confirm any food allergies in the class.

Picture Day

A preschool picture is scheduled in the fall of each school year. A class picture will be taken as well as individual pictures. If your child is absent, make-up days will be scheduled. If your child is not available for either day he/she will not be included in the yearbook.

Playground

Little Lambs of God students are the only children allowed to utilize the playground during school hours. Siblings may play on the play equipment during drop off and pick up times up to 10 minutes before or 10 minutes after this specific time. Siblings must be supervised at all times by an adult when playing on the playground. Playground rules are posted and must be enforced to assure the safety of all children. **(Due to students with allergies no food is allowed on playground.)**

School Closings

We will make every effort to inform you of any closing due to power outages, water main breaks, etc. by a direct phone call from your child's teacher or another school staff member. We will not reimburse for any school closings that are not in the schools control.

Smoking

All of Lamb of God's buildings are smoke free facilities. Smoking is prohibited in all areas of the buildings and within 20 feet of an entrance. The entire school campus is considered a smoke free environment.

Student Class Placements

Little Lambs of God Preschool will take requests of class and teacher but cannot guarantee choice.

Toys and Personal Possessions

Students are not to bring toys, trading cards, and video games to school. Teachers may request items to be brought in for "show & tell". We will not accept responsibility for any item lost or damaged at school. Please make special arrangements with your child's teacher when something is brought for an after school activity (example: Karate/gymnastics class, sleepover, play date, etc...). Please make sure all personal belongings are labeled.

Tuition & Fees

Registration Fee is an annual fee payable at the time of application for enrollment.

This amount does not apply towards tuition. The registration fee is non-refundable nor is it transferable. The registration fee pays for administrative costs and includes one themed t-shirt, a yearbook, and access to RenWeb.

Tuition is charged to your account monthly. A monthly payment option is determined at registration time and payments begin August 1, 2010. Tuition can also be paid in a lump sum. Credit cards are accepted. However, a convenience fee does apply.

Multiple Family Members Discount: Families enrolling more than one family member in the school and/or preschool receive a 15% sibling discount. The discount is taken from the second child or the lower tuition rate. Only one discount is allowed per child.

POLICIES REGARDING RATES, LATE PAYMENTS, and WITHDRAWALS

- Tuition payments are due on the first of each month. Tuition payments will be subject to a \$20.00 late fee if payment is not received on or before the close of business on the 10th of the month. If the 10th falls on a weekend it will be due the Friday prior. This fee will accumulate for every 30 days past due.
- Students may not enroll for the next school year if their account balance is past due.

- There is a fee of \$30.00 on any check that is returned to the school for insufficient funds. (Fee subject to change per bank). All returned checks will be held until paid in full with check fee. Following a **second** returned check, all payments will need to be made by money order or cashiers check.
- If tuition payments fall 30 days in arrears, the Director may suspend the student from enrollment until account is paid in full.
- A thirty day written notice of withdrawal must be provided to the preschool office. A reimbursement of the remaining **full** month's tuition will be provided for those who have paid their tuition annually.

Vacations

As much as possible, family vacations should be planned to coincide with days when school is not in session. Classroom time is important for the instruction of lesson material and new concepts, for class discussion and interaction between pupils and teacher, and for developing responsibility for regular attendance at school and work in the future. Please contact the teacher regarding vacations during the school year.

Visitors on Campus

All visitors entering the preschool must report to the preschool office and sign in before proceeding to the classrooms. Badges will be given to each visitor and worn to ensure everyone's safety. Visitors are required to sign out and return the badge when leaving campus. Please attempt to schedule visits one day in advance.

Volunteers

Parent/guardian volunteers are encouraged and appreciated. Please coordinate with your child's teacher on what and when volunteers are needed. Volunteers must report to the preschool office and sign in/out before proceeding to the classrooms. Badges will be given to each volunteer and worn to ensure everyone's safety.

Yearbook

Every student will receive a school yearbook at the end of the school year. This is provided as part of your Registration Fee.



The responsible organization for this preschool is Lamb of God Lutheran Church:
6220 N. Jones Blvd., Las Vegas, NV 89130. The Director is responsible for the daily operations. The staff can be reached through the school office at (702) 645-5229 and fax (702) 645-6031.

Little Lambs of God Lutheran Preschool is licensed by and registered with the State of Nevada. All city, county, and state, fire, health and sanitation requirements have been met. We carry liability insurance that is appropriate for our preschool. A copy of our preschool safety plan is available for parent/guardian viewing in the preschool office.

Board of Christian Education Members

Mr. Ed Van Derske, Director
Mr. Scott Devore
Mrs. Jolene Hawkes
Mr. Fred Haas
Mrs. Anita Jones
Mrs. Amy Knight

