

# GRACE LUTHERAN PRESCHOOL

“Learn and Grow in a Faithful Community”

## Parent Handbook

Rev: 08/2020

**Address:** 16 N. Braddock Street  
Winchester, VA 22601

**E-mail Address:** preschool@gracewin.org

**Telephone:** (540) 678-0635

**Executive Director:** Jennifer Strickler

**Teachers:** Phelicia Beachley  
Whitney Biddle  
Kathy Reed  
Bernadette Sisler  
Aimee Taylor

**Board of Directors:**

Jeanette Kline	- President
Valerie Rice	- Vice President
Christina Rauhala	- Secretary
Julie Boyce	- Treasurer
Jonathan Boynton	- Pastor/ Parish Liaison
Jennifer Strickler	- Preschool Executive Director
Suzanne Conrad	- Church Council Liaison
Elizabeth Dame	- Parent Representative
Darin Ashwood	- Health Officer
Toby Boyce	
Linda Humphrey	
Heather Hillary	
Sam Marcus	

**Mission:**

*To learn and grow in a faithful community.*



**Educational Philosophy:**

*“Jesus said, Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven.”  
Matthew 19:14*

The preschool has been designed for children; it is above all else their school. The primary objective is to allow all children enrolled in our program to grow and develop as unique individuals. To accomplish this, the environment has been carefully prepared so that children can explore a variety of equipment and materials. We believe in providing a physical environment that is clean, safe, and oriented to children. Classrooms are arranged to offer challenging learning choices at a range of developmental levels. Learning centers allow children the opportunity to explore, to experience and most importantly...to succeed. From books and interactive centers to blocks and dress-ups, from creative art projects to interesting science and cooking experiences, a child’s choice of firsthand experiences will be many and varied. Child-initiated activities will allow each child the opportunity to make discoveries or practice skills at his/her own pace.

Teacher-directed activities encourage children to experience new ideas and concepts in a concrete way. Our teachers follow a curriculum designed using the Virginia Foundation Blocks for Early Learning prepared by the Office of Humanities and Early Childhood, Virginia Department of Education. We believe that parents are the most significant adults in a child’s life. We strive to create mutual respect between parents and teachers and develop a partnership for the benefit of the child. We encourage daily communication between parents and teachers. Our doors are always open to parents.

Children will be encouraged to learn self-help skills, such as hand washing and putting on shoes and coats. They will also be expected to help maintain the classroom by cleaning up after they finish an activity. In this way, children develop self-confidence in their abilities and learn to cooperate with their classmates. By providing the children with many opportunities to develop social skills such as cooperating, helping, negotiating and talking about disputes, children begin to learn to solve interpersonal problems. The freedom to interact with others and to explore the classroom also encourages the development of problem-solving skills, independence and the ability to make choices.

**Location:**

The preschool is housed in the Children’s Education Center (CEC) of Grace Evangelical Lutheran Church. The CEC building has five classrooms currently being used by the Preschool and two large play areas. A kitchen for snack preparation is on the first floor. The Preschool also uses the kitchen, Eisenburg Hall and the Sanctuary in the Church building located behind the CEC.

**Services Provided:**

We offer a structured preschool program for children, ages three through six. We are a school that is religiously exempt from VA state licensure. Children will bring lunch. Music, Chapel, Enrichment Program and Field Trips are all part of the curriculum and will be implemented within COVID-19 safety guidelines. Families can access our Infectious Disease (COVID-19) Preparedness and Response Plan on our website or may request a printed copy.

We plan to implement a **containment approach** for each class of students. Students will arrive and depart separately from other classes, have separate classroom bathroom use, and will have designated recess space for their class only. The teachers and their classes will be contained to exposure within just their class. Please understand that while we will do our best to keep the most sanitized environment, the class of students and their teachers will be in contact with one another. There simply is just no other way to teach preschool effectively. **All staff and students will wear masks.**

<b><u>Class Choices:</u></b>	4 day PreK	Monday – Thursday	9:00am - 1:20pm	(Sisler)
	4 day PreK	Monday – Thursday	9:10am – 1:30pm	(Biddle)
	3 day 3 year olds	Tuesday/Wednesday/ Thursday	9:20am – 1:10pm	(Reed & Taylor)
	Virtual PreK	Monday – Thursday	TBD	(Beachley)

**Registration:** Registration for a new school year will be held at Grace Lutheran Preschool on the first Monday in February from 9:00 a.m. until 1:00 p.m. for families of currently enrolled students. A child is considered “registered” upon receipt of the registration form and fee, copy of birth certificate, and updated immunization record signed by physician. The total number of children present at one time may not exceed 76.

**Open Registration:** Open registration for a new school year will begin at 10:00 a.m. on the second Monday in February. Registration will continue until enrollment is filled and as necessary throughout the school year.

**Waiting List:** After classes have been filled, any persons desiring, shall have their child’s name placed on a waiting list. No registration fee is required for waiting list status.

**Class Sizes:** 4 year old classes shall have a maximum of 9  
3 year old classes shall have a maximum of 8  
Virtual Class could have unlimited number of participants

**Termination:**

- a. By Parent or Guardian: The parent/guardian agrees to give the Executive Director 1 month notice should it become necessary for the child to be withdrawn from Preschool.
- b. By Preschool: The Executive Director, after insuring that every effort has been made by the Preschool to deal with or correct undesirable or dangerous behavior of a child, or non-compliance with Preschool by the parent/guardian, shall give the parent/guardian verbal and written notice of termination.

**Fees and Payment Policy:**

A non-refundable registration fee of \$50.00 shall be paid at the time of registration. Parents registering more than one child will pay \$35.00 for each additional child registering for same year.

**Monthly Fees:**

2 day 3 year olds -	\$180.00
3 day 3 year olds -	\$210.00
4 day 4 year olds -	\$265.00
Virtual PreK -	\$100.00
5 day 4 year olds -	\$325.00 (May return as an option after reevaluating the COVID-19 pandemic data from our region January 1 or March 1.)

**Tuition:**

Tuition payments are **due on or before the 1st of each month**. Please make your check payable to “Grace Lutheran Preschool” and include your child’s name and month for which you are paying in the memo space on your check. If you are participating in the virtual experience, please send checks prior to October 1<sup>st</sup> or use the recurring credit card form explained in the next section. **An invoice will be sent home around the middle of each month.**

**The Preschool accepts credit cards for tuition payments.** (Visa, Mastercard, or Discover accepted.) An authorization for payment form will be given to you in your Preschool Packet during orientation. The form will need to be signed and returned to the Director. The tuition will automatically be charged on or after the 1<sup>st</sup> of the month **along with a processing charge of 4%**. You do not have to submit an authorization sheet each month. We encourage this option in light of the COVID-19 pandemic.

If payment is not made by the 5<sup>th</sup> of the month, the student’s enrollment will be terminated until tuition is brought up to date. There are no refunds for monthly tuition. Parents are responsible for tuition regardless of vacation, sickness, school closure due to weather or other reason, etc. The Executive Director will notify the parent of any returned checks. If notified of more than two returned checks from the same parent, the preschool retains the right to require that all future payments be made in cash. The preschool also requires that any bank fees or charges incurred due to returned checks be paid in full by the parent.

**Scholarship:**

Grace Lutheran Preschool offers scholarships to children based on financial need. All scholarship information is confidential. The scholarship committee of the Preschool Board meets, as needed, to determine scholarship amounts. All scholarships are reapplied for annually. Amounts are determined by financial need and depending on funds available to the preschool.



**Calendar:**

Orientation: Parent and child orientation day will be held before school starts using virtual platforms. The Class DOJO platform will be used to view a video PowerPoint guide through parts of this handbook and overall procedures. The Zoom platform will be used for a parent Question & Answer session.

Closings and Holidays: These dates are chosen at the April Preschool Board Meeting. **They are listed at the back of the Handbook.**

Cancellations: The preschool will follow Winchester City Schools for cancellations and delays due to inclement weather. We will post announcements through Class Dojo.

**Acceptance:**

Children must have reached their 3<sup>rd</sup> or 4<sup>th</sup> birthday by September 30<sup>th</sup>.

**Arrival:**

To help keep a containment model for the COVID-19 pandemic, we will have a staggered arrival procedure this year. The following classes will need to arrive during the allotted time frame for their class:

Mrs. Sisler's 4 Day PreK -	Arrival 9:00am
Ms. Biddle's 4 Day PreK -	Arrival 9:10am
Mrs. Kathy Reed's 3's -	Arrival 9:20am

Upon arrival, a staff member will meet you at the car. Please do not get out of the vehicle until instructed to do so. Once a staff member is ready, parents are responsible for getting their child out of the vehicle while wearing a mask and maintaining appropriate social distancing from others outside their family unit. We encourage you to give your child a bit of hand sanitizer at this point. All students will need to wear a mask according to the CDC guidelines which state that children above the age of 2 are to wear masks in public. Your child will have their temperature checked by a staff member and you will be asked the following questions as per the requirements from the Virginia Department of Social Services:

*“Take temperatures and check symptoms for staff and children upon entry each day and ask if medications were used to lower the child’s temperature and if there are any household members with COVID-19. Conduct regular health checks of staff and children to look for symptoms of sickness or fever.”*  
~ VA DSS Phase III Guidelines and Information for Child Care

Teaching assistants will not be present to escort children into the building until 9:00 a.m. If you need to make special arrangements, please contact the director. **Please do not arrive early and park your car in the driveway and wait.** This is a throughway and it needs to be open at all times in cooperation with Winchester City.

If you arrive late, you will need to park in the garage or in a metered space. Please do not park in the driveway. Emergency vehicles need to have access through at all times.

**Dismissal:**

Dismissal times are staggered to avoid a back up of vehicles, which cause traffic problems. The drop-off/pick-up is located off Indian Alley behind the church. You will take a left off of Boscawen Street onto Indian Alley and the first left into the Church/Preschool driveway to drop off and then exit onto Braddock Street. If you would please, take a right turn not a left turn onto Braddock Street so we can keep the traffic moving and avoid a back up. It is important to arrive **as close to your child’s dismissal time as possible.** Sometimes it is necessary to ask you to circle the block to finish dismissing a prior class.

If you are coming into the preschool to pick-up your child, we ask that you do not park in the drop-off/pick-up area, but the metered parking on the street or in the garage. This usually causes others to have to wait while you return to your car. **The parking area behind the preschool is reserved for preschool and church staff ONLY. There are two other businesses that share the parking area with us and they have reserved spaces across the driveway. Please do not inconvenience anyone by parking behind the building or on the other side of the driveway.** Dismissal times are listed on page 2 of this handbook.

If you have more than one child in the preschool we will make every effort to accommodate you so that you do not have to make multiple trips.

Children will be released to the parent(s) or guardian(s) only unless other arrangements are made between the teacher and parent or guardian. Arrangements must be made for each separate incident. The name and telephone number of the alternate person must be given in writing, in case of an emergency.

#### **Late Pickup Fee:**

**We will be charging you for a late pickup. You are expected to pick your child up no later than 10 minutes past the dismissal time. We will charge you \$1.00 per minute that you are late. We do understand that sometimes there are extenuating circumstances and we will try to accommodate them. Teachers and Assistants are employed by the Preschool until 10 minutes past their class's dismissal time. Please be considerate of their time.**

#### **Transportation:**

Transportation is the responsibility of the parents.

#### **Discipline Policy:**

Physical discipline will not be used, nor will any child be subject to ridicule or sarcasm. If the occasion arises that a child needs time to "cool down", we use a "time out space". "Time outs are limited to minutes per age (i.e. a 3 year old receives 3 minutes time). It is meant as a time where the child may sit quietly and with the help of the teacher, assess what his/her actions are and how he/she can help them to rejoin the group. It is the goal for the preschool to provide a happy, safe environment for our students. If any staff member observes a continuous pattern of upsetting behavior such as; hitting, kicking, spitting, foul language or biting, the parents will be notified and a conference shall take place. In the case of a biting incident, the parents of both children involved shall be notified immediately.

#### **Children Biting:**

Children biting is common and the most difficult occurrence in toddler and two-year-old classes. It is a part of toddler development and can unfortunately occur in the best of programs. It is not something to blame on children, parents or teachers. Biting incidences happen quickly, and a pattern and epidemic of biting behavior may occur in a very short period of time in spite of close supervision and intervention. We feel a responsibility to all children we serve. Our goal is to provide a safe environment for all children and when biting occurs, the teacher, assistant and director will analyze the environment and make adaptations to stop the biting.

##### **When a child bites, we:**

1. Immediately remove the child who bites from the situation.
2. Attend, console and administer first aid to the child who was bitten. We help this child re-enter play when he/she is ready.
3. Firmly remind the child who bites that biting is not allowed, ask them to help in caring for the child who was bitten and help the biter to see that they hurt someone else.
4. We do not release the name of the child who bites, as this is not constructive and can make a difficult situation worse.
5. An Injury Report will be filled out and given to both parties involved.

##### **To help a child, who is biting, we:**

1. Observe the child for a two-week period, to see if there are any common variables as to the time of day or the situation. Observation helps us in trying to identify the motivation for biting. Children bite for many reasons and each case calls for a different approach.
2. The parents will meet with the teacher and the director to discuss the situation and possible behavior modification techniques.

If you are the parent of a child who bites, we want you to know that we will work with you and your child to change this behavior. This takes time and cooperation between staff and parents. Appropriate strategies will be identified and all adults involved (parents, teachers and school director) will be responsible for consistent implementation of behavior modification techniques. Occasionally, children become stuck in a pattern of biting that does not respond to behavior modification techniques. In this event, you may be asked to withdraw your child from the program.

**Medical Emergencies:**

The rescue squad will be called in the event of a life-threatening emergency and the parents will be notified immediately. The parents will be notified if a situation is deemed urgent but not life threatening. The Executive Director/Teacher shall have a signed authorization form from the parents giving permission to have the child treated by a physician/surgeon in case emergency care is needed before parents can be reached.

**Medications:**

Medications can be administered by a MAT trained member of our staff. Proper paperwork is required and all medication needs to come with the prescription label attached. Over the counter medications such as Tylenol, Advil, Orajel, and topical creams will not be administered due to the nature of our program running just 4 hours a day. These can be administered at home if needed unless specified by a physician.

**Absences:**

The parents agree to notify the Executive Director/Teacher either by phone, e-mail at [preschool@gracewin.org](mailto:preschool@gracewin.org) or in writing when their child will be on vacation, late in arriving, or if the child will be absent.

**Illness:**

The parents and the Executive Director/Teacher agree that sick children will not be kept in the classroom and will be moved to a supervised isolated area in the lobby. Should the child become ill during the day, the Executive Director or Teacher agrees to notify the parent immediately and the parent agrees to remove the child from the preschool as soon as possible. In the interest of the health and safety of all the children in the preschool, there will be no exceptions to this rule.

Please do not send your child if they are experiencing any of the symptoms below:

Illness is defined as:

1. Fever
2. Diarrhea
3. Vomiting
4. "Bad" cold
5. Persistent, deep cough
6. Unidentified eye inflammation
7. Unidentified rash or spots
8. Any contagious diseases

Other reasons to keep your child home are:

- drainage from eyes
- uncontrollable cough
- drainage from nose that cannot be kept up with
- general feeling of being unwell
- any other symptoms that would keep a child from fully participating in regular daily activities

*Children are required to be 24 hours fever, diarrhea, and vomit free before returning to school. Please remember we are not a daycare service and reserve the right to make a judgement call based on the best interest of all our students.*

**As per the VA DSS Phase III Guidelines for Child Care:**

*"Staff or children with fever of 100.4° F or higher, cough, or shortness of breath must be excluded from child care facilities and isolated from others. Children with household members who are known to have COVID-19 should be excluded from the child care facility."*

## **As per the Virginia Department of Health:**

### **Steps to Take during an Outbreak**

- *Contact your local health department any time you have concerns about illness in your facility. The health department will need to gather information from you, such as the number of staff and children in the center, number ill, symptoms and dates of illness, locations of illness within the facility, as well as measures in place to limit the spread of disease. Depending on the circumstances, the health department might recommend laboratory testing of ill persons to confirm the cause of illness and provide additional advice to limit the spread of the virus.*
- *Any ill person must stay home for a minimum of 10 days and until at least 3 days after symptoms resolve. They or their parent/guardian should call their physician's offices if they have any concern about the severity of the symptoms. If COVID-19 is suspected or confirmed, all others in the household must stay home in quarantine for 14 days.*
- *If a suspected or confirmed case of COVID-19 infection occurs in one defined group within the center, the ill person needs to go home as described above. Other staff and children in the VDH/OEPI/DCE/DSI Page 3 of 3 May 4, 2020 group must be quarantined in their homes for 14 days. Parents/guardians and staff facility-wide should be informed of the situation. The CDC guidance for cleaning and disinfection should be followed. Other groups within the child care facility can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.*
- *If suspected or confirmed cases occur in multiple groups within the facility, then all child care operations within the facility need to be suspended. Facility management can institute surveillance among the households of staff and children and reopen when 14 days have passed with no new cases in any household.*

**There will be NO reimbursement of tuition if your child is asked to leave the facility due to sickness. In signing the parent handbook page at the end of this handbook, you are in agreement to this with full understanding that this pandemic situation is ever changing and evolving. Students that are sent home for 1-2 weeks due to COVID-19 or other illness will have access to the virtual teacher and content they are posting. In the event of school closure, we will switch all students to a virtual platform and the virtual payment will begin the very next month.**

### **Newsletter:**

A newsletter or calendar will be sent home with the children on a monthly basis in an effort to keep the lines of communication open with families. Information to be included: field trips, holidays, parent meetings or conferences, guest speakers, etc.

### **Chapel:**

Our 3 and 4 years olds will have a virtual lesson once a week with one of our Pastors, Staff or Church Volunteers for an approximately 15 minute chapel visit.

### **Computer:**

Educational and age appropriate programs will be used.

### **Field Trips:**

Field trips are prohibited in our first half of year. In the event we can reevaluate having field trips later in the year, the following guidelines would apply.

We believe field trips are a vital part of our "hands on" learning approach. Several field trips will be planned for the classes throughout the year. Parental permission is required and your signature must appear on the Field Trip Form.

Parents will be informed prior to field trips and will be required to transport their child to the field trip location or make arrangements with a relative or friend. The Preschool cannot be responsible for setting up transportation for your child. Walking field trips require an adult for every five children. Teachers will ask for parent volunteers on the walking field trips to meet the adult to child ratio. Parents are not required to attend the walking field trips but always welcomed to attend.

**Attire:**

Children will be playing actively and using materials that are fun, but sometimes messy. Please send your child in comfortable clothes and expect that he/she will get dirty occasionally. Recommended footwear is sneakers or rubber-soled shoes; **please no sandals or slippery shoes. Labeling of garments with your child's name is most helpful.** All students should have an extra set of clothes brought in on the first day of school, labeled in a zip lock bag. Teachers will communicate if any clothing was used so you can replace them. All students are to wear a mask in accordance with current CDC guidelines.

**Backpacks:**

As a precautionary measure this year, we are asking families to NOT bring backpacks or other personal items to school, other than a lunchbox. School work will be sent home in a disposable plastic bag each day/week.

**Lunch:**

Each child is responsible for bringing a nutritional lunch and water only to drink in a lunch box. Please put your child's name on the lunch box and all personal items within (i.e. thermos, icepack, spoons, etc.). If items come in unlabeled, the teachers will put names on the items with a sharpie marker. Please send food in ways that your child can be independent with opening their own items. The teacher will notify the parents in that class if there is an allergy. The school does not provide food service to the students.

**Food Allergies:**

If your child has an allergy to any type of food, please inform the teacher, assistant and director.

**Birthday & Holiday Parties:**

We will happily celebrate your child's birthday this year, but all special treats from home (even if store bought) will not be allowed.

**Birthday Invitations:**

Invitations can be sent out through the school for that **class only if the whole class is invited**. If the entire class is not invited to the party you will need to send the invitations through the United State Postal Service. This will avoid any hurt feelings.

**Conferences:**

Conferences are offered to all families in November and will take place within a virtual platform, however a conference can be requested at any time. Progress Reports will be sent home in November and in the spring for all students.

Occasionally, a parent or teacher may have concerns regarding a child's development. In these instances, the parent or school may arrange a meeting to discuss any concerns. The preschool will provide resource referrals as appropriate or requested.

**Staff:**

Our staff are dedicated individuals who foster a great learning environment for your child. All staff are required to be certified annually by a practicing physician or nurse practitioner to be free from any disability which would prevent them from caring for children. All staff attend ongoing professional development and trainings throughout each school year. The majority of our staff are trained and certified in First Aid and CPR. All staff are required background checks in accordance with the State of Virginia. As part of COVID-19 CDC guidelines, staff will be wearing masks at all times.

**Special Learning Needs:** Our preschool environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our teachers are not trained or certificated in the areas of special needs with regard to learning, development or behavior. Our state licensing regulations limit the number of children who can be supervised by a teacher. If your child has needs that require constant individual attention, that may limit our ability to legally and safely provide supervision for all the children in a class. In addition, we may not be able to provide the specialized learning environment that your child may need. We may ask in such cases that you seek outside help for your child's specialized needs and/or that your child exit our program.



**Employee Babysitting:**

Grace Lutheran Preschool hires highly capable and responsible people, it is natural for parents to seek out our employees to babysit for/or socialize with their families. We strongly discourage this. We find that it crosses a professional boundary and can sometimes create an atmosphere of favoritism of one child or family over another. If you decide to hire one of our employees to care for your child outside of GLP, please be advised that it is considered a private contract between your family and that employee. GLP accepts no responsibility or liability for these contracts.

**Public Liability Insurance:**

The school is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence. All families are required to sign a COVID-19 Risk Statement prior to their child's attendance of preschool.

**Required Forms:**

The preschool must have the following forms on file for each child enrolled:

1. Registration Form with Emergency Release Contacts
2. Immunization Record/Sheet
3. Copy of Birth Certificate
4. Photo Release Form
5. Received Handbook Form
6. Risk Statement Form



# GRACE LUTHERAN PRESCHOOL

“Learn and Grow in a Faithful Community”

## Photo Permission Form 2020-2021

I give Grace Lutheran Preschool permission to use my child's picture for the following purposes:

- |     |    |    |  |
|-----|----|----|--|
| Yes | or | No | To hang up around the preschool & in the classrooms                      |
| Yes | or | No | To publish in the preschool flyers                                       |
| Yes | or | No | To use in brochures, pamphlets or other advertising                      |
| Yes | or | No | To publish in church newsletter  |
| Yes | or | No | To use on <a href="http://www.gracewin.org">www.gracewin.org</a> website |
| Yes | or | No | To use on the Class DoJo page for teacher/class families communication   |

*Please note that your child's last name will never be used with any of the pictures. The child's first name will not be with his or her picture except when hung up in the Preschool Building or in classroom.*

Child's Name:

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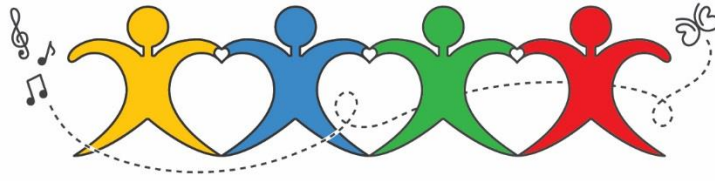
Child's Class

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Parent's Signature

Date



# GRACE LUTHERAN PRESCHOOL

*“Learn and Grow in a Faithful Community”*

## Handbook Form 2020-2021

I have received, understand, and am willing to comply with the policies and procedures in the Grace Lutheran Preschool Handbook.

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Parent or Guardian’s Name (Printed)

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Parent or Guardian’s Signature

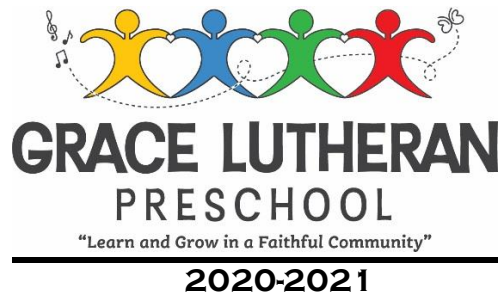
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Name of Child (Please Print)

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Date

**Please return this form before October 2<sup>nd</sup> .**



**October**

- 1 - October Tuition Due
- 12 - No School Columbus Day

**November**

- 2 - November Tuition Due
- 2 - Regular School Day & Parent/ Teacher Conferences
- 3 - No School Election Day
- 25-27 - No School Thanksgiving Holiday

**December**

- 1 - December Tuition Due
- 21-31 - No School Christmas Break

**January**

- 1 - No School New Year's Holiday
- 4 - January Tuition Due
- 18 - No School Martin Luther King Jr. Day

**February**

- 1 - February Tuition Due
- 1 - Registration Begins for Current Families for 2020-2021 School Year
- 15 - No School President's Day
- 16 - Shrove Tuesday Pancake Supper 5-7pm (*Snow date if needed will be Tuesday, February 23<sup>rd</sup>*)

**March**

- 1 - March Tuition Due
- 29-31 - No School Spring Break (March 29-April 5)

**April**

- 1-5 - No School Spring Break (March 29-April 5)
- 6 - April Tuition Due
- 30 - No School Apple Blossom

**May**

- 3 - May Tuition Due
- 18 - Last Day of School for T/Th classes
- 19 - Last Day of School for all other students (Preschool Graduation for all PreK Classes at 6pm)