



# Preschool Handbook



Available in alternate format upon request

UCP of Northwest Missouri  
3303 Frederick Ave  
St. Joseph, MO 64506  
(816) 364-3836  
<http://www.ucpnwmo.org>



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Dear Families,

Welcome to UCP's Early Learning Experience and Preschool Programs. We are excited to get to know your family this year as your child builds friendships, discovers how things work, makes inventions of his/her own, experiences music, art, nature, textures, stories and so much more!

UCP's Early Learning and Preschool sessions are for the education and growth for all children- with or without developmental delay. Research evidence is very strong that **all** children benefit from education in inclusive settings where children with and without developmental delay play, explore and learn together. UCP teachers combine their knowledge of child development with research based techniques and curriculum to plan learning experiences and environments that are aligned with Missouri's Pre-K standards and that encompass the needs of individual learners.

We appreciate your involvement in our programs. It is only through your support, ideas and volunteerism that the UCP Programs can be truly helpful in children's lives. Please let us know if you have any questions, difficulties, suggestions, or if you are interested in partnership projects or more information regarding our Children's Program.

Sincerely,



Kim Cordonnier  
Children's Program Director



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## Welcome to UCP!

The information in this handbook is designed to answer the most commonly asked questions about UCP's Early Learning Experience and Preschool Programs. We look forward to your time here at UCP and hope it is a great experience for you and your child.

### **Referral Process and Admission**

Anyone may place their pre-kindergarten child on the preschool waiting list. Families will be provided a description of UCP preschool. If a spot is not immediately available, the procedures for the wait list will be shared (see below). If First Steps or Early Childhood Special Education are possible programs, referrals will be made.

**Early Learning Experience and 3 year old preschool** are offered from 8:30AM to 11:30 AM Monday through Thursday, the **4 and 5 year old preschool** sessions are offered from 12:30PM to 3:30PM Monday through Thursday, with the exception of holidays and breaks listed on the school calendar.

### **Order of Admission**

The director of the Children's Program is responsible for the order in which eligible children are accepted into the program. If services are not possible within two weeks, the director will place the child on a wait list.

**Early Learning & Preschool wait list-** Order of acceptance is on a first come, first serve basis by age group using the following priority:

<b>50% Slots for children with moderate to severe developmental delay:</b>	<b>50% Slots for children without developmental delay:</b>
1.School District contract for Early Childhood Special Education Services	1.Children who have had a sibling attend or whose parent/grandparent works at UCP
2.Children with delay who are not eligible to receive services through an ECSE program who receive other UCP services/supports and/or have had a sibling attend.	2.All other children on the wait list without developmental delay
3. Children with delay who are not eligible to receive services through First Steps/ECSE program	
4.All other children on the wait list with moderate to severe developmental delay	

### **Orientation**

Upon admission to the preschool, the director will provide a tour of the program and classrooms, preschool handbook, and intake forms to your family. We will discuss medical, developmental, and social emotional strengths and needs and outline individual plans of care and communication. All intake forms to include record of immunizations and a physical assessment in accordance with regulatory authorities must be on file prior to start of program. Parents must notify UCP Preschool of any changes in contact information, medical needs, etc.

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### **Preschool Curriculum:**

UCP's Early Learning Experience and Preschool classrooms utilize the *Project Construct Curriculum* which is aligned with Missouri's Pre-K Standards. The aim of the *Project Construct* approach is to foster the development of each child as an autonomous individual. Children learn through direct, hands-on experiences with people, objects, events and ideas. With *Project Construct Curriculum* our dedicated staff prepare a variety of daily activities which:

- Use children's interests to motivate and engage learning
- Encourage children to cooperate and work together
- Allow children to take initiative, express opinions and make choices
- Continually assess each child's development within the social, cognitive, communication and physical domains to include pre-literacy and pre-writing skills
- Are aligned with Missouri's Pre-K standards.

### **Our Learning Environments:**

UCP provides environments that are safe, nurturing and engaging. Our teachers pay close attention to the sights, sounds, smells and textures that your child will engage within their classroom. Your child will experience:

- Open, uncluttered spaces that encourage group activities
- Learning centers so children can make choices about things they are interested in
- Cozy spaces for reading and reflecting
- Large places to move climb, jump, swing and be active
- Nature that your child can touch, smell and investigate

### **Accommodations and Assistive Technology**

Please make us aware of any accommodations or assistive technology needs of your child or another family member to access our programs or building.

### **Tuition Policy:**

Tuition is paid monthly. Our tuition rate has already been averaged to take long/short months, holidays, and snow days into account. Tuition is due and payable on the first of the month and must reach us by the fifth. Checks or money orders must be made payable to "UCP of NWMO". Cash will not be accepted. A service charge of \$35.00 may be added to your account for tuition received after the fifth. Dishonored checks may be assessed for an additional fee of \$35.00. Enrollment will be terminated at the discretion of the school for non-payment of tuition. Should there be any extenuating circumstances that would prevent you from paying on a timely basis, please discuss this with the Children's Program Director prior to it becoming a problem.

### **What to do if I need to withdraw my child from the program?**

If it is necessary for you to withdraw your child from the program, two weeks written notice must be provided to the Children's Program Director. You will be responsible for tuition fees until your child leaves the program or for two weeks past the date of written notice, whichever is later.

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## Typical Class Routine

### Early Learning Experience

Time	Activity
8:20 –8:45	Greeting/Choice Time
8:45-9:30	Learning Centers
9:30-10:00	Large Motor Play
10:00-10:30	Wash Hands/Snack
10:30-10:45	Circle Time/Large Group Meeting
10:45-11:00	Independent Reading Restrooms/Wash Hands
11:00-11:15	Story Time/Dance
11:15-11:30	Closing

### 3Year Old Preschool

Time	Activity
8:20 –8:45	Greeting/Choice Time
8:45-9:00	Circle Time/ Large Group Meeting
9:00-9:30	Large Motor Play/ Exercise
9:30-9:45	Story Time
9:45-10:00	Wash Hands/Snack
10:00-10:15	Music
10:15-11:00	Learning Centers/ Restroom/ Wash Hands
11:00-11:15	Story Time/Show &Share
11:15-11:30	Closing

### 4 Year Old Preschool:

Time	Activity
12:20-12:50	Greeting/Choice Time
12:50-1:00	Circle Time/Large Group Meeting
1:00-1:50	Learning Centers/ Restroom/Wash Hands
1:50-2:00	Dance
2:00-2:20	Wash Hands/Snack
2:20-2:30	Story Time
2:30-3:00	Large Motor Play/ Exercise
3:00-3:20	Wash Hands/Story Time/Show and Share
3:20-3:30	Closing

### 4Year Old Preschool: Ms. Camilia

Time	Activity
12:20-12:45	Greeting/Choice Time
12:45-1:00	Circle Time/Large Group Meeting
1:00-1:30	Large Motor Play/ Exercise
1:30-1:45	Wash Hands/Story Time
1:45-2:30	Learning Centers Restroom/Wash Hands
2:30-2:45	Music/Dance
2:45-3:00	Snack
3:00-3:15	Music/Share Time
3:15-3:30	Closing

## Transition Activities

We recognize that transitioning from one activity or environment to another can be difficult for young children. Therefore, UCP teachers and therapists work closely with each child in the program to find transition activities that are most helpful to them. These may include songs, games, group movement activities, visual schedules or other age appropriate transitions.



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### **Arrival and Pick-Up**

Preschool begins at 8:30AM for the morning sessions and 12:30PM for the afternoon sessions. Our teachers are not in the classroom before 8:20AM/12:20PM as they are preparing projects for the class day or taking their break. Teachers are available at the start of the scheduled class day to discuss daily needs with families. If you need to spend more time than this with UCP teachers or therapists, let us know. We will schedule a meeting that allows for this.

Preschool programming ends at 11:30AM for the morning sessions and 3:30PM for the afternoon sessions. We appreciate prompt pick-ups as children are often unsettled if their friends are being picked up while they are not and our staff have necessary duties to prepare for the next class. If you find that you will be unavoidably late due to extenuating circumstances, please contact us as soon as possible. In the event that your child will be picked up from the program by someone other than their parent/guardian, or contracted transportation personnel, prior authorization must be received from the child's parent/guardian, the person must be 18 years of age or older and present a photo ID.

### **Choice Time/Learning Centers**

These are times for the children to choose from various activities and centers. Our teachers ensure that all children are engaged and comfortable as well as facilitate interactions between children as appropriate. Possible activities include art, science/nature, imaginary play, constructing with blocks and other materials, reading, sensory exploration, and much more.

### **Circle Time/Large Group Meetings**

Children have an opportunity to expand their attention to tasks, learn about taking turns, and make choices during circle time. We introduce new concepts at these times, work with data, sing and practice finger plays, discuss weather, and work on many other preschool concepts.

### **Large Motor and Outdoor Play**

We have wonderful movement play areas both indoors and outside that are accessible for various abilities and needs. Children are motivated to explore and learn through nature, imaginative play and supportive play structures. Please ensure that your child has appropriate shoes and outdoor wear (jacket with hood or hat, gloves/mittens in winter). In summer months, please apply sunscreen to your child prior to their arrival at UCP or send sunscreen for us to apply.

### **Snack Time**

Snack is a great time to introduce new vocabulary, practice oral motor skills, increase tactile awareness, and encourage new foods. UCP encourages children to be as independent as they can in finger feeding, using utensils, dishing up snacks, requesting more of an item and cleaning the snack area up. Our program can accommodate one on one assistance with feeding and oral motor tasks as needed.

**Let us know if your child has any food allergies or is on a restricted diet.**

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### **Toileting**

Children do not need to be potty trained prior to attending UCP preschool. If you are in the process of potty training your child, let us know so that we can carry this out while your child is at UCP. If your child is not potty trained, send diapers or pull-ups with them. If your child has skin allergies and needs a special wipe, include them in your child's bag and let us know.

### **Birthday and Holiday Celebrations**

If your child would like to bring a treat or activity in honor of their birthday, they may do so. All snack items must be prepackaged.

We do plan some holiday themed activities. If your family does not celebrate a holiday, please let us know.

### **Fieldtrips/Friday Play Dates**

UCP Preschool is unable to leave the facility for fieldtrips. However, we value opportunities for children to explore their community, for families to meet one another and build friendships, and for families and teaching staff to socialize and strengthen partnerships. Therefore, from time to time, our teaching staff will organize Friday Play Dates within the community for everyone to enjoy.

### **Positive Behavior Support**

UCP Preschool provides environmental support for social emotional learning. Our teaching staff assist children to engage in classroom activities and with their peers. We provide a positive focus and positive reinforcements, support children through transitions, have consistent guidelines, and redirect children as needed.

If a child exhibits an act of physical aggression towards another (such as hitting or pinching) an immediate "time to cool down" will follow. This will be documented and communicated to the parent and program director. If physical aggression is frequent, the program director will organize a meeting with the family, plan team and anyone the family invites to address strategies and environmental supports in a behavior management plan. We will access various positive behavior supports as agreed upon by the team when creating a behavior management plan.

### **Communication**

Services through UCP are a partnership between families and providers. The information that you provide us regarding your child helps us to know your child and understand our role in his/her development.

Opportunity for communication with teaching staff and therapists regarding daily needs is available at arrival and pick-up times. If you would like to spend more time than this with UCP teachers or therapists, let us know. We will schedule a meeting that allows for this. If your child is not transported by you to UCP, our teaching staff will send home frequent notes to you regarding daily activities, success and concerns. If you prefer, we can communicate through e-mail or phone conversations.



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Your child's progress will be shared with you through written format as outlined in your child's program plan. Face to face meetings with your whole team will also take place regularly, as outlined in your child's program plan (and more often as you see fit). If your child does not have a formal program plan, family/teacher conferences will be scheduled twice per year.

### **What to Send With Your Child**

Clothing should be comfortable and washable. Send your child with a bag every day so we can send home art work and correspondence. Include diapers or pull-ups if your child is not potty trained and sunscreen if you would like us to apply this to your child before outdoor activities. To decrease the risk of skin irritation, UCP will not apply sunscreen or lotion if it is not sent from home. If your child has skin allergies and needs special diaper wipes, let us know. Send your child with a jacket/coat and hat/gloves if the weather deems necessary and with a change of clothes for possible accidents (even if your child is potty trained!). **Be sure to label all jackets and bags/backpacks with your child's name!**

### **Safety and Emergency Action Plan**

The safety of your child is one of our top priorities. Although we do not anticipate any problems while your child is at UCP, we know unexpected things can happen. Therefore, UCP has a "Safety and Emergency Action Plan" that guides our staff when assessing emergency situations and caring for the safety of all children, visitors and staff. To keep our children and staff familiar with the action plan, we do regular emergency drills (fire, tornado, medical, etc.) and table top discussions. Should there be a need for a real evacuation of the building, UCP has a partnership with our neighbor, the Angus Association, 3201 Frederick Avenue. We will evacuate to the Angus building and contact families from there.

### **Referrals**

Referrals are made to service coordinator or area programs when a family is in need of information about public assistance/application, advocacy, or other assistance as needed.

### **Community Awareness**

A part of UCP's commitment to the community is awareness of intervention programs for young children. We will periodically provide tours to community organizations or educational programs that have a true interest and need to know about the types of services offered through UCP. We also serve as a practicum site for students attending area universities.

### **Immunization and Health Assessments**

Children attending group programming will be required to provide record of immunizations and a physical assessment in accordance with regulatory authorities.

### **Universal Precautions and Work Place Practices**

UCP requires all staff to routinely implement the following

- Universal precautions to prevent exposure to disease-causing organisms.
- Teach and support children to wash their hands at appropriate times: before eating, after toileting and as needed when hands are soiled.

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### **Illness Assessment and Management**

Children exhibiting signs of illness at time of arrival will not be able to stay for programming. Symptoms that require family contact and the need for your child to be picked up from pre-school include but are not limited to the following:

- More than one (1) abnormally loose stool (*abnormal for the child*);
- Red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Redness of eyelid lining or irritation, swelling, or any discharge of the eyes;
- Unusual spots or rashes;
- Sore throat or swallowing difficulty;
- An infected skin patch – crusty, bright yellow, dry or gummy areas of the skin;
- Unusually dark, tea-colored urine;
- Gray or white stool;
- Fever over one hundred degrees Fahrenheit (100F);
- Headache and stiff neck;
- Vomiting (*abnormal for the child*);
- A child is in the contagious period of a disease; or
- Severe itching of the body/scalp or scratching of the scalp.

An ill child will be kept isolated, in a comfortable setting, apart from other children, and with a UCP teacher present. The family will be contacted and the child sent home.

Children must be symptom free (i.e., no temperature, diarrhea, or vomiting) **for 24 hours** before restarting services.

### **Reporting and Contagion Outbreak Control**

Reporting and contagion outbreak control measures will be implemented in accordance with state and local laws and Department of Health and Senior Services rules.

### **Contagion Education**

Children will receive age-appropriate information about the prevention and control of communicable diseases, to include the use of universal precautions and hand washing techniques.

### **Head Lice**

We operate under a “no nit” policy which means that any child who has live head lice and/or nits (lice eggs) will not receive services until they are free from these. Parents will be notified and asked to pick up their child if lice and/or nits are found. Each child will be re-screened before returning to the program. Information regarding prevention, treatment, and safe, effective control measures are available to parents.

### **Medications**

If there is a need for medication or ointment while attending programming, consult the program director to ensure that a certified med aide is available during your child’s session, that UCP has a physicians order for the medication and dosage on file, that the medication is in its original container with the label and dosage and that the medication authorization form is complete.

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### **Health Plan**

Children who attend the preschool and have a health condition that needs medical attention (i.e., seizures, diabetes, allergies) will have a health plan. The health plan will be developed by the parent, child's physician and a designated staff. The plan will include a description of child's medical condition, any medication he/she is prescribed, adaptation and limitations, specifying activities in which the child may not participate, and any modifications which may be needed. An emergency procedure will also be described. Plan for change will be listed. The plan will be updated when any changes occur with the child medically (i.e., medication). A copy of the plan will be kept in the child's classroom and main file.

### **Snow Days**

In the event of inclement weather, UCP Preschool may be closed. If the St. Joseph School District closes, due to inclement weather, UCP Preschool will be cancelled for all students regardless of whether their home district is cancelled. Services provided for students in outlying areas will be cancelled if your area school is cancelled.

### **Separated/Divorced Parents**

1. We request families to notify us if they are going through a separation or divorce.
2. Both parents have equal rights unless there is a court order defining rights. We must have a copy of the court order for our records.
3. If court order dictates custodial/non-custodial time periods for parents, UCP can not allow the non-custodial parent to remove the child from our site unless the custodial parent gives written permission. In addition, non-custodial parent can not dictate emergency contacts and who can pick the child up from school during the custodial parents time periods. Depending on the court order, a parent may be considered the custodial parent on certain days of the week/weeks of the year and be the non-custodial parent other days of the week/weeks of the year.
4. Both parents have the right to come to UCP and review the child's records unless there is a court order denying this right.
5. We will mail progress notes and other ongoing information to both the custodial and non-custodial parents if requested.

### **Records**

A single case record is maintained for each child served. A parent or legal guardian may access their child's record. If at any time you want to review your child's records please contact the program director.

All information regarding a child and family is confidential. Release of information on any child or family requires a signed authorization by the parent or legal guardian. The information released is limited to the information necessary for the individual or agency and has a time limitation. The releases conform to guidelines of funders, referral sources and applicable laws.

### **Reporting Child Abuse**

When a staff member has reason or cause to believe that a child has been or may be subjected to conditions or circumstances which would reasonably result in abuse or neglect, such belief shall be immediately reported to the Missouri Children's Division by calling the toll free number, 800-392-3738.

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## **Transportation**

Transportation is not provided by the UCP Children’s Program. If your child is receiving UCP services through a school district Individualized Education Plan (IEP), contact your school district to set up transportation. If this is not an option, speak to the program director regarding transportation resources.

## **Accreditation and Certifications**

- **Commission on Accreditation of Rehabilitation Facilities (CARF) accredited in:** Child and Youth Services, Personal and Social Services
- **Department of Elementary and Secondary Education certification** as an Approved Private Agency for the provision of Early Childhood Special Education Services
- **Missouri Department of Health** fire, health and sanitation certification

## **CHILDREN’S PROGRAM Team Members:**

**Executive Director**                      Teresa Gagliano

**Program Director**                      Kim Cordonnier

**Administrative Assistant**          Michelle Brown

**Physical Therapist:**                      Marsha Ingersoll

### **Speech/Language Pathologists:**

Minnie Bray  
Makenzie Anderson

**Occupation Therapist:**              Alyssa Huff

### **Early Learning Experience/Preschool Staff:**

Christina Vaughn                      Rita Weber

Spencer Seiter                          Anna Miller

Alicia Heitman                        Courtney Corbet

Jennifer Huey                          Christina High

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**UCP's Children's Program offers an array of services for children ages birth to 5 with developmental delays and their families:**



**Early Learning Experience and Preschool:** UCP's Early Learning and Preschool sessions are for all children— with or without developmental delay. The Early Learning Experience is for 2 year old children and preschool classrooms are available for children ages 3-5. Research evidence is very strong that all children benefit from education in integrated sessions where children with and without developmental delay play, explore and learn together.

**Occupational Therapy:**

From building with blocks to writing and cutting, UCP's occupational therapists are knowledgeable in fine motor dysfunction and can develop activities to build strength and coordination as well as to adapt activities to increase independence and sensory awareness.

**Physical Therapy:**

Physical therapy services promote gross motor skills such as sitting, creeping and walking. Physical Therapists can be a resource for adaptive equipment and orthotics to facilitate positioning and mobility to increase a child's independence in daily activities.

**Speech and Language Therapy:**

Speech therapy targets overall communication skills, as well as the necessary prerequisite skills for communication. Our speech therapists and occupational therapists work closely together to evaluate and treat feeding & swallowing disorders.

**Special Instruction (For Children ages Birth to 3):**

UCP special instructors provide families with research based concepts and techniques on all areas of a child's development. Our special instructors specialize in cognitive (problem solving/thinking skills), skills for independence (dressing, feeding, choice making), and personal social development.

**Equipment Resource Lending Library:**

A therapeutic equipment and toy lending program that can be accessed by families and childcare providers in Northwest Missouri who have or support children with developmental disabilities. UCP also maintains a collection of books and videos which offers information on a wide array of disabilities, intervention strategies and available resources and supports.



For more information on these or other UCP services go to [www.ucpnwmo.org](http://www.ucpnwmo.org)  
Or call UCP at (816)364-3836

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# Preschool Calendar 2023-2024

## Schedule of Events: 2023

August 14— Open House  
5:00-5:45PM for morning session  
6:00-6:45PM for afternoon session

August 15 — Staff Training

**August 16 — Fall Session Begins**

September 4 — No School, Labor Day

November 2-3 Parent/Teacher Conferences

November 22-24 — No school, Thanksgiving

December 21 — Last day of school in 2023

## 2024

January 8 — First day of school in 2024

January 15— No School, Martin Luther King Day

February 19 — No School, Presidents Day

April 4-5 Parent/Teacher Conferences

May 16 — Last Day of School

Summer Session — June 3 through July 31

July 4 — No School, Independence Day

**UCP of Northwest Missouri**

3303 Frederick Ave  
St. Joseph, MO 64506

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kcordonnier@ucpnwmo.org  
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AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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MARCH 2024						
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APRIL 2023						
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JUNE 2024						
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JULY 2024						
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