

# EARLY YEARS

CHILD DEVELOPMENT  
CENTER, LLC.

Serving children 6 weeks to 10 years

**879-2811**



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## *OUR MISSION STATEMENT:*

Early Years Child Development Center, where early years are growing years; where families and teachers collaborate to provide an environment that is rich in cooperation, respect and a mutual desire to support the growth of young children.

Early Years Child Development Center  
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# Early Years Child Development Center

## Parent Handbook

Welcome to the Early Years Child Development Center, LLC. A state Licensed pre-school and child development center serving children from birth to ten years.

We would first like to take this opportunity to thank you for your interest in the Early Years Child Development Center. We understand that your search for quality care for you child (or children) is an extremely important one. It is our goal to provide you with all the information and support needed to make your decision as informed and comfortable as possible.

Our objective is to provide an environment that is rich in parent/teacher/child collaboration. We encourage and welcome parent participation and involvement in our program. We strive to develop relationships with families based on mutual respect, shared responsibility and cooperation. Parents know their children best and sharing their knowledge with our teacher's helps to create a caring, nurturing and supportive community for children to grow and develop. The Early Years Child Development Center creates a safe and nurturing environment that fosters the social, emotional, physical, cognitive and creative growth of the individual child, while recognizing the needs and preferences of families.

We are confident that you will find our facility and our program to be one of quality, where family involvement is encouraged, respected and valued.

### *PHILOSOPHY*

Our program is based on the philosophy that children learn best through active participation. Our "learn through play" curriculum is designed to meet the needs, interest and ability levels of individual children. At the same time, we are creating a sense of community where children feel free to experiment, taste, hear, discover and explore in an environment that is interesting and safe. We strive to create a developmentally appropriate program where children feel secure, respected and valued.

Our teachers develop our curriculum to offer children predictable structure as well as flexibility in cultivating their own emerging ideas and interests. We offer children opportunities to work in large and small groups as well as individually with the guidance and support of caring knowledgeable teachers.

All children are unique and develop at their own pace. We as early childhood professionals need to provide them with a safe, warm and comfortable environment to allow them to develop both individually and as a group. In our developmentally appropriate program, teachers extend children's play and interest to increase the educational value of the natural experience. Children are more motivated to learn and appear to have a more positive attitude toward learning (and later in school/life) when they are provided with an environment that is rich in child initiated, child centered activities.

*Early Years Child Development Center Goals for Young Children:*

- Foster and promote the development of positive and individualized self-esteem.
- Provide an atmosphere where children feel secure, comfortable and valued in a caring and inclusive community.
- Stimulate children's thinking and extend their knowledge by deepening the educational value of the natural experience.
- Encourage children to gain competence and understanding of themselves and the world around them.
- Facilitate the development of responsibility and self-regulation by modeling and encouraging acceptable behaviors and negotiating skills.
- Support the need for consistency and continuity in the lives of young children by providing an environment that is understanding of the importance of the teacher/child/parent relationship.
- Provide a program that is rich in a large diversity of cultural experiences.
- Create an environment that is developmentally appropriate.
- Provide an atmosphere of trust and acceptance where children feel secure in their attempts and achievements.

*Family Involvement:*

The Early Years Child Development Center believes in the importance of providing a mutually supportive and collaborative environment between families and our center. Together parents and teachers can support and acknowledge the development of young children in a mutually respectful environment. We offer families a variety of resources and services that foster our parent/teacher partnership.

- A parent library containing books and magazines on child development, education and family issues.
- Family pot luck dinners and picnics
- Evening workshops and in-service training for parents and teachers.
- Newsletters and bulletin boards with pertinent information
- Parent/teacher conferences (offered twice a year, but available upon request)
- Confidential help to families on a variety of issues including discipline, toileting, divorce and the family support needed in finding additional outside resources.

We encourage parents to participate in our program in any way possible to ensure the development of a healthy and intellectually stimulating learning environment. Parents are welcome to visit, observe and participate in our program at any time (unless it becomes stressful or obstructive to the child or children). There are many opportunities for parent involvement and participation. You may choose to do one of the following or come up with another idea:

- Share a specific skill or hobby with the children (instrumental, vocal, gardening, building, sewing, knitting, cooking, art, etc)
- Chaperone or drive to a field trip
- Attend & support parent committee and functions
- Spend a short time reading a favorite book to a group of children
- Repair a favorite toy or assist children in the repair of "very loved" books at the center
- Contribute an article for the center newsletter
- Provide refreshments for a staff or parent meeting

- Volunteer one day a week at naptime to cover for teachers, enabling them to meet with the Director or plan curriculum with co-teacher
- Contribute materials and/or suggestions for a classroom project
- Offer to type the newsletter or an information letter
- Volunteer for an indoor/outdoor center work day (playground work, painting, building lofts)
- Or, just stop by and join us for lunch

We understand that as working parents, time and energy are limited. Parent participation does not require volunteering in our classrooms or any of the above listed options. We view parent involvement in many ways, from the list above to open and communicative dialogue between parents and teachers, to reading our newsletter and bulletin board, to brainstorming about solutions to conflicts that arise in the center, to simply being supportive to the program and teachers. But the most important and effective way of parent participation is by being an effective parent, by understanding that you are your child's first and most significant teacher, and nothing is more valuable than the time you spend together. Extending your child's learning from our center to your home and from your home to our center creates an environment for children that reflects the importance of community and collaboration.

**Please feel free to bring any questions, concerns or suggestions to the attention of your child's teacher and/or the Director. We are partners in the education of young children and encourage open communications at all times.**

#### *Parent Responsibilities*

##### *Signing In & Out:*

**All children must be accompanied into the building by their parents. Parents are required to sign their child/children in and out each day. This is a state law.** Sign in and out sheets will be used in case of an emergency to establish attendance. You must also notify your child's teacher of arrival and departure. This is a great time to take a few minutes to talk about your child and advise the teacher of any information that will be beneficial to your child's day. Your child's teacher will need to do a daily healthy check to access the wellness of each child to participate in daily school activities.

##### *Confidentiality Policy:*

All records of the children who attend EYCDC are confidential and only staff, state and referral agencies may have access to them. Records may not leave the building without approval of the Director. Please respect other families' rights to privacy and the center's rights to adhere to this policy. This policy also includes parent/teacher conversations at the beginning of or end of the day. When you see parents and teachers conversing, please allow them some privacy. We do not disclose information from incident reports regarding the aggressor child. We will not discuss any behavior plan that is in place for that particular child. We will address any guidance techniques we are utilizing to encourage pro-social behaviors and ways we are supporting your child. Names and individual plans fall under the state "confidentiality policy" and will not be disclosed.

##### *Absenteeism:*

**Please notify the center or use the Tadpole app as soon as possible if your child will be late or absent for any reason.**

### *Clothing Requirements:*

Our center supports the philosophy of hands-on learning. Children should be dressed for active exploration and discovery. Many of our media are washable, some however, may not be easily removed. Clothing should be wearable, washable and not a keepsake item. We are not responsible for ruined clothing. Your child is required to have a full set of seasonal extra clothes in their cubby daily. Please label all of your child's clothing and understand that we are not responsible for soiled or lost items.

Your child is also required to have seasonal outerwear at the center daily. We will be outside daily unless severe weather conditions prohibit us from safely exploring our outside world.

The state does require all children to have proper indoor footwear on at all times unless napping or if a certain project requires bare feet. Please make sure your child's footwear is safe and allows for ease in movement and climbing. An extra pair of inside shoes or non-skid slippers is requested. This helps us to maintain a safe, clean environment.

### **REMEMBER TO LABEL ALL PIECES OF CLOTHING AND FOOTWEAR**

### *Field Trip Policy:*

We believe that children's exploration of different environments enhances their learning and provides skills necessary to relate to and understand our world. We require parent participation to aid in transporting and chaperoning. We maintain a ratio of 1 adult to 4 or less children while away from our program. Advanced permission will be obtained to allow children to participate. Field trips are on hold due to COVID 19.

### *Items From Home:*

Items from home that will aid your child in adjusting to the center such as a small stuffed toy, doll or blanket are encouraged. Children may also bring in books or CD's to share with the group under the supervision and guidance of their teachers. **Children are not allowed to bring in any other toys from home as they often lead to conflicts, hurt feelings or broken toys.** Any such toys should be left at home or in the car where the child may have them when they are picked up from the center. We ask for your complete cooperation in this matter.

Pre-school children will each have a scheduled day for sharing. These items are strongly suggested to be of cultural or natural decent such as an empty beehive, bird nest and seashells. Verbal sharing of special events and thoughts is also strongly suggested. Please do not allow your child to bring in any super heroes or Barbie's or figures. These items may lead to unnecessary issues and conflicts. At no time will toys of weapon decent be allowed in the building.

### *Napping:*

A port-a-crib (for children one year and younger) or cot will be provided for each child to rest or sleep on. Please bring in a clean weather appropriate port a crib size blanket and crib sheet for your child each week. Infants may only have a sleep sack for napping, no blankets, stuffies or other articles may be placed in the sleeping area with the child. Please refrain from sleeping bags as space does not allow for storage and they are not easily washed when soiled. **All bedding must go home at the end of the week to be washed.** All children are required to have their rest stuff brought in a small labeled plastic

tote. The totes with a handle on top work best. All children are required to have a period of rest each day. Children are not required to sleep but are encouraged to rest quietly. A separate room is provided for early risers and non-nappers to partake in quiet, calm activities with their teachers.

#### *Nutrition:*

Nutrition is very important in the lives of active, developing children. We encourage families to support our center in developing good, solid nutritional concepts with the children. Please do not send in candy or excessive sweets in your child's lunch – it will be sent home. Nutritional lunches are encouraged. A list of suggested lunch foods is available upon request. We provide fat free milk and water for snacks and lunch. Water is also available throughout the day. **Limited refrigerator space necessitates the exclusion of non-collapsible or large lunch boxes.** We do not have the staffing available to warm up lunches. Please prepare your child's lunch so it is **ready to eat**. Cut food into appropriate size bites, peel and cut fruit (except bananas) and any other necessary preparations to accommodate your child's independence in eating. For infants eating baby foods and bottles, please see the Director for infant schedule information.

Snacks and snack time are very important to the center. In order to ensure all children are eating healthy, balanced foods, we require parent participation in our snack program. **Parents are responsible for snack fee of \$.75 per snack. For example, if your child is here at the center 2 days a week for am and pm snack the weekly fee is \$3.00 or for full time \$7.50. This fee is due at the beginning of each week.** These monies will be used to purchase nutritious foods the children and teachers will use to create well balanced snacks.

Teachers enlist the help of children to prepare our morning and afternoon snacks. This time is used to foster social, math and cooperative skills. Snack time in the older classrooms is a self-serve activity that is open throughout the middle of the morning and mid-afternoon. This offers children time to finish up with an activity, project or discovery without stopping to clean up and put away something that they were interested in. At the same time, it stimulates a child's natural curiosity so they become interested in snack. Using snack as a "math activity", encourages children to develop intellectually, socially (by helping others read and count) and spiritually by gaining a sense of independence and accomplishment. This is also a great evening discussion topic for you and your children.

#### *Birthdays and Special Occasions:*

Celebrating a birthday or a special occasion is always an exciting time. Parents are welcome to bring in a special treat. We encourage parents to bring in nutritious options such as muffins, frozen yogurt, frozen yogurt cakes, fruit shortcakes as well as the traditional birthday cakes. We ask that you not bring in anything that is all chocolate. Please let your child's teacher know in advance what and when you will be bringing something in. Due to health and sanitary requirements, we ask that products be store bought please. You may see your child's teacher about bringing in ingredients for us to make the snack on site with the children.

### *Health and Safety:*

#### *Medication*

When it becomes necessary for the center to administer medication to your child, the following procedures must be followed:

- A medication slip must be completely filled out signed by the parent and signed by the child's teacher or the Director. Medicine slips are available in the medicine log.
- The medication must be in its original container. Prescription medicine must be in a prescription bottle with your child's name, doctor, prescription number, and administering procedures clearly labeled on the bottle. Most pharmacies will split the medication into 2 containers for this purpose.
- Medication requiring refrigeration must be put in the refrigerator in the infant room if necessary or placed in the locked cupboard in your child's classroom. Please ask your child's teacher for assistance.
- **NO MEDICATION** should be left in your child's bag or cubby.

Early Years Child Development Center will assume no responsibility for complications that may arise due to the administration of such medicines. Please make sure your child has been on any new medications for 24 hours at home before returning to EYCDC.

#### *Illness:*

Illnesses can be prevented in many ways. Two effective ways to keep children healthy are through immunizations and proper hand washing techniques. **The State requires all children to wash their hands upon entering and leaving the Center and it is highly recommended when your child is in group care that they be up to date on all vaccines.** We require up-to-date immunization records in our files. Please bring in a copy of the latest immunizations Please see the attached Health Policy for additional information and guidelines.

#### *Smoking, Drugs and Alcohol:*

In an effort to provide a healthy, comfortable, smoke-free environment for all of our employees and families, smoking in our facility is prohibited. The possession, sale, distribution or use of illegal drugs and the possession, sale, use or being under the apparent influence of alcohol or other intoxicants while on the Center property is strictly prohibited.

#### *Emergency Plans:*

As we are not licensed or equipped to care for ill children, parents are required to have an emergency back-up plan if you need to work when your child is too ill to attend.

If a child were to become severely injured at the center, emergency services (911) would be called immediately. Parents would be notified immediately as well.

The center is supplied with adequate first aid kits throughout the building and outside. All staff members are certified in emergency pediatric first aid and CPR for infants and young children.

In the event of a center emergency all children will be evacuated to the opposite site of the emergency. This means that children from the Infant-Preschool site will evacuate to the School Age site and the School Age site will evacuate to the Infant/Preschool site.



Evacuation procedures and fire drills are practiced monthly. If we were unable to return to the original site, the children will be evacuated to Vermont Pellet Stoves, adjacent to our property, you will be notified and required to pick up your child immediately.

*Guidance Policy:*

Children are encouraged through positive techniques of guidance to become responsible for their own behavior. Developmentally appropriate methods and expectations apply to each individual child. Teachers facilitate and model such methods as redirection, the use of verbal skills to express their thoughts and feelings, positive reinforcement and encouragement as well as teachers anticipating and eliminating potential problems. Repetitive, inappropriate behavior may require a “calm down time” where the child is given options about how and when to become re-involved. Our policy is designed to encourage self-control, self-direction, self-esteem and cooperation.

At no time will a teacher use verbal intimidation, humiliation or punishment to discipline your child. Please read the attached Child Guidance Policy which will give you information in greater detail.

*Abuse and Neglect:*

In accordance with the Vermont State Law, all teachers of Early Years Child Development Center are required to report any suspicions of any type of child abuse. This includes emotional, physical and sexual abuse and/or neglect. The center does not conceal, condone, or tolerate any form of abuse or neglect toward children.

*Outside of the program child care:*

We are proud of the quality of our staff. We do not encourage and do not specifically authorize our staff to accept direct employment of any kind from parents of children in our program. Nevertheless, we understand that such arrangements may be privately made. Please be advised that EYCDC will not be responsible for the actions or inactions of Employees if they are privately employed outside of their duties during EYCDC's regular hours.

*Center Hours:*

Our facility is open year round Monday through Friday from 6:30 am to 5:30 PM. All children should be **picked up by 5:30** as the center is closed for the day at this time. Please allow enough time to pick-up and talk to your child's teacher before the center closes. There will be a late fee of \$5.00 for every five minutes a parent is late. **At 5:45 this fee doubles and will be paid directly to the teachers that remained for your child's sake.** Continued tardiness will require a parent/Director meeting to discuss a possible solution that will be beneficial to the family, teachers and the center.

*Center Cancellation Policy:*

We make every effort to operate our program daily, however occasionally there are factors that require us to close our facility to ensure the safety of our staff and children in

attendance. We strive to create a safe and healthy environment for young children, this begins with a safe arrival to our school. Our facility will be open daily Monday-Friday unless severe weather, lack of heat and electricity or general disaster necessitates the closing of our building to secure the safety of our staff and families. We will notify you by email, local radio and television stations. We will contact the Vermont Association of Broadcasters by 6:30 a.m. if our school will be closed for the day or delayed in opening. Our closing announcements will be listed on the WCAX website and on all 3 local television networks, CBS, NBC and ABC. If for any reason we need to close our program during the day, you will be notified by telephone and email. Please remember it is essential that we have up to date telephone numbers, as well as, emergency contact information for these occasions. On days when we are in a Winter Advisory please be sure to check your phone and email regularly.

*Weather guidelines for outside activity:*

We enjoy being outside! Our outdoor classroom has a large variety of experiences for young children. We go outside daily weather permitting. Please make sure your child has appropriate outdoor gear here every day. When the temperature is below 15 and above 90 we use extreme caution. We may not go outside during these times. When it is below 10 and above 95 we are probably not going outside.

*Days of Operation:*

Early Years Child Development Center observes the following holidays, Professional Team Development days and In-Service Days. These Development days are for further education and professional growth for our teachers as mandated by Act 166.

A yearly calendar will go out with all additional days by December of each year.

Memorial Day	Thanksgiving (and Friday after)
Fourth of July Summer break (week)	The week of Christmas to New Year's Day
Labor Day	5 Staff development days and 3 in-service days
	Veteran's Day

*Tuition Information:*

**Full tuition will be required weekly including the days the center is closed. If your child is absent due to illness or vacation, tuition is still required.**

*Tuition Fee:*

6 Weeks to transition to toddler room  
Full time - \$330.00/week      Part time - \$70/day

Toddler and Early Preschool  
Full time - \$300.00/week      Part time - \$70/day

Preschool and Pre K  
Full time - \$320.00/week      Part time - \$70/day

Before and After School: Full time - \$130/week                      Part time - \$28.00/  
day AM only- \$12 per day

Drop-off services are available for contracted part-time children provided there is space available on the requested day, advance notice is received and the Director has granted permission. The hourly rate for drop-off care, pre-approved by the Director, for any age is \$10 per hour. Any time over 4 hours results in the full day rate.

*Tuition Policies:*

- Contracted tuition is due on Monday of every week. If you wish to pay monthly, tuition is due on the first Monday of the Month. A daily late fee of \$5.00 will be added to your tuition payment if it has not been received by 5:30 on Wednesday and weekly thereafter if not paid in full.
- Checks returned for insufficient funds will be charged \$25.00. After the third occurrence, all future payments will be required in cash.
- A non-refundable deposit equivalent to one week of your child's contracted tuition is due upon enrollment.
- A 3-week notice is required to make any contracted tuition changes, such as adding or dropping days. The new changes must be continuous and approved by the Director, providing space is available.
- Families with subsidized childcare must pay the difference between tuition and state payments. This includes Protective Service families. If there is a hardship with this policy you must speak with the Director to discuss a payment plan. This payment is also due on the Monday of each week, or the 1<sup>st</sup> Monday of the month.

An annual registration fee of \$20.00 is required each year for our assessment system. This fee will be charged in September each year.

*Enrollment:*

Early Years Child Development Center requires the following to be completed to enroll your child into our community:

- A tour of the center by parent and child.
- All enrollment forms completed and signed.
- An up-to-date copy of your child's immunization.
- A deposit equal to one week contracted tuition.
- A meeting between parents and the Director to discuss our school policies, family and staff responsibilities and expectations for our partnership in the education of your child(ren).
- Gradual introduction of your child(ren) to the facility preferably over a 3–5 day period is preferred. However, we understand that work schedules for families may make this challenging, we will assess your child's overall transition and adjust accordingly.
- This slow introduction is as follows  
Day 1    2 hours                      Day 4    6 hours

Day 2 3 hours  
Day 3 4 hours

Day 5 full day

*Transitions to the next classroom:*

All transitions in our program happen when a few variables are met. First we look for social and emotional skills that will support the transition to the next age group. A child has to be socially and emotionally ready to participate in the activities, schedule and social situations that will take place at the next level. Children must meet the minimum age and ratio requirements according to the Vermont State Licensing Regulations. Space must be available for a child to transition to the next classroom. It is not within our budget to hold spaces for more than a month or so for transitions. Most transitions take place in the late spring to early fall. As children in our Pre K classroom begin their transition to their school setting children begin to transition through the program. We do not transition children according to their birthday. Age is a guideline but many other factors are taken into consideration. Social and emotional skills are our primary focus. When you feel your child is ready for a transition, please feel free to contact the Director to begin a conversation about the best time for your child to move up to the next level.

*Donations:*

Parents are occasionally asked to make donations to our community. Throughout the year we will hold fundraising events to help purchase “Wish List” items that children, staff and parents have requested. We will discuss options for our purchases at our Parent/Teacher Partnership Meetings.

*Sample Schedules:*

*Pre School Daily Schedule*

6:30 –10:15 Arrival time - Interest areas & discovery time – snack center  
10:15–11:45 Group Meeting – group projects & exploration, gross motor & outdoor time.  
11:45 – 12:00 Prepare for lunch & rest time  
12:00 – 12:45 Lunch & social conversations  
12:45 – 3:00 Reading, individual chats with teachers, nap/rest and quiet activities  
3:00 – 5:30 Snack center, inside & outside exploration, departures and center closes

*Toddler Daily Schedule*

6:30 – 9:00 Arrival and free time  
9:00 – 9:20` Snack time  
9:20 – 9:45 Clean up, diaper changes  
9:45 – 10:30 Activity  
10:30 – 11:30 Outside play or inside gross motor play  
11:30 – 12:00 Lunch  
12:30 – 3:00 Nap time and quiet time  
3:00 – 3:20 Snack time  
3:20 – 5:30 Outside play and gross motor play, departures, center closes

*Infant Schedule*

All infants under one year follow their own individual schedules with times allotted for one-on-one active time, developmentally appropriate sensory exploration, snuggle time,

floor time (fine and gross motor), as well as rocking, feeding, diapering and sleeping. Infant curriculum is based on individual developmental needs.

*What to Bring from Home:*

***Infant***

Formula or breast milk, labeled and dated  
Bottles labeled and dated  
Baby food labeled and dated  
Pacifier labeled (if needed)  
Disposable diapers labeled  
Baby wipes (labeled)  
Small blanket and crib sheet labeled  
Security items labeled  
One or two changes of clothes  
Photo(s) of family

*A small plastic tote with a handle to hold bedding*

***Toddlers***

Pacifier labeled (if needed)  
Small blanket and crib sheet labeled  
Naptime cuddly labeled  
Disposable diapers labeled  
Baby wipes labeled  
2 sippy cups labeled  
2 changes of clothes labeled (more if toilet learning)  
Photo(s) of family

*A small plastic tote with a handle to hold bedding*

***Preschoolers***

Naptime cuddly labeled  
Small blanket and crib sheet labeled (no sleeping bags, space is limited)  
Cup and water bottle labeled  
Disposable diapers and wipes labeled (if needed)  
Change of clothes labeled (more if toilet learning)  
Photo(s) of family

*A small plastic tote with a handle to hold bedding*

If you have any questions, concerns or comments it is best to talk with your child's teacher and/or the Director to resolve issues, form a plan of action or understand the policies being

used. Our open communication policy is very important to us and only works when two-way communication is established.

Early Years Child Development Center does not discriminate against race, creed, religion, sexual orientation, disabilities or special needs. This applies to children, families and teachers.

To have Internet access to view the State Licensing regulations and access to early childhood program information: <http://www.state.vt.us/srs/childcare/license.htm>

Child Care Consumer Concern Line: 1-800-540-7942

This information is subject to change by Early Years Child Development Center, LLC to comply with government regulations or for any other reason.

Thank you for taking the time to read this Handbook. We hope this has been helpful and informative. Please keep this in a space where it can be readily accessible for you to review. Our relationship with our families is very important to us all!