

# Student Handbook 2022 | 2023

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**I L L U M I N A T E !**  
D A N C E • A R T • M U S I C • T H E A T R E • V O I C E

*Illuminate! Creative Arts Studio*  
*An Outreach of Glory of Zion International Ministries*  
*at The Global Spheres Center*

[www.illuminatecreativearts.com](http://www.illuminatecreativearts.com)

[info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com)

Office Phone (940) 208-1352

# Welcome!

Welcome to our ninth year at *Illuminate! Creative Arts Studio*. For those of you who are new, we are excited to have you join our family here at *Illuminate!* and are looking forward to a great first year with you. We encourage everyone, new and returning students and families, to read through the student handbook before classes begin. It has quite a bit of content, however we know that all the information given will help ensure you have a strong foundation and the best year possible here at *Illuminate! Creative Arts Studio*. The handbook will lay out what we expect of our students and families and in return what you can expect from us!

Please note that we have additional information on our website regarding faculty bios, our mission statement, and class descriptions. Please check our website if you are looking for information regarding our program as a whole. [www.illuminatecreativearts.com](http://www.illuminatecreativearts.com)

We are looking forward to a great year with you and your children!

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**\*Please note that links will work on a laptop, but may not work on your phone. If they are not working, please copy and paste to your browser. You can also access the links from your parent portal when you click the class link and expand for notes.\***

# Communication

## *A Note from Our Director Regarding Studio Communication:*

During our first year open here at Illuminate! It was very easy to use my personal phone and email for calls, texts, and emails with current students and their parents. I loved this level of connection I was able to maintain with our students. When we first opened we only had a handful of students and families with the occasional call or text message to my personal device, however, as we have grown from 30 students to currently over 400, using personal devices for communicating is no longer feasible nor efficient for our staff. The amount of calls, texts, and messages that our staff were receiving on personal phones, FB accounts, etc. at all hours of the day (literally!) was beyond what we could manage effectively. We truly did not mind being this available for all of our wonderful studio families in previous years, but it is simply not feasible at the point to which we have grown. At the end of our 2016/2017 season I began instructing all of our staff to forward any and all communication received on personal devices, especially after hours, to our studio email- [info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com). This will ensure that your questions get answered and not accidentally lost or forgotten about in the midst of our personal lives away from the studio. We have asked each of our staff to respond to any studio question sent to their personal accounts or devices with the following: "Thank you for your question! I have forwarded it to the Illuminate! email account and the next receptionist will follow up with you during open business hours!". Thank you for your support in this!

**Hours:** With the exception of specific events throughout the year (i.e. Back to Studio Bash or other weekend events) we will be returning calls, messages, texts and emails between Monday-Thursday and the studio office will be closed Friday-Sunday with the exception of our occasional Saturday workshop days and special occasions in which case we will be open during weekend hours. Our reception desk will be open any time there are classes held. Feel free to check our current class schedule to know when the office will be manned for direct communication.

**Phone Number:** 940.208.1352

**Email :**

[info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com) (general questions)

[music@illuminatecreativearts.com](mailto:music@illuminatecreativearts.com) (music department only)

[theatre@illuminatecreativearts.com](mailto:theatre@illuminatecreativearts.com) (theatre department only)

[illuminategardeners@gmail.com](mailto:illuminategardeners@gmail.com) (Global Gardeners only)

We no longer use art, virtual, dance or director @ illuminate email addresses.

### **Communication Reminders:**

**Email:** We primarily communicate with families via email. You will receive a **weekly announcement** email that includes reminders for the week ahead as well as upcoming events. This Weekly Announcement will be sent out on Thursdays starting in August 2022. If you are not receiving this email please let us know. You will miss important information if you do not receive and read these announcements.

**Robo Text:** Our online system (Dance Studio-Pro) will be used to send text messages to you for last minute reminders and closings due to weather. You will only be able to receive texts from us if:

- The number listed on your account is a cell phone number

\*\* Note you WILL NOT be able to respond to texts from DSP, however, you will be able to send emails through your parent portal for easy access.

**Robo Dialer:** This is used the same as text messages, but will call your phone with the message from the studio. It will leave a voicemail if you are unable to answer.

This will send a voice cast to parents, which we are also able to use for emergency situations.

***\*Should your email or phone number change please be sure to change it in your online account or you will be missing important announcements.***

**Facebook:** Follow us at [www.facebook.com/illuminatecreativearts](https://www.facebook.com/illuminatecreativearts) for additional photos, videos, announcements, community events, and reminders.

**Instagram:** Follow us at [www.instagram.com/illuminatecreativearts](https://www.instagram.com/illuminatecreativearts) for additional photos and videos!

### **Bulletin Board & Notes:**

We use the TVs in the family lounge and foyer for updates, reminders and changes.

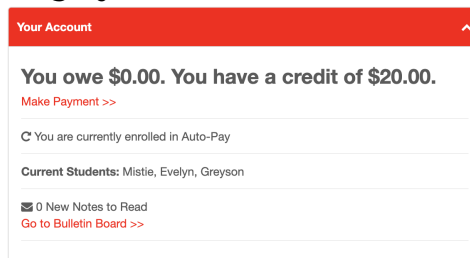
**Paper Notes:**

We rarely send paper notes home. Please check your weekly Thursday announcement emails in order to stay current with studio information.

# Payments & Expected Costs

**How to make a payment:**

1. You can make a payment anytime through your online parent portal with Dance Studio Pro. **\*\*NEW** Each new year, you are automatically signed up for Auto-Payments when enrolling in Dance Studio Pro. If you do not wish to be in this program, please email the office and we will remove this defaulted setting from your account. If you do not email the office to opt out, you will be charged the first business day of every month.
  2. You can also make a payment during open office hours. We will have a receptionist on duty during all scheduled class times.
- Please note that if you make your payment before the due date, your account will show you have a credit. When your payment is processed it will then adjust to a \$0 balance owed. \*Also, if you are on auto payments and you run your payment before the first business day of the month. You risk being charged twice. If you happen to make a payment before your auto pay date please notify the office so we can make sure and not charge you twice.



**Fees for Foundation Students:**

All of our Foundations Classes are \$80 for the entire season (September-April). **Students are no longer charged a monthly payment in May.** You are welcome to pay this in one payment; however, we have found that most families prefer to make monthly payments. Because of this we automatically put all students on our monthly fee plan. Unless you otherwise specify, your

account will simply be charged \$10 a month each month from September-April. This will be due on the 1st of each month.

Please note that this monthly fee is reflective of the yearly total and is the same each month no matter how many classes you have that month (i.e. we do not deduct from this total even during the months when we have Thanksgiving break, Christmas break, Spring Break, etc.)

### **Scholarships:**

If you are in need of a scholarship to cover monthly fees please send an email to [info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com). We will email you a Scholarship Form to complete and return to us.

### **Registration Fee:**

Due to the generosity of Glory of Zion International Ministries and Chuck and Pam Pierce, we do not currently require a yearly registration fee.

### **Miscellaneous Costs to Expect Throughout the Year:**

**Please note that if you have signed up for our monthly auto payment program, this will apply to your monthly tuition costs. Any additional supply fees that are due prior to classes beginning in September will be charged in August. Costume fees will be applied to your account during their respective months and auto charged on the 15th of each month.**

### **Foundations Dance Students: Recital Costumes**

The majority of dance foundation students will participate in our Spring Recital. The students in these classes will be expected to purchase the costume assigned to the class.

### **Dance Costume Payments:**

*When are costume payments due each month?*

**On the 15th of the scheduled month**

*When are costume payments due in full?*

**Friday, November 18th, 2022**

*How much are costumes?*

**Most foundation level student accounts will be charged \$55 per costume (with the exception of Polynesian at \$100) following the schedule below.**

(Occasionally we are able to combine costumes, if this is the case with one of yours we will deduct the discount from your November payment.)

August - Ballet, Creative Movement  
August - Polynesian (\$100)  
September - Jazz, Hip Hop, Delivered Through Movement  
October - Tumbling, Modern

\*Please note that Tumbling Tots and Experiencing the Nations students will not participate in the recitals.

**Class Supplies and Dress Code:**

Our Art and Music students have an average cost of \$40 in supplies needed for each class that parents will need to purchase separately before classes begin in September.

Our dance students have a strict dress code that they are expected to uphold. Dance shoes, leotards, tights, etc. are an expense to remember when budgeting for your dance season.

Please refer to your confirmation emails for specific class dress codes, attire, and supplies needed.

## Student Safety

**Building Safety**

Please remember that Illuminate! is only a small part of the Global Spheres Center Campus. There are many other people coming and going to various businesses, ministry offices, community events, etc that also operate out of this building. There are many exits and entrances to the building besides our primary studio entrance. Out of respect for the other people who work in our building, as well as the safety of your children, please do not let your children roam the halls without adult supervision.

Please remind your children that hundreds of people use these spaces weekly. We all want to work together to keep them in the best condition possible. In the past, we've had issues with vandalism, trashing bathrooms, and not caring for the equipment, supplies, and instruments provided.

**To Go or Not to Go?**



1. Please do not go to the second story of the building unless you have a class in one of our designated spaces in the Experience Wing.
2. You are always welcome to walk the gardens on the southeast (opposite) side of the building.
3. We do ask that when in the building, you do not go past the "Oasis Wing" which is the main hall where Illuminate is located. Please do not turn left at the end of the hallway near the stairs. Those portions of the building are not open to the public during the week.

### **Students Ages 10 and under:**

We require all of our students ages 10 and under to be walked in by an adult to their classroom door. We also will not allow students ages 10 and under to leave the building by themselves. An adult will need to come to their classroom to pick them up. Per our building manager if this rule is not abided by, it may result in your child/ren being dismissed from their classes permanently.

### **Pick Up Release Form:**

In most cases, we expect that the direct caregiver of each student will be the adult picking up. However, if another adult will be picking up your student under the age of ten regularly, please fill out the "[Authorized Pick Up](#)" form. This will allow us to release your child to anyone on the form. Please email us at [info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com) if you need a copy of this form. If you have a last minute change of plans in regards to your child's pick up, you will need to call or email the office, or send in a signed note with your child to let us know who will be picking up your child that day. Again, we ask for your cooperation with this as we will always keep your child's safety top priority here at Illuminate! Creative Arts Studio.

### **Emergency Procedures**

**Tornado:** Should the tornado sirens sound while class is in session, we will immediately take all students to one of the bathrooms which are also designated as tornado shelters. We will keep all students in the storm shelter until we are released to go back to class by a member of the building security team.

**Fire:** If the fire alarms were to go off while class is in session, we will immediately remove all students from the downstairs studios and exit to the studio parking lot. (north end of the campus). All students who are in class upstairs or our upstairs waiting area will exit the south side of the building to the parking lot on the South side of the building. Should those doors be blocked, we will exit another door and will begin calling/texting parents as

soon as possible. Please always make sure that your contact info as well as the emergency contact on your child's account is always up to date.

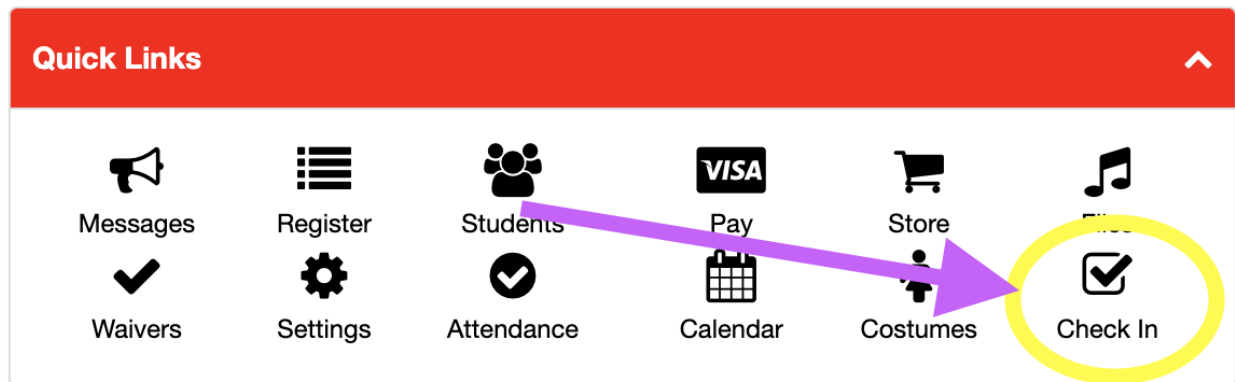
## General Policies

### Absences & Make-Ups

Students are expected to attend all classes they are registered for throughout the entire season; however, we do realize that there are circumstances that may arise that prevent a student from attending class occasionally. If a student is sick or will miss a class for any reason please tell the receptionist during business hours, email [info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com) or call 940.208.1352. Our instructors are extremely busy preparing for and teaching each of their classes. Many instructors will see anywhere from 50-80 children in one day. They are not expected to remember exact attendance for each class or if you happen to verbally mention an upcoming planned absence. We do not offer any make-up sessions for missed classes.

### Checking In:

**Your "Check In" each class period is very important for two reasons: Parents/students will be able to check in from their parent portal or by scanning the QR code posted in the Illuminate waiting areas. You can download the app to check in by clicking this [link](#).**



1. **Attendance** - This year, when a student has not checked in for three consecutive classes in a row they will receive a "drop email notification." This email will let the family know that they will be dropped from the class if they do not promptly respond to our admin team. Please note with over 400 students, 80 classes being offered, and five receptionists, our Check In process is the primary way of regulating attendance. When students are failing to

check in, their spots may be given to others on the waitlist. Check in to keep your spot!

Instructors will have the opportunity in each class to also take roll through our enrollment system; however, if your student is late at all they will miss marking them present unless you do it from your Parent Portal which will then update the instructor's records online.

2. **Safety** - Another reason our "Check In" is so important is for safety procedures. In the event of a fire, tornado, lockdown, or any other emergency procedure, we will have accounts of all students presently in Illuminate. The building manager on duty is required to give department officials a head count of the number of kids. We can only give an official head count with the attendance report from our "Check In" system.

### **Cancellation Due to Inclement Weather**

Should a class need to be canceled due to poor weather, we will send out an email and/or text. Please check before coming to class if there is bad weather in the forecast. This is NOT determined by the school system. Many studios base their closing strictly off of local school weather closings--we have chosen not to do that since our classes are held primarily in the afternoon/evenings, the weather can be completely different at 6pm for a studio class than it is at 7:30 am for school. There are no make-ups or refunds given for classes canceled due to bad weather as it rarely occurs.

### **Tardiness:**

We require students to be in class on time. For dance students this means your shoes are on, you are in required dress code, and your hair is properly secured. We understand that OCCASIONALLY traffic and "life" happens; however, it is unacceptable to be late on a weekly basis. This is disruptive to the other students and makes for a rough start for you or your student. Fine arts courses are just as much mental as they are physical and rushing into class flustered will not allow a student to get the most out of a class.

When a dance student arrives late, please put on shoes, fix hair, etc. outside of class and then quietly walk into the studio, place belongings against the wall and join class.

If you will be late, please call (940) 208-1352, or email [info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com) to let us know, when possible.

Please be advised that if you are enrolled in a class that has a full waitlist and you have frequent absences, we will have to ask you to drop the class to

allow someone else to join. Please be aware that some of our classes have more students on the waitlist than on the roster. We cannot deny those students the chance to pursue an education in the arts and allow someone else to not fully take advantage of the opportunity they've committed to.

### **Lost & Found**

Any belongings found in the studio will be placed in the lost and found which is located at the reception desk. If you think you may have left something in class please email [info@illuminatecreativearts.com](mailto:info@illuminatecreativearts.com) and we can check the lost and found or you can ask the receptionist the next time you are in the studio.

### **Observing Class**

We do not allow parents to stay in any of our child or teen classes that are not designated as parent/child classes. We have found that it can become quite a distraction for the students and hinders their focus in class. Parent Observation Week will be available in most cases during the fall semester.

### **Late Pick Up**

If you will be late picking up your student please call the office 940-208-1352. Students will wait in the foyer near the front desk with our receptionist in cases when you are running behind for pick up. If you do not get through to our receptionist please leave a message.

### **Alternate Pick Up Form**

If we do not recognize or are uncomfortable with the person who is picking up your student then we reserve the right to not release your child to an adult other than the primary parent or guardian listed on the family profile. If you have another adult planning to pick up, please be sure that you have sent in a signed note to the front desk and/or have completed our [Authorize Pick Up Form](#) that you have given to our admin staff. You can sign this form with us anytime you are in the studio.

### **No Cell Phones in Class**

All phones should be silenced and put away during class-- If a student under 18 takes a phone out during class it may be taken by the instructor for the duration of class and given back AFTER class. Thank you for your cooperation with helping us to teach this important class etiquette to our students.

For our adult students we also expect that phones will be silenced and put away during class; however, if you do need to make a call or text please step out of the classroom to do so as to not be a distraction or disrespectful to the instructor and other students and their time.

## **Student Social Media**

With over 400 students, we want to honor family rules and boundaries regarding social media. Students ages 14 and under are not allowed to actively post video, pictures, or content to social media while in class or in the Illuminate studios, waiting rooms, or halls. All content that is posted from Illuminate social media accounts are thoroughly checked and monitored by staff to ensure those who have not signed a media release waiver are not published. If students are accessing their own social media while in the waiting rooms, we ask that they are very aware of what they're watching and mindful of other eyes and ears that may be nearby.

Students, Ages 15+

- Do not use any sort of video or picture of another student for social media that you do not first have permission.
- Please talk to your students about different families having different rules and boundaries in regards to social media.
- Do not use any sort of video or picture of a student under the age of 14 for social media without their parent's permission.

## **Nut Free Zone**

Illuminate! is a nut free zone. If a student that is enrolled in a class that has a designated snack time brings a snack with any kind of nut, we will have to leave the snack in the student's bag. We also ask that if your child has had nuts at home before coming to Illuminate! that they please wash their hands before coming to class. Please note that our nut free policy applies to all Illuminate rooms (including the waiting lounge, entrance, and all of our classrooms. As well as the hall and gym outside of Illuminate) Thank you for your cooperation as we work to make this facility a safe place for all of our students and their families.

## **Waiting Room Etiquette**

While we all understand the difficulty in waiting anywhere with children, we do ask that you please be considerate of others who use the waiting areas along with you.

- Please use headphones/earbuds or your external volume VERY low when using tablets, smartphones, ipads, etc. with sound.
- Please maintain a respectful volume. .

- Please do not allow your children to run in the waiting room or halls.
- Please do not allow your children to jump off or from furniture.
- Help keep the areas clean and neat by throwing away your trash, wiping off counters/tables where food has been eaten or spilled, etc.
- Please watch the walkways and make sure you and your children are not blocking high traffic areas.
- Our building manager has asked us that no students under the age of 18 wait outside of the Illuminate waiting rooms (in the lobby in between Shiloh Fitness and Illuminate). If you, as an adult/parent, want to sit in that area you are welcome to, but please make sure that your children are not playing and rough housing in the lobby area. This is the main entrance to the entire Global Spheres Center and there are others that use this entrance besides just Illuminate.

## Enrollment Process for Foundations Classes

### **Enrollment Process for the next fall season:**

\*Please note that our enrollment process, like every part of our program, is always subject to change, but this is the process we have used the past few seasons and anticipate using in the seasons to come.

### **Stage One:** Pre- Priority Enrollment Week

All currently enrolled students will be pre-approved to continue the class they are in this year for the following year which will allow you to enroll in that spot before anyone else has access to it. For this one week that spot is reserved for you. If you do not enroll in this week then your spot can be taken by any of our current families.

### **Stage Two:** Priority Enrollment Week

All classes for the fall schedule will be open for enrollment to ANY currently enrolled students.

### **Stage Three:** Open Enrollment

All classes for the fall session are open for new students.

#### **4. Summer Camps**

We currently do not offer Priority Enrollment for our camps. Summer Camps schedules will be released each spring and will be open to the entire community (current and new students) at the same time.

## Volunteering

We have a wonderful group of students and their parents who volunteer throughout the year and are a crucial part of Illuminate! For those of you who would like to help us in our efforts, please let the receptionist know and we'll add you to the volunteer list.

## Other Annual Opportunities

### **Bring A Friend Week for Foundations Dance! (October)**

Bring A Friend Week is a fun week where our dance department students are welcome to invite friends to experience their dance classes with them.

### **Packing Party for Operation Christmas Child (November)**

Operation Christmas Child is a ministry of Samaritan's Purse that allows kids to be involved in helping kids in less fortunate circumstances than themselves in a tangible way. This is done through packing shoeboxes with toys, toiletries, school supplies, etc. that are sent all over the world. For those who would like to donate, we will collect supplies at the studio from the suggested supply list during the month of October. Then in November we will invite all of our students and their families to a packing party to make cards, wrap boxes and prepare to send to the drop off site during the National pick up week for Operation Christmas Child.

Suggested Supplies we will be collecting in October:

\*Please no used items or liquid items. Everything must fit in a standard size shoebox.\*

Examples of items include: Crayons, Markers, Play doh, Pencils and sharpeners, Pens, Small notebook, Small Lego sets, Small stuffed animals, Small toys for boys and girls, Hair brush, Soap, Washcloths, Toothbrush \*We will send out a more detailed and specific sign up list in October.

## **Family Week - (December)**

**When:** Last Week of Regularly Scheduled Classes in December before Christmas Break

### **Foundations Program - Music:**

*Ages 3 & 4 Piano:*

For this class, families and friends are welcome to join us during class for a Christmas party. We will spend a few minutes reviewing what we have learned in the semester and will have a short musical presentation for all to enjoy. The rest of our class time will be filled with games, singing and dancing and some delicious goodies.

*All Drum Classes and Rhythm & Percussion:* Parents are invited to come sit in on class to see what your child has been working on!

*All Piano Classes, Ages 5+:*

Students will have a holiday performance for parents and family to attend so will not have a Family Week in class.

**Foundations Program - Dance:** Parent's Week is the only week out of the year that we open the studio for parents to watch their child's class. This is always held the last week of the fall semester and is a great time for parents and students to celebrate the holiday season and the completion of the semester. Most students look forward to having their parents in class and showing them what they've learned --we encourage you to attend this week if possible.

**Foundations Program - Art & Theatre:** This is a great time for parents and students to celebrate the holiday season and the completion of the semester. Most students look forward to having their parents in class and showing them what they've learned -- we encourage you to attend this week!

### **Pre Training & Training Programs:**

2D/3D Training Program Art Classes :



- Parents are invited to come watch your child's class at their regular class time and see a little of what they've been learning!

Dance Training Program:

- Parents are invited to come to each of the technique classes during the week. Please reference your child's "homebase" schedule that you receive at Orientation to know specific times and classes for your child that you are invited to observe.

Music Training, Theatre Pre Training & Training, Art Workshop Students & Dance Training Programs:

- At the end of the fall semester we will invite all of the Training Program parents to join us in class for a time to celebrate the completion of the fall semester! More details to come!

### **Dress Up Week (March)**

During our annual "Dress Up Week", students will be allowed to wear any appropriate dress up costumes that will still allow the student to fully participate in their class.

\*Tumbling students are not included in this event due to safety.

### **Spring Family Week for Art Department**

**When:** Last Week of Regularly Scheduled Classes in April before Summer Break

This is a great time for parents and students to celebrate the completion of the year! You will be welcome to join your student for their final class period (this does not include Training or Pre Training Program Workshop times). More details to come in the spring semester!

### **Spring Family Week for Music Ages 3&4**

**When:** Last Week of Regularly Scheduled Classes in April before Summer Break

This is a great time for parents and students to celebrate the completion of the year! You will be welcome to join your students for their final class period for an in class performance and end of year party! Please feel free to invite family and friends!

## **Holiday Breaks**

The studio will be closed for the following holiday breaks with no regular art, music, theatre, or dance classes being held. Please see our calendar on the front page of our website for exact dates.

Thanksgiving Break--One Week (November 21-25, 2022)

Christmas Break & New Years Break

- December 19-January 8th

Spring Break--One Week (March 13-17, 2023)

## **Annual Christmas Piano Recital**

This will be at the end of the fall semester for all piano students ages 5+ to present their piano solos to their friends and families!

## **Foundations Program Dance students**

At the end of the spring semester the students in our Foundations Programs will participate in an annual Spring Recital. Families and students always enjoy this day full of celebration, showing off hard work, and reception following the show.

\*This does not include Tumbling Tots

## **Dance Training Program End of Year Recital**

Our end of year recital will be

## **Annual Spring Music & Theatre Recital**

This will be at the end of the spring semester for all theatre and music students with the exception of students in our piano classes for ages 3&4 and our Rhythm & Percussion students (5&6yr old drummers). We will begin with the piano recital portion where each piano student will have the opportunity to perform a solo for friends and family. We will take a short intermission and then will continue our music and theatre recital. This was such a wonderful success last year and we are excited to continue this year!

# Calendar

We have a calendar on the home page of our website ([www.illuminatecreativearts.com](http://www.illuminatecreativearts.com)) and will be updating that throughout the year as dates are released. Please see the website calendar and your weekly

Thursday announcement emails for the most current information and confirmed dates!

# Student Behavior Expectations

While there are additional expectations for specific classes (i.e. art classes have certain rules for using art supplies and tools, etc.) the following three rules are rules we have adopted for the studio as a whole and apply to all students in all classes.

This year our instructors will go over these rules at the beginning of every class.

## **All Studio Class Rules:**

1. Respect Others (hands to yourself--refrain from physical contact with other students)
2. No talking when the instructor is teaching and/or skills are being practiced.
3. Raise your hand before asking a question or speaking in class.

Each time a student does not adhere to the "All Studio Class Rules" they get a mark by their name in the class chart. If a student reaches three marks within a single class we will email you to let you know and ask you to talk to your student at home regarding expected behavior in the studio. If this behavior persists we will ask to have a meeting with the student, student's parents, instructor and our studio director to discuss how to move forward. We want to help all of our students reach their full potential and be able to get the most out of each class they are enrolled in.

## **Training Program Student Behavior:**

Additional behavior notes for Training Program students will be included in the "Welcome Letter" for the Training Program students.

We look forward to an amazing year with you!

Blessings,  
Illuminate! Staff