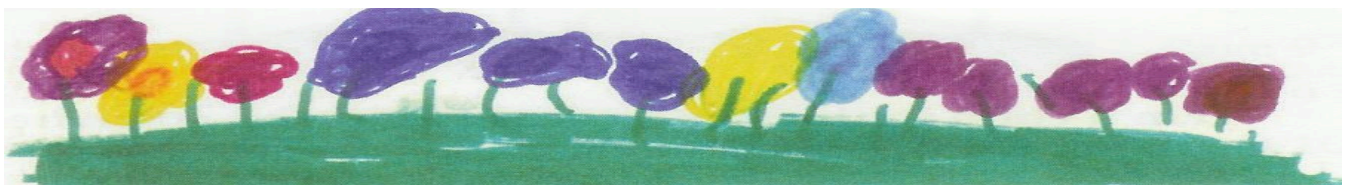
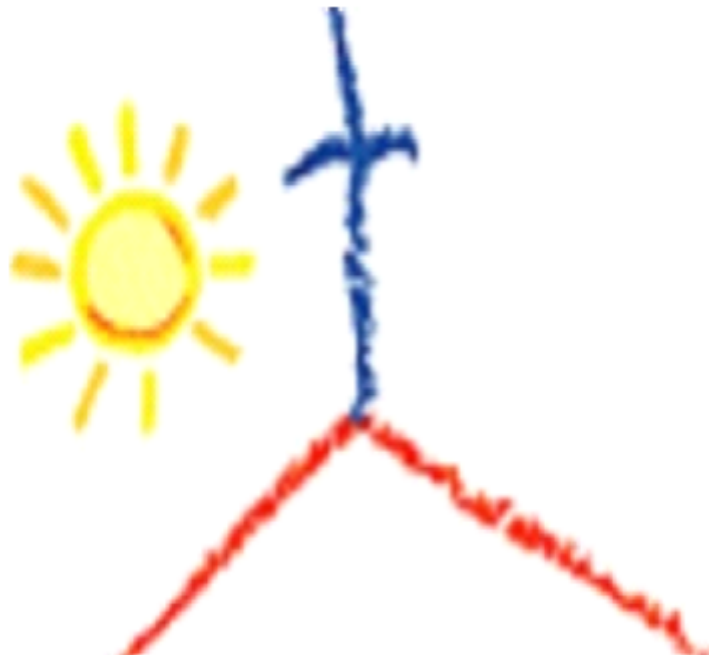


ST. BENEDICT CATHEDRAL

PRESCHOOL  
&  
PREKINDERGARTEN  
Parent Handbook

**2025-2026**



## Welcome to our St. Benedict Cathedral Family!

We are looking forward to getting to know all of our preschool and prekindergarten students and families. The bible tells us repeatedly in His Word how all children are a gift from God. Thank you for bringing your pride and joy to us.

You will find that joyful learning takes place when teachers, parents and students all work together and experience God's love for us in our daily lives!

Please contact us if you have any questions and concerns.

Yours in Christ,

Nancy Folz, Preschool Teacher

[nfolz@evdio.org](mailto:nfolz@evdio.org)

812-425-4596 ext. 215

812-760-1147 cell phone

Jena Wessel, Prekindergarten Teacher

[jwessel@evdio.org](mailto:jwessel@evdio.org)

812-425-4596 ext. 217

812-598-1153 cell phone



Train a child in the way he should go, and when he is old he will not run from it.

Proverbs 22:6

## School Information

St. Benedict Cathedral School  
530 S. Harlan Ave.  
Evansville, IN 47714

School Phone Number  
812-425-4596

School Fax Number  
812-463-5206

Website  
[www.saintbenedictcathedral.org](http://www.saintbenedictcathedral.org)

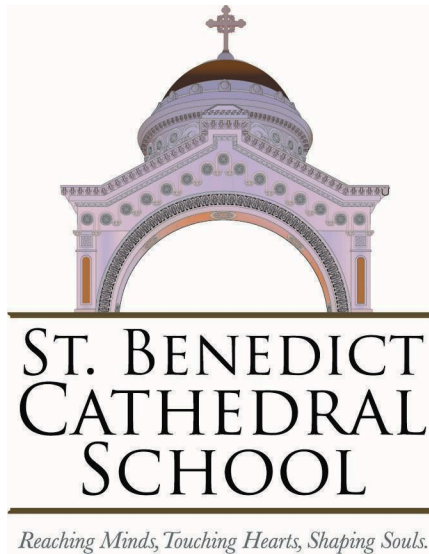
## Staff Information

Mrs. Nancy Folz  
Preschool Teacher

Mrs. Jena Wessel  
Prekindergarten Teacher

Ms. Megan Wright  
Principal

Mr. Bart Burke  
Dean of Students



## **Our Mission**

To form Christian disciples who proclaim the Catholic faith, achieve academic excellence, and serve others.

## **Our Philosophy**

St. Benedict Preschool and Prekindergarten staff believe every child deserves the chance to learn in the way that meets his or her developmental needs. Our early childhood educators will provide every child with the tools to develop cognitively, physically, socially, and emotionally.

## **Admission Information**

Enrollment for St. Benedict Cathedral School is open to all children regardless of race or religion. Preschool children must be three years old by August 1st of the current school year. PreKindergarten students must be four years old by August 1st of the current school year. If, after a two-week period, a student is not demonstrating adequate progress in meeting classroom expectations or adapting to the school's academic or behavioral programs, the administration of St. Benedict Cathedral School reserves the right to reassess the student's placement. This review may result in an alternative class setting or, if necessary, consideration of withdrawal or dismissal in the best interest of the student and school community. All children must be potty trained (see restroom guidelines)! This means no pull-ups will be allowed. If accidents become an issue a conference will be scheduled. If the problem persists the child will be asked to leave preschool or prekindergarten and return when they are potty trained.

### **Preschool (PS) Application/Enrollment Policy**

Registration for preschool will begin in January. Letters and applications will go out to all active parishioners with children eligible for PS. Students must be 3 years old by August 1st and be potty trained. Open enrollment will begin after we have made contact or heard from the active parishioners with children that are eligible. All applications must be returned with a \$100 deposit which is credited towards the tuition owed for that school year. Acceptance of applications will be taken in chronological order until all open spots are filled.

### **Prekindergarten (PK) Application/Enrollment Policy**

Registration for PK will begin in January. Letters and applications will go out to all current preschool families and active parishioners with children eligible for PK that are not currently enrolled. Students must be 4 years old by August 1st and be potty trained. Open enrollment will begin after we have made contact or heard from the active parishioners with children that are eligible. All applications must be returned with a \$100 deposit which is credited towards the tuition owed for that school year. Acceptance of applications will be taken in chronological order until all open spots are filled.

## ST. BENEDICT CATHEDRAL SCHOOL

### Pre-School and Pre-Kindergarten 2024-2025 Monthly Tuition Rates

#### PRESCHOOL (PS)

The Pre-School program offers Full Day (7:25 am-2:35 pm), Morning Only (7:25 am-10:45 am) and Part Time (M/W/F). Please review the schedule options below.

	<u>Morning Only</u> 7:25 am-10:45 am	<u>Full Day</u> 7:25 am-2:35 pm
3 Day Program (M/W/F)	\$135/month	\$260/month
5 Day Program (M/W/F All Day + T/Th Morning)		\$350/month
5 Day Program (M-F)	\$225/month	\$425/month

#### PREKINDERGARTEN (PK)

The Pre-Kindergarten program is offered in the morning (7:25 am-10:45 am) five days each week. Morning students must be enrolled in the afternoon enrichment program (until 2:35 pm) two, three, four or five days each week.

5 Day Morning Program + T/Th Afternoon	\$320/month
5 Day Morning Program + M/W/F Afternoon	\$365/month
5 Day Morning Program + 4 Afternoons	\$410/month
5 Day All Day Program	\$450/month

#### PAYMENT INFORMATION

The Preschool and Prekindergarten tuition will be paid via FACTS Tuition Management. You may select from the following payment plans.

Monthly	3+Payments (August-June)	\$45 fee/family/year
Semi Annual	2 Payments (August & January)	\$10 fee/family/year
Annual	1 Payment (August)	No Cost

Cafeteria and After-School Care are pre-pay services and are not included in the tuition rates. These must be paid with separate checks to the appropriate

department, online via your Titan account, or by a monthly EFT from your checking or savings account. The rate for After-School Care is \$8.00/day per student.

## **Our Curriculum Goals**

Our curriculum identifies goals in all areas of development:

**Social:** to help children feel comfortable in school, to trust their new environment, to make friends, and to feel they are part of the group.

**Emotional:** to help children experience pride and self-confidence, to develop independence and self-control, and to have a positive attitude toward life.

**Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and to help them acquire learning skills such as the ability to solve problems, be observant and recognize and manage their feelings.

**Physical:** to help children increase their large and small muscle skills and to feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with the children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

## **Prayer**

Pre-School and Pre-K pray daily in the classroom, in the morning, and before lunch. On special occasions, PS and PK will attend mass.

## **Religion**

We love having our time with Jesus and His Word three times a month. We learn about His love and His Big World. We also discuss Bible Stories, from the Old and New Testament. We also celebrate our Catholic faith in our Music program.

## **Curriculum**



Our program is based on theory that children learn through play. We encourage the children to be active learners. We understand that children grow at their own stage of development. Each child must be treated as an individual to help them experience success. Social skills are given a great deal of emphasis. Hands-on activities and experiences are planned according to the themes which provide meaningful learning.

Our learning will include:

- Social skills - meeting new friends, independent play, sharing, group activities, express emotions, responds well to consistent routines.
- Motor skills - gross motor skills, strength and balance, fine motor skills with pencils, glue, and scissors
- Reasoning & concept development - matches objects, explores with elements, remembers short sequences of events of 2 to 3 steps.
- Language skills - uses language to communicate, tell simple stories, understands words for common categories, uses sentences with two phrases or concepts.
- Reading - holds a book properly and turns pages, understands that words convey a message in a story, recognizes the first letter of their own name, upper- and lower-case letters, sounds and symbols with letter recognition
- Writing - holds a writing tool with a fist or finger grasp, draws with a variety of tools (crayons, pens, pencils, markers) forms letters and shapes.
- Math - identifies some shapes, recognizes and matches small quantities, recites some number words, count, make comparisons, patterns, classifications and sequences.
- Science - asks questions about their environment, constructs with a variety of materials.
- Creative Art & Music - knows a few color words, drawings have basic resemblance to objects and people, articulates what they are drawing, imitate sounds and rhythm, might have a favorite song, engages in dramatic play.
- Social Studies - recognizes common features of the home and neighborhood, shows interests in familiar peoples and common jobs.

## **Guidance and Discipline**



Guidance is an important part of learning, and we feel that it is a big part of our job. In our preschool and prekindergarten classes, we work to provide a safe learning environment for ALL students. We will work to help the students develop responsibility and self-regulation behaviors. Self-control is very important, and we will provide the children with the tools to work through problems and adapt to their surroundings. By doing this, we will work to create a caring and Christ-like community of learners.

Both the preschool and prekindergarten class use positive behavior reinforcement. If a child is having difficulty following the daily routine, rules of the classroom, or expectations set forth, the teacher will respond with positive reinforcement, redirection, frequent reminders, and/or encouraging words.

If a non-desired behavior continues, a child may be removed from the situation that is stimulating the behavior. After a short time, the teacher will sit down and talk with the child about the behavior and alternative solutions. The teachers will communicate these challenges with parents through phone, email, or face-to-face conversations.

If a child's behavior requires ongoing daily attention from our staff and the child's behavior is unable to be directed in a positive and productive direction, the school will request a parent-teacher conference.

If after using the methods listed above, a child is not responding to the interventions, the school will reserve the right to determine in its discretion when conduct is of a nature to warrant a child's withdrawal of the program. Students must be able to behave in a matter that is consistent with Catholic principles of the school and the Diocese of Evansville.



## **Program Dismissal Policy**

Dismissal from the program may result at the school's request when:

- The teachers and administrators determine that St. Benedict Cathedral School is not able to meet a child's emotional or developmental needs.
- The child is not potty trained and able to take care of restroom needs.
- The child is not able to follow basic classroom rules.
- The child runs away from staff members.
- The child uses inappropriate words/language in conversation with other students and staff.
- Physical aggression towards other students or staff (hitting, kicking, punching, biting, spitting, inappropriate words).
- Destruction of property on purpose.
- Habitual lateness with tuition payments.

## **Allergy Policy**

Parents are required to provide pertinent information regarding any type of medical condition that affects their child in an acute manner ***before the first day of school***. Training for staff is provided on an annual basis as needed. The staff will cooperate with parents to provide a safe environment for the student.

## **Asthma**

Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. When necessary, inhalers will be kept in the school office. All inhalers must be labeled with the student's name by the parent.

## **Food**

In order to minimize the incidence of life-threatening allergic reactions, St. Benedict Cathedral School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. Students are encouraged to carry their Epi-Pen as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. The classroom teacher will be responsible for the Epi-Pen when necessary. Training is provided annually.

## **Communicable Diseases**

Communicable diseases are a common cause of health problems during the school year. Parents, as well as school personnel, must work together for effective control of communicable diseases. Fever is defined as having a temperature of 99 degrees or higher. Since a fever is an indicator for infection, it is required that the child be excluded from school until fever free *without MEDICATION* for 24 hours. A child should also be kept at home if he has a cold, rash, or other symptoms of communicable disease.

## Illness

If your child becomes ill at school, you will be notified according to the information you supplied at registration. It is very important to keep the office updated when you have cell phone, email, and address changes.

## Immunizations

Immunizations are required for all children. Parents of all children enrolled at St. Benedict Cathedral School must furnish written evidence that the child has been immunized according to the guidelines mandated by the Indiana State Department of Health. Immunization information will be released by St. Benedict Cathedral School to the Indiana State Department of Health's Children and Hoosier Immunization Registry Program (CHIRP) with signed consent from the parent or guardian which will be provided upon registration in school.

All immunization records must be in by the first day of school. It is against health codes for any child to attend school without the proper immunization records on file. **Contact your doctor's office and have them faxed to us at 812-463-5206 on or before the 1<sup>st</sup> day of school.** All records are kept in your student's file.



## Medication

School personnel are authorized to administer medication only if the following conditions are met:

- The parent or guardian of the student must deliver the medication (prescription and non-prescription) to the office in person.
- The prescribed medication must be in the original container bearing the original pharmacy label, which includes the directions from the physician, the name of the medication, date, and the student's name.
- Non-prescription medication must be in the original container with date, student's name, and written instructions from the student's parent or guardian. (Schools may not dispense any non-prescription medication other than what a parent or guardian provides for the student.)
- The parent or guardian must sign the Authorization for Administration of Medication by School Personnel sheet if any medication (prescription or non-prescription) is to be dispensed.
- Medication (i.e., antibiotics, cough medicine, eye drops, or any other medication) to be taken as needed requires written instructions from the parent or guardian. Cough drops are not allowed in PS or PK.

The parent is encouraged to send limited amounts of medication to school and to schedule times of administration in order that a minimum number of doses are given during the school day.

- The medications are kept in the office in a locked cabinet. School personnel will dispose of any medication left in the office after school closes in May.
- The school employees designated by the school administration must administer the medication.

## **Hand Washing Policy**

- Hand washing is required! Indiana state licensing regulation require that childcare providers and the children in their care, wash their hands before and after certain duties and activities.
- Staff must wash hands before and after preparing meals and snacks, eating, feeding infants and children, bathing infants and children, wiping noses, diapering, and assisting children with toileting. Staff must wash hands after toileting, handling bodily fluids, and coughing into hands.
- Children must wash hands before and after eating. Children must wash hands after using the toilet, handling bodily fluids, coughing into hands, before and after touching contaminated surfaces. A surface is contaminated if there is

reason to believe that the surface has been or could be exposed to contaminants. This would include washing hands after coming in from outdoors, upon arriving at school and before leaving, after sensory play involving sand, water, etc., and it is recommended that staff wash hands before and after administering medication. PS & PK students are not allowed to bring hand sanitizer to school.

- The proper procedure is the hand washing process that has been proven most effective at eliminating germs. Staff and children must wash hands using the proper procedure.
- The proper procedure is as follows: wet hands under running water, use plenty of soap to make a good lather, keep fingers pointed toward the drain, scrub fronts and backs of hands, remember to wash wrists, scrub around fingernails and rings, scrub between fingers, scrub for at least 20 seconds, rinse well with running water and dry hands with clean disposable towel or wall-mounted drying device.
- Using the proper procedure and washing hands frequently can prevent the spread of the common cold, flu and food borne illness, as well as many other germs. Children mimic behavior, so staff who wash their hands using the proper procedure at the appropriate times are setting a great example for the children in their care.



## **Arrival & Dismissal 7:25-7:45 am arrival**

**Students will go straight to their classroom upon arrival at this time.**

- Drop off for families with a PS-2<sup>nd</sup> grade child: If the youngest child in your family is in PS or PK that child(ren) should be dropped off by entering the back parking lot on Willow. This procedure will be the same for families with only PS or PK children.

Much like "Private Cars" dismissal routine, you will veer right, and join the car line (counter clockwise) and pull up to the curb to the St. Benedict Hall door. A teacher will receive your child and guide them upstairs to the next teacher who will guide them to the preschool or pre-k classroom.

If you prefer to walk your child into school, then you must park on Harlan Ave, enter through the office and check in.

- 10:50 Morning dismissal will be from the front office doors on Harlan Ave.
- At 2:35 P.M. children will dismiss from the car line behind school. Parents need to join the car line behind school.
- After-school care children will stay in the classroom at 2:35 P.M.
- For your child's safety, only those on the authorized list will be allowed to pick up your child. If there are any changes, please let us know.
- Please do not arrive on campus for pickup until 2:15 p.m.

## **Separation**

The staff is trained in this area and will guide you if your child has difficulty transitioning from you to the classroom. To ease the transition when you drop off your child, it is best to give them a big kiss and hug, tell them you love them, and that you will be back to pick them up...then leave. We know it can be difficult, but separation anxiety is normal. The longer you stay, the longer it is drawn out. We always have an extra person on hand to help the child and lovingly calm them down. Usually, after the first couple of weeks, the children are accustomed to their new surroundings and the issue subsides. Please feel free to call the school anytime you have concerns or just want to check on your child.

## **Security Procedures/Visitors**

In the interest of school security, ALL visitors MUST check in at the main office, sign in as a visitor, and put on a visitor sticker.

## **General Procedures**

### **Severe Weather**

In the event of a weather emergency or disaster, St. Benedict Cathedral School will follow the Evansville-Vanderburgh School Corporation's policy. Please follow the public media instructions. If severe weather develops after the children have arrived at school necessitating an early dismissal, such dismissal will be announced via PowerSchool and SchoolMessenger, school email, phone call or text. Your children will be dismissed at the announced time via normal pickup procedures. Fire and disaster drills are conducted during the school year as required. The teachers and pupils are trained in what must be done in a particular drill or disaster. All persons in the building, pupils and adults alike, are expected to follow the procedures for disaster drills.

### **Snow Days**

When the Evansville Vanderburgh School Corporation cancels school or has a delayed start, we follow that decision. If EVSC school declares a 2-hour delay, the morning (only) sessions are canceled. Make-up snow days are planned on the school calendar. Preschool and Prekindergarten follow the school calendar for Kindergarten-8th Grade.

### **Recess**

Students must have appropriate outerwear during the cold months, for example: coat, jacket, sweatshirt, mittens, hat. Gloves, boots and umbrellas are not allowed. Recess will most likely be inside on inclement weather days. On dry days during the winter months we will have outdoor recess even when the "feels like" temperature is 30 degrees.

### **Conferences**

Conferences will be on a need only basis. Preschool and Prekindergarten will be evaluated in January & May. Parents can request a conference at any time of the year. If you have any questions at any time, please feel free to contact us.

## Newsletters

A newsletter will be sent home each month. Activities, special events, curriculum areas of focus, and other important information will be included. The office also sends out a weekly Sunday email via PowerSchool and SchoolMessenger. It too, is filled with important information.

## Two Household Families

Upon request, the teachers will provide two copies of our newsletters, invoices, and any other important notes/forms of communication. It is up to each parent to notify the teacher of the request and check their child's cubby, folder, or blue bag for additional copies of communication.

## Cubbies/Blue Bags (No Backpacks)/Water Bottles

Children will have an assigned cubby in or by their classroom. We provide a blue bag and a folder for your child to take home with his/her work. **NO other bags or backpacks are allowed.** Please check the blue bag and folder daily for important correspondence from the teachers and return the empty bag and folder with your child the next school day. Divorced parents may require two folders, one for Mom and another for Dad. Please make a request to the teacher if two folders are needed. Your child may also bring a **SMALL** water bottle to drink **water** from during drink breaks. **No decals or extra hanging items on the blue bag or water bottle. Only pure water is allowed in the water bottles, no juice, milk, or flavored water.**

## Remind App.

At the beginning of each school year, we will invite you to download this app by sending you an email. We will need a current cell phone number and email address. This app helps the teacher remind the parents of upcoming events and allows communication with the teacher about their child.



## Clothing

In Preschool and Prekindergarten, we do not have uniforms. Please send your child in comfortable play clothes, socks and athletic shoes. Please note: any type of shoe that does not completely fasten on your child's foot can be dangerous and inhibit gross motor play activities. **No boots or umbrellas, light-up shoes, open toe shoes, sandals, crocs or clogs are allowed. Athletic Shoes Only w/Socks! Also, no jewelry, fancy headbands or costumes!**

We will be messy some days and feel that it is most beneficial to their creativity if they do not have to worry about getting dirty. Please bring a change of clothing to keep in your child's cubby. One each: Long and short-sleeve shirt, shorts, pants underwear and a pair of socks. This is in case of an accident.

## Lunch Guidelines

Children may purchase a cafeteria tray which includes a milk at the current student rate. Cafeteria lunches are NOT included in your child's tuition. Monthly lunch menus are emailed to parents and may also be found on the school website. Some children choose to bring a lunch from home. They may also purchase a milk. Your child may bring a water bottle in their lunch box. Students will have access to water at any time during the day. **Please no candy or soft drinks in lunch boxes.**

Each classroom has a weekly sign in sheet where parents can indicate their child's lunch needs. Regardless of whether your child is bringing a lunchbox from home or buying a cafeteria tray, you must mark on the sign in sheet what your child is having each day.

## General Guidelines

1. Students must purchase a cafeteria lunch or bring lunch from home each day.
2. Parents should put money in their cafeteria accounts weekly on Monday or at the BEGINNING of each month to prevent the cafeteria accounts from having a negative balance.
3. Any Cafeteria balance past due for 30 days or more may revoke the privilege of using these services. These balances will be communicated weekly via email through LINQ.
4. Students are expected to use proper behavior while in the cafeteria.
5. Students are to eat at their assigned table and remain in their seat and not visit other students during lunch. Food should not be shared. Students should remain seated while

eating and leave the cafeteria upon completing their meals under the direction of their teacher.

6. St. Benedict Cathedral School has a closed campus at lunchtime. Students may not go home for lunch. A parent wishing to take his/her own child(ren) to lunch may do so by signing in and out in the office. No other children may accompany the parent.
7. NO FAST FOOD can be brought to school.
8. St. Benedict Cathedral School follows the Wellness Policy of the Diocese of Evansville.

## **Parties and Special Events**

We have two special events: a Fall Feast and an end of the school year celebration in May. Christmas is celebrated on the last day of school before our holiday break. Halloween, Valentine's Day, St. Patrick's Day, and Easter will be celebrated in class.

## **Birthdays**

Food items for birthdays are not permitted. This includes soft drinks or any liquids. We will celebrate your child's birthday sometime during the school day. Children may bring in treat bags w/small toys or stickers, (No food or candy), but there is no pressure to do so. If your child's birthday is in the summer, a special day during the school year will be chosen to celebrate their birthday.

## **Party Invitations & Gifts**

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided that all students in the entire class receive an invitation. Gifts for individual students may NOT be exchanged during school hours.

## **Restroom Guidelines**

All children must be fully potty trained and be able to take care of their own bathroom needs comfortably and independently. Potty breaks will be at designated times during the school day, but children are expected to be able to alert a staff member when they need to use the restroom outside of those designated times. Please dress your child in "easy" clothing that they can pull up and down without any trouble. Elastic waist bands are best!

**Pull-ups are not allowed.**

## Nap Time

Preschool students attending the full day program will take a nap every day after lunch from 11:45 - 1:15 in our PS/PK Activity room. We only use cots and one blanket. Cots and new blankets will be provided by the school. Blankets will be sent home every Friday to be washed and need to be returned on Monday.

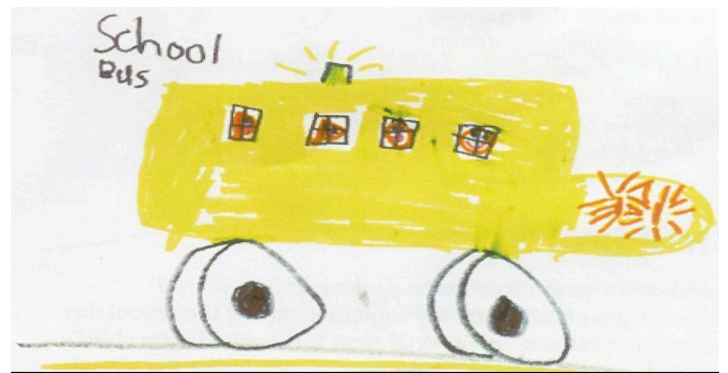
## Activity & Snack Fee

Due to allergies, we purchase all the snacks given to the children. **The activity and snack fee is \$125 per child for the whole school year. The fee is due the first week of school. Please make checks payable to St. Benedict Cathedral School OR cash in a labeled envelope in your child's folder/blue bag.** This fee includes in house field trips, story time visitor, our blue school bag, party and special event supplies, and our end of the year celebration t-shirt. If an additional blue bag is needed due to family circumstances, please let the teacher know.



## School Field Trip Guidelines

St. Benedict Cathedral School Staff will not transport children in Preschool or Prekindergarten. Preschool and Prekindergarten will take walking field trips close to campus, such as to the fire station adjacent to our parking lot, and Memorial High School. We will also have on site field trips depending on the availability of local businesses/services.



## AFTER-SCHOOL CARE FOR PS, PK & KINDERGARTEN

- PURPOSE:** The After-School Care has been developed to provide a facility at school for children in Pre-School, Pre-Kindergarten, and Kindergarten to have a safe, secure, and caring environment until their parents are available after work
- SERVICE TIME:** From 2:35 p.m. to 5:45 p.m. - (No morning hours)
- The program will not operate if school is closed early due to scheduling or emergency reasons.
  - For children not picked up by 5:45 p.m., there is an additional \$25.00 late fee charged. Chronic late pick-ups may result in elimination from the program.
- FACILITY:** After-School Room; B205
- Telephone available; 425-4596 ext. ext. 205
  - Questions regarding billing, call Bart Burke ext. 226
  - Playground (weather permitting) & PS/PK Activity Room
- ENROLLMENT:** Only PS, PK, & Kindergarten Students; NO OLDER SIBLINGS
- Students may attend on a daily, weekly, or as needed basis. A fee will be assessed for the days the student attends.
- FEES:** \$8.00 per day, unless child is picked up before 2:50 p.m. Payment is due upon emailed receipt of the statement.
- Program coordinator will establish attendance calendar each month.
  - A positive balance must be kept in the family's account. Payments may be made by check or cash. Forward to the School Office for processing.
  - After-School care balances will be communicated via email on around the 1<sup>st</sup> & 15<sup>th</sup> of the month.
- PICKUP:** Pull up between Church & School and buzz the intercom. An After-School care employee will answer the intercom and deliver your child/children to you at the doors.
- PROGRAM:** Children will have an after-school snack each day
- Staff will permit children to use playground facilities as weather permits, under supervision.
  - PS/PK Activity Room will be used under supervision.
  - **High School Students May NOT Stay in After-School Care With Their Siblings**

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PLEASE CONTINUE ON TO PAGE 23,  
COMPLETE AND RETURN TO YOUR CHILD'S  
TEACHER ON THE 1<sup>ST</sup> DAY OF SCHOOL.

THANK YOU!

Please sign, date, and return this page to your child's teacher to show that you have read the preschool/prekindergarten Parent Handbook, and are aware of the policies and procedures for our programs.

---

Print Child's Name

---

Parent Signature

---

Date

**Thank you for being a  
part of our Raven Family!**