

Holy Family Pre-K 3 School

Parent Handbook

Revised August 2016

Founded in 1980

Licensed by Louisiana State Department of Social Services

Type I License

Approved by Louisiana Department of Health

Member of Child Care Association of Louisiana

(CCAL)

Holy Family Pre-K3 does not discriminate on the basis of race, color, creed, sex, handicapping condition, ancestry, national or ethnic origin or whether the child is being breastfed in administration of our educational policies, admission policies, or other school-administered programs.

415 North Jefferson Avenue

Port Allen, La. 70767

Telephone (225) 343-6541

Fax (225) 343-8583

prek3@hfspa.com

www.holyfamilypreschool3.com

Dear Parents,

This handbook has been written especially for our parents of the Pre-K 3 Program. We hope it will be helpful and reassuring that here at Holy Family your child will be cared for and loved. We will always keep your child's best interest at heart. Please read the entire handbook, so you will be informed of our policies and procedures.

If you should have any questions or concerns, please talk to our Director. After reading the handbook, please sign our agreement and return to school.

We are indebted to you for giving us the opportunity to share in the development of your child.

Sincerely,

Pre-K 3 Committee

Holy Family Pre-K 3 ministry is to foster in each child:

An awareness of God in every living thing

To develop a positive attitude toward school and learning

Assist in helping to understand emotions and feelings

To cooperate and respect each other

And Jesus said "Let the little children come to me, and don't prevent them."
(Matthew 19:14)

In developing the rules and policies for Holy Family Pre-K 3, we have tried to be as explicit as possible, but we are aware that during the school year new and unusual situations will arise. The director will have the authority to use discretion in unforeseen circumstances. The school retains the right to amend this handbook for just cause.

MISSION STATEMENT

The Mission of Holy Family Pre-K 3 is to develop a community which reflects Christ's presence in our daily thoughts, words and actions. We seek to provide an educational foundation that encourages our students to develop to their maximum potential.

PHILOSOPHY OF EDUCATION

As educators in a Catholic school, we dedicate ourselves to establishing moral values through a program of instruction that develops and forms each child mentally, physically, and spiritually as an individual and member of our faith community.

ENROLLMENT

Admission

1. Holy Family Pre-K 3 enrollment is open to all qualified students regardless of race, sex or national origin.
2. The Holy Family Pre-K 3 Advisory Board is responsible for the establishment of policy regulating the admission of students applying for Holy Family Pre-K 3 relative to space available.
3. The director and pastor are responsible for the implementation of the established admissions policies.
4. Students entering Pre-K 3 must be three years old by December 31st. Students MUST BE POTTY TRAINED, pull-ups will not be permitted.

School Hours

Students may start arriving at 7:15 a.m. Early arrivers must wait off campus (outside gated area). Morning assembly will start at 7:45 a.m. most mornings. Students must be at school by 8:00 or have a doctor's excuse if they arrive later. Dismissal is 2:00-2:15 p.m. Extended care will begin at 2:30 and end at 5:30 on all regular school days. For all late departures, a fee of \$1.00 per minute will be due at pick up.

Visitors or Volunteers

Parents or visitors must sign in and out upon arrival and departure. A sign in binder will be available for your convenience. Please include name, date of visit, arrival and departure times, and the purpose of the visit. All visitors and independent contractors must be accompanied by a staff member, not otherwise counted in child to staff ratios, at all times while on the premises unless said individual provides documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center. Any individual who is not a staff member will not be allowed in the restroom area while in use by any child other than their own.

School Holidays

Pre-K 3 follows Holy Family School holidays, with the exception of conference days and early dismissal days. A list of all school holidays will be given at the Parent Meeting in August.

Requirements For Entrance

The following forms must be completed and returned to the school on the date of Open House.

- Application (including medical release, pick up authorization, topical ointment, non-vehicular authorization and promotional publication/photography policy)
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Card (filled out by child's doctor and returned before first day of school)
- Master Emergency Card
- Parent Handbook Agreement
- Any applicable court or custody documents for separated or divorced families

All new students are accepted on a probational basis in order to determine if Holy Family Pre-K 3 can meet the needs of the student. Full and open disclosure of health and behavioral history is required. The school reserves the right to accept or reject any applicant and to determine whether a child should remain in the program.

Withdrawing Your Child

A two weeks written notice prior to withdrawal of your child is required to the school. If the notice is not given, the parent(s) will be responsible for the next month's tuition.

Transportation

Each parent must provide transportation. Carpools may be arranged by parents, but the school must have a written list of children in the carpool and any drivers. No one but those authorized by the parent will be allowed to pick up the child from school. The center shall verify the identity of the authorized person prior to releasing the child. Phoning the school to let us know that someone other than those listed on the pick up form is acceptable as long as it is followed up with written authorization via text message or email. Any additions or deletions to the pick up list shall be signed and dated by the parent. The school **must have written permission** to release your child to someone other than those on the pickup list.

Tuition and Fees

The tuition rate, the registration, maintenance and the special event fees are all determined by the Holy Family Pre-K 3 Advisory Board and approved by the Parish Council.

Registration fee:	A \$175.00 registration fee is due when your child is accepted into the program (Non-refundable).
Student Fee:	A \$160.00 art/school supplies and special events fee is due by November 15.
Maintenance Fee:	\$95.00 fee is due by November 15.
Tuition:	\$400.00 monthly (August to May) or you may pay \$4,000.00 annually
Lunch:	Lunch is a required contracted meal through the Diocese. Payments must be made monthly in the amount of \$60.00. This is the satellite price charged to Pre-K 3 as a church program and is pro-rated for the months in attendance.

Make all checks or money orders payable to Holy Family Pre-K 3. **We can not accept cash.**

If you pay monthly, tuition is due by the 1st of the month. Tuition is considered late if not received by the 15th of each month. If tuition is more than two weeks past due (after the 15th), your child will not be allowed to attend school until the balance is paid in full. Additionally, if payment is received after the 15th a \$25.00 late fee will be added to the tuition. Tuition checks should be put in your child's tuition card and returned to school in their folder or handed to a staff member.

* Tuition and lunch fees are due for all children even when they are absent or when school is closed due to natural disasters.

*If any NSF (insufficient checks) is returned to the school (for any reason) you will be charged a fee of \$30.00. After two returned checks we will require payment via money order.

*Any child that is not enrolled in extended care and has not been picked up by 2:15, will be assessed a fee of \$1.00 per minute late charge. Any child that is enrolled in extended care and has not been picked up by 5:30 will be charged \$1.00 per minute late charge. This may be paid at the time of arrival. If not paid at time of arrival, you will receive a weekly notice and it must be paid by the time tuition is due the next month.

Cub Care (Extended Care)

Cub Care will begin at 2:30 p.m. and end at 5:30 p.m. on the days that school will be in session. You must register your child for Cub Care at registration time.

Registration fee: A \$50.00 registration fee is due when your child is accepted into the Cub Care.

Tuition: \$130.00 monthly (August – May)

*Tuition for Cub Care can be included in Pre-K 3 tuition. If possible, please write only one check including both Pre-K 3 tuition and Cub Care fees.

*All policies and procedures for Cub Care are the same as Holy Family Pre-K 3.

Lunch and Snacks

Lunch will be provided by Holy Family School Cafeteria. Cafeteria services are provided through the Federal and Diocesan School Fund Service Programs. The school's food service manager is responsible for seeing that Federal and Diocesan guidelines are followed with regard to food selection and preparation. **Pre-K 3, Pre-K 4 and Kindergarten students are required to participate in the lunch program. The August payment is due at the end of the first week of school.** The remaining payments are to be made at the time that tuition is paid. In compliance with Diocesan policy, students are not permitted to charge meals or extras.

If a child is allergic to certain food or milk products, a doctor's note and diagnosis is to be submitted to the cafeteria manager and the school office. Parents are to communicate these allergies to their children.

School will provide two snacks each day. All students will receive a morning snack and the Cub Care children will receive a second snack after their nap time.

Rest Time

Children under the age of 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day. The children are not required to sleep, but they must remain quiet and on their mat so as to not disturb the other children. If a child cannot remain quiet and repeatedly disturbs the rest time of the other children, arrangements may be made with the parent for the child to be picked up before nap time occurs.

Home and School Communication

Please remember that the teacher's first duty is to the children. She will be happy to talk to you about your child's progress at a scheduled time. You may contact your child's teacher for a conference. If you need to contact your child's teacher by email, please email at prek3@hfspa.com and put the staff members name in the subject box. **Please do not contact any staff member on Facebook or any other public forum.**

Each month you will receive a newsletter via email informing you of the upcoming activities, events, field trips, units and concepts to be taught. If there is a problem with your child's behavior during the day, there will be a note in your child's folder.

Service Hours Program

Each family is required to provide 16 service hours each school year. (4 of those for the Parent Workday and 4 of those for the Bear Fair). Families who have children in both Pre-K 3 and HFS may combine service hours for the year which totals to 16 hours (4 of those for the Parent Workday and 4 of those for the Bear Fair). Our goal is to promote community, commitment, and service to the school and parish. The fee for service hours not completed is \$50.00 per hour.

School Uniform Code

The students must wear school uniforms. The girls have a choice of wearing the HFS skort with navy banded shirt or the Pre-K 3 t-shirt with their choice of shorts or pants. During winter, girls may wear navy footed tights. The boys may wear gray uniform shirt with navy shorts or pants or the Pre-K 3 t-shirt with their choice of shorts or pants.

Please be selective as to the type of clothing you choose for your child as some buttons are very difficult for young children to manage. Please keep in mind that your child will be painting and using other art media every day. Tennis shoes must be worn at all times. All outer clothing (sweaters & jackets) must be clearly marked with your child's name. We do not allow **coats with draw strings**, due to safety issues. We do prefer velcro tennis shoes and elastic waistband shorts or pants.

Please bring a complete change of clothing for your child (including underwear and socks). Put clothing in a gallon labeled zip locked bag for the 1st day of school with their name on the outside of bag. This will be left at school at all times for emergencies. If clothes are soiled, please return to school immediately, as we do not have extra clothing available .

Curriculum

The Pre-K 3 program is a place where your child will grow and develop in these areas: cognitive, socio-emotional, physically and spiritually. Everyday will bring the opportunity to play, explore, express ideas and to be creative. We use a curriculum entitled The Creative Curriculum. This curriculum allows us to use thematic units and learning centers (listed below) to help encourage your child's learning throughout the year.

Learning Centers:

- *Dramatic Play
- *Art
- *Writing
- *Sensory Experiences
- *Block
- *Book
- *Bible
- *Manipulative table
- *Science and Nature
- *Math
- *Puppet
- *Music
- *Foreign Language (Spanish)
- *Computer

We also use a curriculum called "Handwriting Without Tears". This curriculum uses a fun, hands-on approach to develop good skills and teach correct letter formation. It also goes beyond handwriting, emphasizing crucial social, physical, emotional and language skills.

Spiritual Development

Religious studies are integrated at the Pre-K 3 throughout the entire day. Our children discover God as their Father and Jesus as their friend. The children express their love for God through prayer, songs, and finger plays. They become familiar with various Bible stories, prayers, virtues, and liturgical seasons through the Pre-K 3 "The Beginner's Bible" series by ZONDER kidz.

Outdoor Play

Children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play. Essential skills necessary for thinking and leadership are experienced through play. This is the basis of why our educational program emphasizes the importance of outdoor play. There are several reasons why outdoor play is critical for young children in early childhood. First, many of the developmental tasks that children must achieve, such as exploring, risk-taking, fine and gross motor skills, are conquered through their experiences learned while on the playground. Outdoor play allows children to discover nature, stimulate creativity, and most importantly exercise. Our playground offers each child an environment to experience these elements through safe elevated platforms for sliding, climbing, and socializing. Nature is explored using materials to decorate, and build. Open spaces give children areas to jump, skip, run, and roll.

Your child will have daily opportunities to play outside, weather permitted. We will continue play time outside during the winter months also if temperatures are above 40 degrees, however it will be for shorter durations of time. It is your responsibility to dress your child accordingly.

Mosquito Policy

We will not spray children prior to outdoor play because it is recommended by the Environmental Protection Agency that children who have been sprayed should be washed with soap and water when they come inside. This would be a time consuming task that we will not be able to do.

Personal Items

Your child will need a rest mat and one beach towel or a small blanket (size of a beach towel). Towels (or blankets) will be sent home every Friday to be washed and returned to school on Monday. **Everything your child brings to school needs to be labeled.**

Children are not allowed to bring toys, books, or candy to school. Show and Tell will allow an opportunity for your child to bring a personal item from home on designated days. We assign a child to be “Star of the Week” for each week we attend school. During this time, the student will be allowed to bring an item for Show and Tell. We ask that when your child has a Show and Tell day that they come only with **ONE item**. Please do not let your child bring guns, ropes, whistles, or knives. Cowboy hats with strings are dangerous and are not allowed.

Birthdays/Holidays

We do recognize the children's birthdays by allowing the parent(s) of the child to bring simple refreshments to share with his/her class during our refreshment time, which is served at 8:50 am. Cupcakes or cookies make a festive treat. ***PLEASE BE AWARE THAT DUE TO STATE HEALTH REGULATIONS, WE ARE NOT ALLOWED TO SERVE HOME BAKED GOODS. PLEASE ONLY BRING STORE BOUGHT ITEMS THAT ARE UNOPENED.*** ALSO, SOME CHILDREN MAY HAVE ALLERGIES TO PEANUTS OR PEANUT BUTTER. WE HAVE A "NO PEANUT BUTTER POLICY". Additionally, we ask that no gifts are distributed during that time and no hard candy is brought. Siblings are not permitted to attend. This policy exists for field trips and party days as well. This allows your child to have your undivided attention, as well as, minimizes the distraction of added children to the class. In addition, issues of safety and liability require compliance. We appreciate your cooperation with this policy.

Visitors on Campus

Parents are allowed to visit the center anytime during its regular hours of operation and when children are present. All persons arriving on Holy Family School campus for personal or business matters are to sign the log book, recording purpose and time on campus. Unidentified persons on campus are not allowed.

Independent Contractors, including but not limited to therapeutic professionals, shall fill out an information form that includes the person's name, address, phone number, a list of duties performed while present and documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises.

Discipline Policy

We offer a child a limited number of situations in which they will not have conflicts. That is he/she frequently has more than one choice of actions in the class and on the playground. The school has been structured in such a way as to eliminate possible conflicts. When conflicts occur, we will help children deal with the natural consequences of their behavior. Accepting the consequences will help children make the connection between their behavior and the effect on them and others. For example, if a child should use the end of a paint brush inappropriately, such as to poke another child with it, then the paint brush would be taken away from that child.

There are times, however, when behavior can be so upsetting that the child will be removed from the group and placed in the Safe Place. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age. While the child is in Safe Place, he or she will be supervised by a staff member. If the behavior continues and the child has to be

placed in the Safe Place again, the child's parent(s) will be informed. If the behavior does not improve after several sessions, the child's parent(s) will be called to come pick him/her up from school.

No child will be subjected any of the following:

- * physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- * verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children.
- * the threat of a prohibited action even if there is no intent to follow through with the threat.
- * being disciplined or bullied by another child.
- * being restrained by devices such as high chairs or feeding tables for disciplinary reasons.
- * having active playtime withheld for disciplinary purposes, except timeout may be used during active play time for an infraction during the playtime.
- *Cruel, severe, unusual, or unnecessary punishment will not be inflicted.
- *No corporal punishment will be used.

Times Outs shall take place in the sight of staff. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

Inappropriate and uncontrollable behavior unbecoming of a student in a Catholic school **will not be tolerated**. It is the parent(s) responsibility to offer complete cooperation with the school in order to resolve discipline problems with their child. Cooperation between home and school is vital to the success of your child. After all attempts have been made to correct the behavior, withdrawal may be necessary if the attempts are not successful. Before withdrawal, the circumstance will be evaluated by the Pastor and Director and a final decision will be made.

Guidelines for Biting Behavior

All children will be made aware that biting is not an acceptable behavior at Holy Family Pre-K-3. Both children involved in the incident will be sent to the Director. The Director will examine the area of the bite and determine whether or not the skin has been broken. The area will be thoroughly cleaned with soap and water. *If the skin is broken, both parents will be notified by phone. We will not disclose the other child's name to either parent.* If the skin is not broken, a biting incident form will be completed and sent home with each child. If a parent cannot be reached by phone, (when the skin is broken) a biting incident form will be sent home with the child. After treating the injury, comforting the children, etc., the children will be questioned about the circumstances leading to the incident. The children will be made aware that biting is

never an acceptable behavior, and that we do not hurt our friends. The Director will offer another possible way to solve the problem instead of biting. Depending upon the age of the child and the circumstances leading to the incident, the child will receive either a verbal reprimand or time out in the classroom/office.

Any child who habitually bites other children may be asked to leave Holy Family Pre-K 3 if the behavior cannot be curtailed.

Donations

We graciously accept used toys and books in good condition and any monetary donations. A receipt for donations will be given upon request.

Computer & Electronic Policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- * Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.
- * Computer access for children is always supervised by a staff member and is solely used for academic purposes.
- * All programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- * All television, video and DVD programming shall be suitable for the youngest child present and shall only be "G" rated.

Health Regulations

School is a place for healthy children. Please keep your child at home if he/she has a fresh cold, temperature above or below normal, skin eruptions, or sore/discharging eyes. A child has to be free of fever for 24 hours before returning to school.

Any skin rash or eye discharge must be seen by a physician and a note stating where the rash or discharge is located and that the rash or discharge is not contagious is required to return to school.

If a child becomes ill while at school, parent(s) will be called to come and pick up the child. As mandated by state law all head injuries will be immediately reported to the child's parent. If such a situation should occur, we ask that the parent sign the child out at pickup.

In case of contagious diseases, please follow your physician's advice in returning your child to school. Please call the school immediately if a child has contacted any contagious disease.

Please refer to the Illness/Symptom Chart below for other reasons that a child may not attend school.

Illness/Symptom	Exclude Until
Meningococcal disease (Neisseria meningitis)	Well with proof of noncarriage*
Hib disease (hemophilus)	Well with proof of noncarriage*
Diarrhea (two or more loose stools or over and above what is normal for that child).	Diarrhea resolved or is controlled (Contained in diaper or toilet)
Fever of unknown origin (100°F oral or 101°F rectal or higher) some behavioral signs of illness.	Fever resolved or cleared by child's physician or health department
Chicken pox	Skin lesions (blisters) Scabbed over completely
Hepatitis A	One week after illness started and fever gone

AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons**, including the child's physician, chosen by the child's parent or guardian and the director
Undiagnosed generalized rash	Well or cleared by child's physician
Any child with a sudden onset of vomiting, irritability, or excessive sleepiness.	Evaluated and cleared by child's physician

*Proof of Noncarriage. Either by completion of appropriate drug regimen of Rifampin or by a negative throat culture obtained after completion of treatment for meningitis.

Extended Illness

In the event that your child will be absent from school for an extended period of time due to an unforeseen illness or if a crisis occurs, requests for assistance will be reviewed by the pastor and the director who will make a determination if funds are available.

Medication

Holy Family Pre-K 3 has a **“No Medication Policy”**. Only topical ointments such as Neosporin or Benadryl will be applied with parent’s permission.

In the event that any life saving devices such as an Epi-pen or asthma inhaler should be necessary, we require written authorization including child’s name, medication name, dates to be given, time to be give, dosage and signature of parent. This Medical Authorization Form is necessary in order for Pre-K 3 staff to administer any required life-sustaining medications.

In the event of an accident or emergency, every effort will be made to notify parents immediately. If parents cannot be contacted, the school will secure necessary medical attention.

The State of Louisiana requires that each child have a medical certificate signed by a physician each year before the child can be admitted to school (immunization record).

We require that parents complete an Emergency Card to be kept on file.

Inappropriate Behavior

The school has a zero tolerance policy for inappropriate behavior of parents. Children will be dismissed from the program if parents fail to handle themselves in an appropriate manner. This policy also applies to behavior reflected on social media and all other internet forums.

Bad Weather

We follow Holy Family School closing. During times of extreme weather (hurricanes, floods, ice, snow) we will observe the schedule established by the West Baton Rouge Parish School System with regard to opening and closing.

Emergency Procedures

Emergency Dismissal

At the beginning of the year, parents are asked to complete an emergency form in the event of emergency dismissals because of weather conditions, crisis, hazardous conditions, etc. The information on these forms will be used in the case of emergency dismissals. In the event of an EMERGENCY EVACUATION in which we would be required to leave the premises, each parent will first be notified via telephone to the number listed in the child's file. We will also contact each parent via our backup method which will be an email to the address listed in the child's file.

Chemical Spills

In the event of a chemical spill in the area of Holy Family School, the decision to evacuate or proceed with shelter-in-place procedures will be made by the appropriate authorities.

Crisis Management

A Crisis Management Plan is in place to address various crisis situations. Parents should turn on either the radio or television for up-to-date information and instructions. If the decision to evacuate is made, we will be instructed to bring the students to one of the following locations: Holy Family Church, Jubilee Hall or the Port Allen Community Center. All children will be fully supervised. If the problem is temporary in nature, students will be returned to class once the all-clear signal has been given. If students are unable to return to school campus, parents will be notified through the news media. Parents are not permitted to remove students during transfer and evacuation procedures.

Lockdown

In the event of a lockdown, you will be notified no later than afternoon pick-up.

Peanut Butter Policy

Due to many children now showing severe reactions to peanut butter, our policy is that we are a “peanut butter free” school. Please remember this when bringing party foods. ***PLEASE ALSO BE AWARE THAT DUE TO STATE HEALTH REGULATIONS, WE ARE NOT ALLOWED TO SERVE HOME BAKED GOODIES. PLEASE ONLY BRING STORE BOUGHT ITEMS THAT ARE UNOPENED.***

Abuse and Neglect

Employees of Holy Family Pre-K 3 are required by state law to report any suspected abuse to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS (1-855-452-5437). We are not to delay the reporting of suspected abuse or neglect to the Child Protection statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations.

Promotional Publication Policy

Throughout the school year, photographs and video images are taken at school events. These photographs are used in print and electronic media publications for our school and community. Articles, photographs and student work may be submitted to promote school events and special accomplishments. No payment is attached to such usage.

The media sources used by Holy Family Pre-K 3 include, but are not limited to, The Westside Journal, The Catholic Commentator, Holy Family Church Parish bulletin and web pages, and other local news agencies.

If you wish that your child not be included in this policy, please notify us in writing.

Complaint Procedure

In the event that there is a concern about the school or your child, we recommend the following steps for resolving complaints:

*Make an appointment to speak with the child's teacher about the issue. Many issues can be resolved at this level and are often the result of miscommunication or misunderstanding. If this conference fails to resolve an issue then the parent(s) needs to:

*Speak with the School Director about the complaint. Director may be reached at (225) 343-6541 or prek3@hfspa.com. If the issue is still not resolved:

*Speak with the Pastor. If the issue is still not resolved to the parent(s) satisfaction then the parent(s):

*Shall be advised of the licensing authority of the Bureau and shall be given the current telephone number and address of the Bureau and advised that they may call or write the Bureau should they have significant, unresolved licensing complaints.

Holy Family Tax ID Number

Holy Family Pre-K 3 is tax deductible as childcare. Our tax ID number is 72-6012449. We are a non-profit organization.

Holy Family Pre-K 3

Acceptable Policies Agreement

Child's Name _____

Please sign below indicating that you have read and understand the policies stated in the Holy Family Pre-K 3 Parent Handbook and that you will abide by all policies and procedures. A signature of both parents is required, as applicable.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE SIGN AND RETURN FORM ON OPEN HOUSE.