



Creation School

Rigor Relevance Relationships

**Parent Handbook - Preschool
2025-2026**

**Christ Lutheran Vail
Creation School Ministry
Early Care & Education**

14600 E. Colossal Cave Road
Vail, AZ 85641
(520) 468-7075

www creationschool.org
creationschool@christlutheranvail.org

Christ Lutheran Vail Early Care and Education Ministry
Creation School

“Go and preach the Gospel to all creation.” Mark 16:15

Our Vision: to be a life-changing connection to Christ in our world.

Our Mission Statement:

The mission of Creation School is to equip its students through rigor, relevance, and relationships and to lead their families, communities, and the world as loving followers of Jesus.

Our Purpose:

The Early Care and Education ministry of Christ Lutheran Vail seeks to make loving disciples by providing a safe, high-quality, Christ-centered environment, where children will be nurtured in their faith in Jesus, grow in love and respect for others, and experience the joy of learning in developmentally appropriate ways.

Our Philosophy:

We believe that each child is truly loved as a child of God, and an heir to the kingdom through the saving grace of Jesus.

We believe that parents are the primary teachers in a child’s life and we strive to support the learning that begins at home.

We believe that each child learns through exploration, and makes sense of the world through:

- Intellectual discovery
- An emotional connection to adults and peers
- The physicality of his/her body
- His/her understanding of self and his/her place in the community
- The wonder and appreciation for the miracle of creation and its Creator .

Our Statement of Faith:

Christ Lutheran Vail Early Care and Education is a ministry of Christ Lutheran Vail Church. We teach Christian doctrine from a Lutheran perspective based upon the Word of God. We believe and teach that we are saved by God’s grace through faith in Jesus Christ our Lord and Savior. We believe that the Bible is the inspired Word of God, and the absolute authority for Christian living.

School Policies & Procedures

Admission Policy

We believe that every child is a unique creation and a child of God. We seek to create a community where every child can experience the joy of learning in developmentally appropriate ways to the best of his or her abilities.

Creation School does not discriminate based on race, religion, cultural heritage, political beliefs, or national origin. Toilet training is not an eligibility requirement for enrollment in the 2 year old class.

Creation School does not exclude children with disabilities from our programs unless they pose a direct concern to the health or safety of others or require a fundamental alteration of the program. It is our desire to include all children but those with individualized needs will be evaluated individually to determine if we are able to accommodate the student. Additional fees may be incurred.

Registration

To register your child, please complete the following registration forms, and return them with your registration fee:

- Creation School Registration Form
- Emergency, Information and Immunization Card
- Copy of Immunization Record (*even if there are no changes - we are unable to pull from last year's file*).
- Media Release Form
- Race and Ethnicity Data Collection Form
- Primary Home Language Form
- Getting to know you! Form
- Creation School Handbook Parent Acknowledgement Form

All registration forms are available on our website at www.creationschool.org

Registration fees are non-refundable and for the entire (**10 month**) school year. Registration fees for the first child is \$200. Each additional sibling registration fee is \$150.

Early Care Class Options

Early Learners Ages 2 – 3

M/T 8:30 – 11:30	\$2800 annually
W/TH 8:30 – 11:30	\$2800 annually

Preschool

Age 3 as of September 1, 2025 – 4 years old (Independent toileting required)

M/T 8:30 – 11:30	\$2800 annually
W/TH 8:30 – 11:30	\$2800 annually

Pre-Kindergarten

Age 4 as of September 1, 2025 – 5 years old (Independent toileting required)

Pre-K 8:30 – 11:30	M/T	\$2500 annual
Pre-K 8:30 – 3:00	M/T	\$3100 annual
Pre-K 8:30 – 11:30	W/TH	\$2500 annual
Pre-K 8:30 – 3:00	W/TH	\$3100 annual
Pre-K 8:30 – 11:30	M/T/W/TH	\$4800 annual
Pre-K Full Day 8:30 – 3:00	M/T/W/TH	\$6000 annual

Kindergarten

Age 5 as of September 1, – 6 years old

(tax credits or other tuition discounts may reduce tuition by 40%)

M-F 8:15 – 2:30	\$8750 annually
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Tuition Payments

Families have the option to pay tuition in full at the beginning of the year or in 10 equal monthly payments (August-May) by the 5th of each month.

Payments can be made with Cash, Check, Zelle (payments@christlutheranvail.org), or auto-payments through Joyful Response (form can be found at www.creationschool.org/payment and submitted to the front office).

Late Payments: To support your child's education and ensure their continued enrollment, please make tuition payments on time. Payments secure your child's place in the program. If you are unable to make a payment on time, please contact the front office at 520-468-7075 or accounting@christlutheranvail.org. A **late fee of \$25.00** may apply.

Recurring late payments will result in loss of your child's placement in our program and may not be accepted for re-enrollment for next school year until all delinquent tuition and fees are paid. In the event of a returned check, you will be required to repay the amount plus a returned check fee of \$25.00.

Late Registration: If your student starts after the beginning of the school year, your new prorated annual tuition amount will be split equally for the remaining months.

For tuition payment questions, please contact Josey in the front office 520-468-7075 or accounting@christlutheranvail.org.

Preschool Sibling Discount: Siblings who register at Creation Preschool are eligible to receive a reduced registration fee of \$150 and receive a 10% discount on their annual tuition.

Financial Support from Christ Lutheran Vail Church

CLV Early Care and Education is sponsored by Christ Lutheran Vail Church. However, Creation School is financially dependent solely upon the tuition and donations provided by our parents and partners in the educational ministry. Please be prompt with tuition payments so that we may meet our budget in a timely manner. All donations are welcome and go to enrich the experiences of the children. We also strongly suggest that ALL families consider allocating Arizona tax credit dollars to our partnered STOs to support Christian education at Creation School. For a list of our partnered STOs, visit <https://www.creationschool.org/tuition-financial-aid>.

For more information, please contact the church office at 520-468-7075, or accounting@christlutheranvail.org. Information specific to the Arizona Christian School Tax Organization can be found at www.acsto.org.

Disenrollment Procedure

Christ Lutheran Vail Early Care requests a two-week notice if you are removing your child from the program. No refunds will be given without a notice.

Individualized Needs/Support Services

We recognize that some children may have developmental or behavioral challenges. Our goal is to help every child be successful. If we feel a child should be evaluated for early intervention services, we will make those recommendations to the parents.

Please speak with the School Administrator/Dean of Students concerning your child's individualized needs. This would include any student who has an IEP/ISP, 504 Plan, Behavioral Plan. Additional fees may be incurred to ensure adequate support for your child.

Licensing

Christ Lutheran Vail Creation Preschool is licensed by the State of Arizona to provide preschool and childcare services.

Department of Health Services
400 W. Congress Suite 100
Tucson, AZ 85701 520 628 6540

Department of Health Services inspection reports are available upon request.

Insurance

Christ Lutheran Vail Early Care and Education carries the required amount of liability insurance for school coverage.

Independent Toileting

Children enrolled in the Early Learners program work with the staff to accomplish independent toileting. Parents are encouraged to share techniques used at home so that consistent training can continue.

Children enrolled in the threes, fours, and fives/Pre-K must be comfortable with self-toileting. This comfort includes the ability to clean oneself after using the restroom. Teachers may coach a child

through the cleaning process, but will typically refrain from doing it for them. If the child is not consistently self-toileting at the time of enrollment, an individualized plan must be obtained from the child's physician to remain in the program.

Accident/Emergency Policy

In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means; which will be performed by the Director. In his/her absence the next person in the chain of command will resume this responsibility.

In the event of an accident or emergency, parents are to be given written notification within 24 hours; which will be performed by the Director. In his/her absence the next person on the chain of command will resume this responsibility.

Field Trips

Field trips may take place during a variety of times throughout the school year, offered as an additional opportunity for extended learning. Parents will be responsible for attending with, and transporting their own children and any fees associated with the trip.

Transportation

There is no transportation provided by Creation School either to or from the campus, or on field trips. All transportation needs are the responsibility of the parent.

Media Release

We are proud of who your child is and what he or she can accomplish. We use digital media in our classroom observations, documentation, and publicity. Some of these photos may be used to promote the Early Care and Education program on the Christ Lutheran Vail website, Facebook, or other displays. The children in these pictures will have no identifying labels, nor will their pictures be sold to outside companies. Please fill out the media release form included in the registration packet, to allow us to use these images.

Sunscreen Policy

Parents are strongly encouraged to put sunscreen on their child every day before coming to school. If a child needs sunscreen to be reapplied, a Creation staff member may only apply sunscreen with a note from the child's parent; sunscreen must be provided by the child's family. Sun hats, long sleeve shirts, and sunglasses are also recommended.

Pesticide Use

Occasionally, pesticides will be used on campus. Parents will be given a 48-hour prior to use notice, which will be posted on the preschool entrance door.

Child Abuse Reporting Policy

Mandated reporters are required by law, as defined by ARS 13-3620, to report all concerns of child abuse or neglect. All staff members of Creation School and Christ Lutheran Vail Church are mandated reporters.

Communication

Creation School recognizes the importance of communication with the home. We consider ourselves a partner with parents in the educational process of our students. Teachers will share information as

needed throughout the school year. Parents need to communicate pertinent information directly with their child's classroom teacher. Parents may also choose to notify administration, as well. The school has established specific tools to help communicate necessary information with the home, they are:

- Email - each teacher and staff member has a school email. Typically their last name first initial @creationschool.org
- School Status Connect (formerly ClassTag) - connects teachers and families with one user-friendly app or web-based platform. Your family will be automatically enrolled/assigned to a class at the beginning of the new year.
- Parent-Teacher Conferences — Conferences are scheduled twice a year. Additional conferences may be held at the request of the parent or teacher anytime.
- Social Media -
 - Facebook - <https://www.facebook.com/creation.school.clv>
 - School Website - www.creationschool.org

Academic Policies & Procedures

Preschool Curriculum

Early Learners (2's and 3's): Early Learners are typically new to the classroom experience. Through loving guidance and role modeling, children learn how to interact in a group setting, develop social skills, gain independence, and are introduced to basic academic concepts. Each lesson reinforces that Jesus loves them.

The discovery-based curriculum will incorporate the Arizona Early Learning Standards into developmentally appropriate lessons strengthening all the domains of learning: cognitive, physical, social, emotional, and spiritual.

Preschool: Preschoolers are curious learners, and the indoor/outdoor classroom environment provides many opportunities for exploration. Children are encouraged in critical thinking skills, allowed to strengthen their physical development, guided in social interactions, and provided with discovery-based academic learning.

Using Bible stories as a framework, the discovery-based curriculum will focus on the seven essential life skills - focus and self-control, perspective taking, critical thinking, self-directed, engaged learning, taking on challenges, persistence, and communication.

Pre-Kindergarten : Pre-K lessons provide a wide variety of exposure to experiences focusing on math, science, social studies, language and literacy, physical, health and safety. They also practice skills critical for academic success, such as focus and self-control, social competency, and emergent literacy and writing. Embedded in the academic subjects is the reflection on the life and work of Jesus, and our responsibility to our neighbors.

Kindergarten is an exciting time of development where children are crossing the bridge into early elementary school. To support their learning and growth, our teachers use Zoophonics, San Francisco Mathematics Core Curriculum, and Faith Based Religious Curriculum, as well as project-based learning

through global literature and the Kindergarten Developmental Inventory (developed by the Arizona Department of Education and Teaching Strategies Gold).

The entire curriculum involves learning through hands-on exploration and discovery. During each session, a variety of interesting, creative and stimulating activities are provided for the children.

Chapel

Students attend weekly chapel services from 8:40 am -9:00 am. While these services are intended to be child centered, parents and friends of the school are allowed to join the students and faculty/staff in these weekly worship experiences. Please check with your child's teacher to see when the class will be worshipping in the church. Chapel offerings are used to help support ministries throughout the church, the community, and the world.

Digital Media and Movies

Creation School will use movies or other digital media occasionally as part of its curriculum. Only movies with a "G" rating will be shown.

Daily Operations

Campus Hours

8:00 am - 4:00 pm

Preschool Hours

8:30 am - 11:30 am or 12:00 pm - 3:00 pm

The classroom doors open at 8:25 am or 11:55 am. Please wait outside the classroom door until it is opened by the teacher to signal that they are ready to greet their class for the day.

Do not leave your child on the playground unattended or inside the preschool without your teacher's knowledge. Unattended siblings should not be left in vehicles at any time.

Please pick up your child at 11:30 am / 3:00 pm. If you are running late, please notify your child's teacher. *Repeated late pickups may incur an additional fee.*

Please notify your child's teacher or the school if your child will be absent for the day.

Sign In/Sign Out Requirements (regulated by the Department of Health Services)

Your child(ren) must be signed in and out every day. Sign in sheets will be provided by your child(ren)'s teacher.

You must:

- use a separate sign-in/out record for each of your children.
- document in ink (not pencil) legibly and clearly, your first and full last name.
- document the EXACT TIME OF DAY that you signed your child INTO and OUT OF the facility where applicable.
- You cannot document the time-in or the time-out columns or signature column until your child care service actually begins and ends. (Do not use ditto marks or arrows in place of your actual time entries or signatures.)

- Time entries (where applicable) indicating the beginning and the end of a full period of care can only be corrected by the parent. The parent is required to date and initial any area that is corrected.
- The sign-in/out sheets are legal documents that will be monitored for accuracy.

Penalty Warning: By signing the sign-in/out record the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance; and that this document is a true and accurate record of signatures, dates and time of service.

*Anyone picking up a child **MUST** have their name present on the child's emergency form and have a photo ID available. Parents may set up a password in advance in case of an emergency.*

Clothing and Appearance

The comfort of one's body is critical in the advancement of learning. Children should be in clothes that will accommodate a variety of active and messy activities. We suggest:

- Tennis shoes, athletic shoes, sturdy oxfords, or boots for playground use, rather than sandals as children may trip and fall more easily. Flip flops or any type of sandal without backs are NOT recommended.
- All clothing should be marked with your child's name.
- Appropriate dress for the season

Self dressing is an important consideration when purchasing clothing. One of our objectives here at the school is to encourage children to dress and undress themselves as well as they are able. Your child's independence is an important part of learning. We do not expect perfection, but we do encourage progress toward self help since this will enhance a child's feeling of competence.

Shoes

We recommend shoes be worn when outside. Because of the variety of materials the children will encounter (wood chips, sand, gravel, water, mud), closed-toe shoes are safest. Remember that the shoes will also be exposed to messy play, so it is possible they will get muddy.

In an effort to keep our classroom clean, we may remove our shoes when we enter the indoor space. You may provide an "indoor shoe", slipper, or sandal if your child would be more comfortable.

The Arizona Department of Health Services has advised us that having shoes off during a fire drill may cause an injury.

Backpacks

Children will need to bring a backpack each day to hold their extra clothes, and transport classroom projects and teacher notes back home. Please monitor the contents of your child's backpack to avoid any unnecessary surprises (like soiled clothes left too long, or critical information about the program). Children tend to use backpacks as a toy transport. **Toys should be left at home, to avoid being lost or broken.**

Nutritional Snacks

Creation School has a snack/lunch time available for the children. Parents are requested to supply a nutritious, non-refrigerated snack for their child every day. The Arizona Department of Health Services recommends at least 2 components in each snack, such as a combination of protein, whole grains, fruits, or vegetables. For students attending all day, lunch should include an additional 3-4 components.

Please bring your child's snack in a lunch box labeled with your child's name. Please include an ice pack with the lunch to ensure proper cooling.

It is also important to provide a water bottle for your child to use during the day . It should be labeled with your child's name and taken home every day for washing. Please do not send toddler sippy cups or bottles, as they inhibit speech development.

Illness and Injury Procedures

If your child becomes ill or injured, the following steps will be taken:

- Parents or legal guardians will be notified through written notice, phone call or in person.
- Your child will be isolated from the group.
- 911 may be called.

Young children often experience falls or bumps during the course of a day, especially in the outdoor classroom. Usually, they do not result in serious injury and are handled with simple comfort, a drink of water, or a sympathetic band-aid or ice pack (i.e., not necessary but yet comforting). When children sustain a cut, bruise, or other injury, staff members will provide treatment according to procedures specified in our pediatric first aid training. Teachers will report the injury to parents, guardians or caregivers, recommend treatment by a medical professional, if appropriate, and complete an injury report within one day. Copies are kept in the accident/injury logbook. A notification will be placed in the child's backpack for the child to take home. Parents or guardians will be notified immediately in case of a more serious accident and prompt action will be taken including contacting EMS personnel if a situation warrants. If necessary, we will accompany the child to the hospital preferred by the family in the ambulance. In these cases, injury reports are supplemented by the EMS reports.

If you would like your child to wear a helmet while on 2-wheeled bicycles on the playground, please send in a correctly fitting helmet to be kept at school.

Sick Policy

Please notify the teacher and/or school of any illness or injury. Parents must notify the office immediately when the child has a communicable disease with information on the type of illness and the number of days you expect your child to be absent. Children will not be admitted if they have an infectious illness of any kind or if they are running a fever.

You will be notified if your child is exposed to a contagious illness at school.

If a child becomes ill during the day, we will contact the parents at once. Please inform us of the arrangements for picking up your child. Children who become ill during the day will be isolated from the other children, when possible. If a child has diarrhea, vomits or has a temperature of 100.3 degrees, you

will be called to pick up your child.

Children should be kept at home if any of these conditions exist:

- If your child has a fever or has had one in the previous 24 hours
- If your child has a cold that is less than 2 days old
- If your child has a heavy nasal discharge
- If your child has a congested cough
- If your child has symptoms of a possible communicable disease to include, sniffles, reddened eyes, sore throat, headache, abdominal pain, discharge from eyes, fever, rash, diarrhea, vomiting, pinworms or head lice in the past 24 hours.

Return of Your Child to School

Your child may return to school if:

- there has been no fever or vomiting for 24 hours **without medication.** (ex Tylenol / Motrin)
- the cold is over, but there is a minor nasal drip.
- you've obtained a doctor's written release.

Medication Procedures

Any prescribed medication taken by students during the school day requires a completed **medication authorization form** signed by the parent. All prescribed medication must be in the original prescription bottle with the pharmaceutical label on it stating the appropriate dosage and stop dosage date. Absolutely no phone authorization of pain medication can be made. All medication will be kept in the Early Care and Education file in a locked container and will be dispensed only by office personnel or Director. **All known allergies must be reported to the Preschool Administrator.**

Parent Participation

Parents/Guardians are encouraged to interact with children in any and all school programs and activities. Parents/Guardians are invited to participate in programs, field trips, special projects, class parties, chapel. etc. We encourage each family to participate as much as possible. Parents are welcome in our classrooms as instructional helpers. Please do not bring siblings without first discussing it with the classroom teacher, as it can be a safety risk with younger children and a distraction with older children. Siblings not enrolled at Creation School can not attend the classroom during volunteer visits.

Parents are free to visit at any time, but we do ask that conversations about individual children or concerns happen outside of class time. If you have any concerns or are uncertain about anything relating to CLV's Early Care and Education Ministry, please contact the school administrator so that a meeting may be scheduled as soon as possible.

Behavior & Discipline Guidelines

We believe that children can learn to behave appropriately when their needs are met, they have the opportunity to discuss problems, and view positive role models.

Classroom guidelines for behavior are set by the teacher and students during several class meetings

and as needed throughout the year. Guidelines typically set up the parameters around **respect for others, respect for the environment, and respect for oneself**. Guidelines are put in place to maintain a sense of neighborhood and keep everyone safe.

If a child engages in an inappropriate activity, we will explain to him or her why those actions are unacceptable to others and work toward a resolution. Children who continue to exhibit poor choices and/or hurt him/herself or another child will be guided to behave in a manner consistent with our policy of loving one another and being good neighbors. Guidance methods may include redirection, a class meeting for input into the problem, or a time away to rest and reset the behavior.

A child who resists guidance to the proper, loving behaviors, will prompt the director to schedule a conference with the parents, teachers, and behavior specialist, so that a behavior plan can be put into place. The director reserves the right to protect the safety of all children, and when appropriate, may suggest an educational opportunity elsewhere.

If the child's behavior continues to be disruptive or aggressive after consultation has been made with the parent/guardian, it may result in either a suspension or dismissal from Creation School.

Behaviors displayed by the teacher or parent which involves humiliation, striking a child or any other physical display of anger in the classroom will not be tolerated.

Additionally, inappropriate behaviors(i.e. words &/or actions) by any staff will be addressed & necessary consequences will be similarly enacted.

Weapons

No student shall carry or possess a dangerous weapon, firearms, fireworks, or destructive device on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the school.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions.

School Policy Determination, Implementation and Resolution

Parent inquiries about our policies should be directed to the director and secondarily to the senior pastor. If the inquiry cannot be answered/resolved at one of those levels, the parent may take the issue to the CLV Board of Ministry Directors.

Other Programs

Visiting and Volunteering

Volunteering is a vital part of our community and enriches the educational experience for our students. Parents are encouraged to join our Parent Teacher League (PTL), participate in in-classroom activities, be a part of our Partners in Education (PIE) group, host after school clubs, or volunteer around campus.

All club leaders must complete a background check and child safety training as mandated by Christ Lutheran Vail.

All visitors must check in at the front office, wear a visitor badge while on campus. Visitors must be accompanied by a staff member at all times unless background checks are on file.

In addition, church-related service opportunities that benefit Creation School children are available.

Should you have any questions, please feel free to email your student's teacher or email creationschool@christlutheranvail.org

National Lutheran Schools Week

Creation School is a part of the Lutheran Church-Missouri Synod school system. The schools within this organization annually celebrate their ministries together during the last week in January. Students and families are strongly encouraged to be a part of this celebration by participating in Christ Lutheran Vail Church's worship held during that week. Other events may be scheduled during this week of celebration.

Student Pictures

Student and class pictures are taken in the fall (blue background) and in the spring (rotating themed background). Information concerning pictures is sent home with the students. Families are under no obligation to purchase picture packets. There are no make up days or photo retakes.

Playground

Playground facilities are provided for students to use during the school day. Safety rules, common sense, and school rules regulate the playground areas. Classroom teachers supervise playground use during the day.

Handbook Update Policy

The administration reserves the right to modify, amend, change, all or part of the handbook in any fashion whatsoever, at any time at its sole and absolute discretion. Addendum items will be shared with parents & students, as they occur.

Partnership Expectations

As partners in your child's learning, you can expect from Christ Lutheran Vail's Early Care and Education Ministry a high-quality, loving, and educational experience for your child. You can expect from us patience and respect when dealing with conflict, along with grace and forgiveness afforded to every relationship. You are welcome to join us on site at any time to be a part of the educational journey.

As partners, here's what we expect of you:

We expect that you will provide a loving and safe home for your child.

We expect that you will provide nutritious food and appropriate clothing to keep your child healthy.

In case of illness, we expect you will keep your child away from other children, to avoid spreading the sickness.

We expect you to be informed, which means: responsibly read the notices posted for parents, as well as seek out information if you have questions. The notices posted may include upcoming events, application of pesticide on the premises, or exposure to contagious sickness.

We expect you to clean out your child's backpack and check the lost and found box frequently.

We expect you to take an extended role in your child's learning, which may include reading to your child in your home, participating in church or community events, and attending parent meetings and training.

Together, we expect to find joy in our calling, love in our interactions, and peace in our circumstances.

Together, we expect a bright future for our children, days filled with laughter, and a community built by our partnership.

Together, we expect to strengthen God's families through the healing gospel of Jesus Christ.

**Christ Lutheran Vail
Creation School Handbook
PARENT ACKNOWLEDGEMENT**

This is to acknowledge that I/we have received a copy of the School Handbook.

I/We understand that this handbook provides the guidelines for the school regarding their policies and procedures.

I/We also understand that it is my/our responsibility to read, understand, become familiar with, and comply with the standards and policies that have been established.

I/We further understand that the CLV Early Care and Education Program reserves the right to modify, supplement, or revise any policy from time to time, with or without notice, as it deems necessary or appropriate.

By signing below I/we fully acknowledge that I/we have completely read the handbook provided to us.

Name of child(ren) enrolled _____
(List all Preschool Aged children who are enrolled)

Parent/Guardian's Signature	Date
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Parent/Guardian's Signature	Date
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Please return this portion of the handbook with your registration forms to the School Office once completed.