

# Puckihuddle Preschool Family Handbook

PUCKIHUDDLE  
PRESCHOOL



"TO GATHER TOGETHER WITH FRIENDS"

6 Main Street, P.O. Box 432, Manchaug, MA 01526  
508-476-2939

Revised 9/2/2021

# PUCKIHUDDLE PRESCHOOL FAMILY HANDBOOK

Welcome to Puckihuddle Preschool! Puckihuddle Preschool was established in 1981. Our program provides children and their families a high-quality early childhood experience. Our classes are led by dedicated professionals who through guidance, patience and understanding will motivate, encourage and inspire each child's desire to learn.

## SCHOOL PHILOSOPHY

Our school philosophy is to provide programs for young children that meet their social, emotional, physical and educational needs at an age-appropriate level. Our environment is supportive of the developmental needs of each child and provides challenging and creative learning experiences.

## NON-DISCRIMINATION POLICY

Puckihuddle Preschool is open to children between the ages of 2 years 9 months and 7 years of age regardless of race, religion, cultural heritage, parental political belief, national and ethnic origin, sexual orientation, or disability.

Toilet training status is not an eligibility requirement for enrollment.

## ENROLLMENT PROCEDURES

The following enrollment paperwork is required by the Department of Early Education and Care. **This paperwork MUST BE COMPLETED/UPDATED YEARLY.** You will need to ask your child's pediatrician for a School Health Form which should include the date of your child's last physical, all vaccinations received to-date, as well as documentation of the required annual Lead Screening Test for children ages 1 – 3. The Department of Early Education and Care requires that this Lead Screening Test be done yearly and many doctors do not complete this test without families asking. **Returning students will be notified monthly when their up-to-date physical is due. All these forms must be on file prior to the first day of school or your child will not be able to start.**

## TEACHING STAFF

Our teachers are our most valuable resource. They respect each child's individuality and provide opportunities for children to question and test ideas on their own. Our teachers are trained in early childhood education and are selected not only for their experience, but also for their sensitivity to the needs of young children. All teachers are trained in First Aid and CPR, and also participate in many hours of professional development each year.

Lead Teacher Monday - Friday: Noelle Buffone holds a Master's Degree in Early Childhood Education. She is Director II certified through the Department of Early Education and Care (DEEC) and has taught preschool and kindergarten for over fifteen years. Noelle has been with Puckihuddle since 2006.

Lead Teacher TUTH: Deena Gramstorff has a Bachelor's Degree in Business from Bryant University. She is Preschool Teacher certified through DEEC and runs a summer business teaching swimming lessons. She joined our Puckihuddle team in 2010.

Lead Teacher MWF/Assistant Teacher TUTH: Liz Keyes has a Master's Degree in Psychology, and also works as a counselor running therapy groups for children who are experiencing anger, stress, and anxiety issues. She is Preschool Lead Teacher certified through the DEEC and joined our staff in 2014.

Assistant Teacher TUTH: Cristina Couture studied Portuguese and French at UMass Dartmouth and worked in the insurance industry for over 25 years before joining our Puckihuddle team in 2012. She is currently pursuing her EEC Preschool Teacher certification.

Assistant Teacher MWF: Karen Samson, from Sutton, has a Bachelor's Degree in English and Elementary Education from Assumption College. She taught second grade for seven years before staying home with her two children, both Puckihuddle alumni. She worked as a substitute teacher at Puckihuddle for two years, and officially joined the team in 2019. Karen is Preschool Teacher certified through DEEC

Assistant Teacher Monday – Friday: Angela Draper has a Bachelor's Degree in Early Childhood Education. She has taught in daycare, kindergarten and first grade, and was an assistant teacher at Puckihuddle for 10 years. She spent the past three years tutoring Chinese Students online. She is a certified Lead Teacher through the DEEC. She is very excited to be back at Puckihuddle!

Teachers can all be contacted at [director@puckihuddlepreschool.com](mailto:director@puckihuddlepreschool.com) to their attention or (508) 476-2939.

## LEADERSHIP

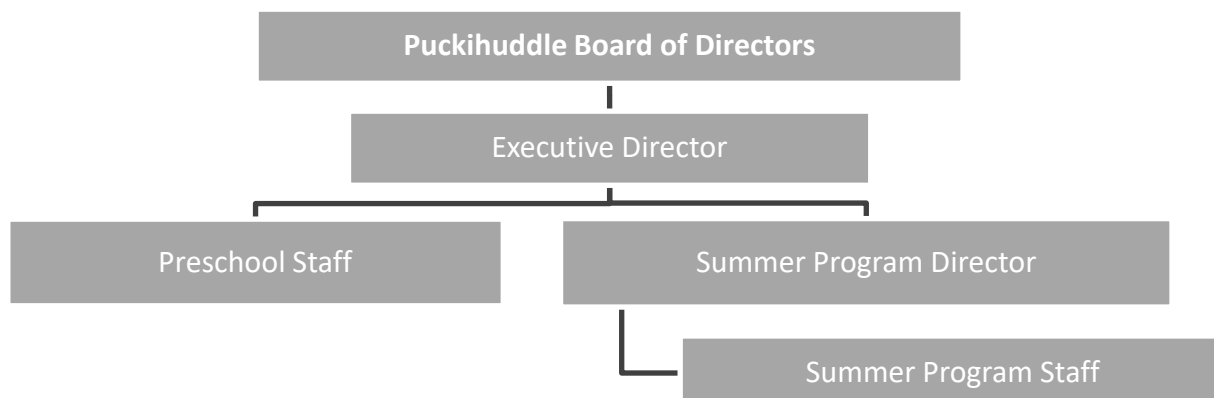
Kathy Palmer joined the Puckihuddle team in 2020. She lives in Grafton with her husband and two children. She has a Bachelor's degree from the University of Rhode Island in Family Studies and is Director I and Director II certified through Massachusetts Department of Early Education and Care. Kathy has been teaching for over twenty years and still gets excited to learn with each age group. For the past 12 years Kathy had worked at Sunny Hill Preschool in Sudbury. She was a lead teacher for 9 years teaching in both the 3 and 4-year-old classrooms and for the past 3 years she was the Assistant Director. Kathy is thrilled to be part of the Puckihuddle team. Kathy is responsible for the overall operations management of Puckihuddle, as well as the development and expansion of new programs.

Puckihuddle is governed by a volunteer Board of Directors, which oversees the non-profit business in an advisory role. The Puckihuddle Board of Directors meets regularly to review alignment of vision, strategy and policy. We are always accepting member nominations for individuals with certain expertise in accounting, corporate or non-profit business, early childhood education, human resources, customer service, marketing, grant writing expertise, and team leadership, as well as past experience, knowledge and skills related to serving on a non-profit Board.

### 2021 - 2022 BOARD OF DIRECTORS

|                                 |   |                            |
|---------------------------------|---|----------------------------|
| <b>Bonnie Flink, Chair</b>      | - | Son, Cameron, TUTH Program |
| <b>Suraj Prashad, Treasurer</b> | - | Alumni                     |
| <b>Brett Lambert, Secretary</b> | - | Community member           |
| <b>Kristen Grater, Member</b>   | - | Alumni                     |

## ORGANIZATIONAL CHART



## STATEMENT OF PURPOSE

We provide an age-appropriate curriculum with developmentally appropriate materials and practices for optimum learning experiences using a combination of child-directed and teacher-guided activities. Children are encouraged to socialize with others and learn through imagination, discovery and exploration. We ask open-ended questions that promote language and problem-solving skills. We encourage creativity and independence. Children learn to communicate, share and develop their own personality at Puckihuddle Preschool. Your child’s growth and development are our best reward.

Your child’s daily schedule will include, but not be limited to, the following: free play time (children are free to choose among a variety of activities including imaginative play, blocks, fine motor activities, self-motivated activities, and creative experiences), teacher-directed activities, circle time, snack time, story time, and gross motor activity indoors and / or outdoors.

## PROGRAMS / TUITION

Puckihuddle Preschool offers a Tuesday / Thursday program for children ages 2 years 9 months through 4 and a Monday / Wednesday / Friday program for children ages 3.8 through 7 years. The minimum age requirement for the Tuesday / Thursday program is 2 years 9 months and the minimum age requirement for the Monday / Wednesday / Friday program is 3 years 8 months by August 31<sup>st</sup>. Our school year starts the week of Labor Day and ends the week before Memorial Day.

| Sessions & Fees |                             |  |                        |                |
|-----------------|-----------------------------|--|------------------------|----------------|
| Program         | Days                        | Age  | Time                   | Annual Tuition |
| 2-Day Program   | Tuesday / Thursday          | 2.9 – 4 years old                                      | 9:00 a.m. – 12:00 p.m. | \$2200         |
|                 |                             |  | 9:00 a.m. – 2:30 p.m.  | \$3600         |
| 3-Day Program   | Monday / Wednesday / Friday | 4 – 5 years old<br>(3.8 years at teacher’s discretion) | 9:00 a.m. – 12:00 p.m. | \$2700         |
|                 |                             |  | 9:00 a.m. – 2:30 p.m.  | \$4900         |
| Early Drop-Off  | Available every day         | open to all<br>registered students                     | 8:30 a.m. – 9:00 a.m.  | \$5 per day    |
| Lunch Bunch     | Available everyday          | MWF students   | 12:00 p.m. – 1:00 p.m. | \$10 per day   |
| Lunch Bunch     | Available by signing up     | TUTH students  | 12:00 p.m. – 1:00 p.m. | \$10 per day   |

### Payments

You can choose to pay your annual tuition in full at the beginning of the school year, or in installments. If you choose to pay the ten equal installments, these payments are due on the first of each month starting in August and ending in May. Please put your tuition payment in the lock mailbox outside the front door or in your child’s home/school communication folder.

**Tuition is due in full regardless of school holidays, absence due to illness or vacation, or weather-related closings.**

### Late Payment / Returned Check Fees

If your tuition payment is not received by the tenth day of each month, you will be charged a **\$25** late payment fee. Also, if any check is returned to us, you will be charged a **\$25** service fee. Any payment not received 30 days past the 10<sup>th</sup> of the month payment is due, will result in your child not coming back to school until payment has been received.

In the event of an outstanding balance at the end of the school year, your child will not be allowed to participate in graduation or the ice cream social for his/her classroom unless payment is received prior to the date of either event.

### Withdrawals

If a student is withdrawn during the school year at the request of the parents, the school must receive two weeks' notice.

### Prorated Tuition

If you register to start after the beginning of the school year, your tuition will be prorated based on the number of sessions remaining in the school year (Labor Day until Memorial Day). Example: Suzie will start in the TUTH class on the first Tuesday of November. There are 51 remaining sessions in the year. The annual tuition of \$2200 is divided by 67 sessions, and then multiplied by the 51 remaining sessions. You can opt to pay this in 7 equal installments or all at once.

### Extended-Day Program

The extended-day will run until 2:30 p.m. There will be time for lunch, rest, outdoor recess, independent exploration of the classroom centers, and extended story time and learning activities. Children will be provided with a cot, sheet and blanket. Parents provide a pillow, and large pillowcase. All soft items will be labeled with your child's name and will be stored in a standard-sized pillowcase labeled with your child's name and kept at the school. The bag will be sent home at the end of each week so the items can be laundered. Please be sure to return the items to school the following week.

### Lunch Bunch

Lunch Bunch provides a great opportunity for your child to learn proper mealtime manners, to eat lunch in a reasonable amount of time, to learn how to open lunch boxes, containers, juice boxes, etc., and to socialize with peers. All half day students are welcome to join us for Lunch Bunch. All students will be required to sign up for Lunch Bunch via Sign Up Genius. Lunch Bunch will be offered every MWF as a 60-minute extension of your child's day. MWF Lunch Bunch will begin the week of September 20<sup>th</sup>. This program will begin in October for the Tuesday/Thursday families. Each month a Signup Genius will be sent.

The cost is \$10 per day and you will be invoiced or you can pay on the day your child attends Lunch Bunch.

### Early Drop-Off

We also offer Early Drop-Off every day! You do not need to sign up in advance; you can pay on the day you use it or be billed at the end of the month. The cost is \$5 for drop-off anytime between 8:30 a.m. and when school starts at 9:00 a.m. Early Drop-Off is free for extended-day students. If you choose to pay the of please be sure to mark the payment envelope with Early Drop-off, students name and date.

## VACATIONS, HOLIDAYS, CLOSURES

The Calendar outlines vacations, holidays and no-school days. School vacations include two weeks in December and one week in February and one week in April. Holidays and other days off will follow the Sutton Public School's schedule. We will **NOT** close early on days when the public school has a half-day.

When Puckihuddle has a scheduled field trip in the morning, we **WILL NOT** open in the afternoon for the extended-day program.

If Sutton Public Schools are canceled due to inclement weather, we are also canceled. It will be announced on WSRS 96.1 FM, WTAG 580AM or by watching WBZ 4, WCVB 5, WHDH 7, the Public Access Channel, Puckihuddle's Facebook page and Puckihuddle's Parents Facebook page. Weather Delays will mean our classes are delayed for (1) hour beginning at 10:00 am. The first week of snow days (3 for MWF and 2 for TUTH) are not made up. Any additional snow days will be made up not to exceed one week (3 days MWF and 2 days TUTH) at the end of the school year.

## HOME / SCHOOL COMMUNICATION

One of our main priorities is to keep you as informed as possible as to what we do each day so you can share in your child's preschool experience. A weekly Curriculum Web and a monthly calendar of events will be emailed to keep you updated on classroom activities, special events, curriculum, etc.

Parents are always welcome to visit the classroom. If you have any suggestions or comments about a Puckihuddle policy or procedure, you are welcome to contact your child's teacher, the Director, and / or our Board of Directors. If you need to reach us during class time, please call us at (508) 476-2939. If we can't get to the phone in time or are outside, please leave a message. If you need to speak to us immediately, please feel free to keep trying until one of us is able to answer the phone.

The best time to call is just before 9:00 a.m. or just after 12:00 p.m. This is a great time to call for those "non-emergency" questions, or to set up a time to meet with your child's teacher.

**Please purchase and place a sturdy two-pocket folder in your child's backpack for home/school communication.** This helps to protect paperwork and projects that we send home, as well as a secure place for you to put important information or tuition payments to be retrieved by our staff.

You may receive a variety of communication from us throughout the school year. The teachers may send something home about daily or weekly activities, or requests for classroom items, such as paper towel tubes or tissues. The Directors might send home curriculum information or tuition statements. The PPG will send out flyers about upcoming family events or seeking volunteers for fundraisers or committees. Finally, our Board of Directors might send out parent satisfaction surveys or information about the future direction of Puckihuddle. Please watch for emails. We plan to communicate as often as possible through email.

## PARENT / TEACHER CONFERENCES

You will be invited to sign up for a Parent/Teacher conference in early December after your child's first developmental assessment is completed. Another developmental assessment will be done in April, and you may schedule another conference in May if you have any questions or concerns about your child's development. We are happy to meet with parents whenever there is a concern. Please discuss with one of the teachers to set up a time. Parental input is always welcome. If you have any questions, comments, or concerns, please let us know.

## PARENT VOLUNTEERS

We are always excited to invite parent volunteers into the classroom. You might read to the children, lead a special craft, share a special hobby/talent, help with a party or take pictures – whatever you are comfortable doing! You can volunteer once or any many times as you would like.

The MWF volunteers will start in October and the TUTH volunteers will start in November. This will give the children a chance to get settled into the daily routine and allow them to better enjoy the experience of a special visitor. There will be sign-ups available online and reminders will be sent out during the year. We have found that parents/grandparents are anxious to have a turn volunteering. If you have had an opportunity to come in to volunteer, please check the sign-ups and check with your child's teachers before signing up for another turn.

## ARRIVAL AND DISMISSAL PROCEDURE

### Drop-off

We learned during the 2021 school year that our drive-thru drop-off was very successful. We will continue the drive-thru drop for the 2021-2022 school year. Please wait outside or remain in your car until one of the teachers greets you. The doors will be opened exactly at 9:00 a.m. Please be prompt as it is important for your child to have a chance to settle in with his/her classmates before starting the day.

Early Drop-Off will always be held in the downstairs classroom. Feel free to park in the drive-through lane and come to the door where a teacher will greet you.

### Pick-up

At pick-up time, please wait outside the door or in your car in the drive-through lane for a teacher to dismiss your child to you. Half-day dismissal starts at 12:00 p.m. Children who are being dismissed to cars in the drive-through lane will be dismissed first to ensure safety for all.

Please do not allow your child to run on the grassy hill by the road. There are drainage rocks that are unstable with a concrete retaining wall at the bottom. Also, the road is very busy and cars cannot see around the bend when entering onto Main Street from Manchaug Road. **The playground will be open from 12:00 p.m. – 12:30 p.m. for those families who wish to socialize. If you plan on staying, DO NOT park in the drive-through lane in the lower lot.**

Lunch Bunch will always be held in the downstairs classroom, so please follow the parking and pick-up guidelines for the lower-level parking lot.

### Late Pick-up Fees

In consideration of your child, the staff and the daily schedule, please be prompt for pick-up. If you are late picking up your child more than three times, you will be charged a late fee of \$1 per minute. Thank you for your cooperation and consideration; these procedures will help to avoid any traffic congestion in the parking lot and interference with the time the teachers have for cleaning and preparation for the next day.

### Authorized Pick-ups

We must be notified if your child will be picked up by anyone other than yourself. This person's name must be on your authorization form and he/she must show a driver's license or other type of photo ID. Please understand that this is for your child's protection. We understand that last minute changes occur in everyone's schedule. For this reason, you may also use our Communication Notebook located near your child's cubby to let us know of a change in dismissal plans or you can call the school to notify us of the change. Please DO NOT rely on email for last minute notification because the teachers do not check their email during the school day and the Director may be out.

## SNACK GUIDELINES

Your child will need to bring a lunch box or bag with a HEALTHY snack and drink every day. If your child is staying for Lunch Bunch or for the full-day program, he or she will also need to bring a lunch and an optional afternoon snack. Please label the components inside the lunch box if possible (using a sharpie on Ziploc baggies or writing on masking tape on other kinds of containers). It is very common for children to want to eat their sandwiches at snack time!

### ALL SNACKS MUST BE PEANUT & NUT-FREE!

Prior to snack time, all children must wash their hands with soap and running water. During snack time, we encourage the children to be self-sufficient and allow the opportunity for our students to open their own containers, juice boxes, yogurts and then encourage them to clean up after themselves. Because this is such an important social time, the children will also practice many important mealtime manners.

**The Department of Early Education & Care requires that daily snacks be as nutritious as possible.** Drinks should be 100% fruit juice (diluted), water, or milk. Thank you for your cooperation!

| Snack Suggestions                  |                                     |
|------------------------------------|-------------------------------------|
| Apples, applesauce                 | Muffins (mini or small)             |
| Bananas, Orange Slices             | Crackers (Ritz, Townhouse, etc.)    |
| Fruit Salad                        | Crackers with Jelly or cream cheese |
| Cheese & Crackers                  | Vegetables with Dip                 |
| Animal Crackers, Graham Crackers   | Celery sticks w/Cream Cheese        |
| Cucumbers, Peppers etc.            | Vegetables with Hummus              |
| Goldfish, Trail Mix (without nuts) | Yogurt                              |

Please note that we have very limited refrigerator space. Please provide snacks that do not require refrigeration, or pack your snack or drink in a cooler with an ice pack. Staff does not heat food for the children. Please put hot food items in a thermos container.

Please be aware of food choking hazards. If you include any food that is round and could be swallowed whole (grapes, carrot sticks, hot dogs, etc.) please cut in half lengthwise.

## PHYSICALS

Puckihuddle Preschool is licensed by The Department of Early Education and Care. All licensed-programs are required to maintain an up-to-date physical for each child in the program. You will receive notification one month prior to the expiration of your child's last physical. Please notify the office of the date your child is scheduled to be seen by his/her pediatrician. Children will not be allowed to attend, without an up-to-date physical on file or notification to the office of the scheduled date for the child's physical.

## BIRTHDAYS

At Puckihuddle Preschool, we love birthdays! We will be holding one monthly celebration to honor all birthdays that fall in that month. If your child has a summer birthday, we will celebrate in June. You will have the opportunity to sign up to bring in something special for the celebration. Remember that something special does not have to mean food, but if you do bring in food, **it must be peanut & nut-free**. The children will wear birthday crowns, receive a special card from their teacher, and the class will sing Happy Birthday to their friends.

## SHOW AND TELL

Your child will have the opportunity to bring in a Show and Tell item several times during the course of the year. When it is your child's turn for Show and Tell, please help your child select one item that can fit in his/her backpack (please no violent toys – guns, swords, etc.). Your child will get to share his/her special item with the class – it could be a toy, a book, souvenir, etc. – and will have the opportunity to answer questions from his/her friends. This is a valuable opportunity for your child to stand up in front of his/her peers and talk about something that is important to them.

## CLOTHING GUIDELINES

Please dress your children in comfortable clothes for physical activities and art/craft projects. Play is a child's work and we use paint, water, sand, and/or other messy materials daily, so you can expect spills and sometimes stains.

### Outdoor Clothing

We go outside as much as we can. Please dress your child accordingly and provide the appropriate outdoor clothing. During the winter months, we will go outside as often as we can. Please be sure to label all snow gear and pack snow pants, hats, mittens, and boots. We will assist the students in putting on these articles of clothing and also give the students opportunities to practice and master their dressing skills throughout the year.

### Extra Clothing

Please keep a complete set of extra clothing in a plastic bag labeled with your child's name on it in your child's backpack in case of an accident (water table, etc.). If your child uses this change of clothes or the season changes, please remember to replace it. If your child is still potty-training, please send extra pull-ups in his or her backpack.

We also recommend that you purchase a **LARGE BACKPACK** so their change of clothes, show and tell, artwork and parent notices will fit into it easily. PLEASE PUT YOUR CHILD'S NAME ON THE INSIDE OF HIS/HER BACKPACK.

**PLEASE BE SURE TO LABEL EACH PIECE OF YOUR CHILD'S CLOTHING WITH HIS/HER NAME OR INITIALS.**



# BEHAVIOR MANAGEMENT/SUSPENSION & TERMINATION POLICY

Puckihuddle Preschool believes in a positive approach to discipline and is committed to providing an environment where children feel safe and comfortable. Behavior management policies shall be followed in order to protect the safety of all children and staff persons.

Staff shall ensure that each child is provided with a positive model of behavior. Common rules that emphasize classroom safety, listening to peers and teachers, and being helpful to others are reinforced throughout the school. These rules are reviewed frequently with children and, whenever possible, children are involved in the addition of rules for their classroom. Fair and consistent limits are set within each classroom as teachers use a variety of developmentally appropriate, positive discipline strategies to help children learn the difference between appropriate and inappropriate behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors.

Clear expectations, individual attention, encouragement and modeling of positive behaviors provide a positive framework to support appropriate behavior. When situations occur, children will first be encouraged to make choices and find solutions independently. If a teacher is required to intervene, the teacher will help the child identify the problem and problem-solve possible solutions. The incident is addressed in a calm, clear and consistent manner. The method of guidance is always designed to reinforce positive behavior and develop conflict resolution strategies, rather than to punish.

If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control. When problem-solving and other conflict resolution strategies are ineffective in addressing a child's behavior, or when a behavior is extreme or puts others at risk, a teacher will seek assistance from the other classroom teacher and/or the Director. If the problem persists, a staff member will contact the child's parent for suggestions on how to extinguish the behavior. The goal is to help the child strengthen his/her skills of self-control. Separating the child from the group is a final step that would be taken after other measures have been tried; however, staff reserves the right to make an immediate decision on behalf of the classroom if safety is a factor. Puckihuddle Preschool will make every effort to de-escalate situations; however, if it is determined that a child is a safety risk to themselves, other children, or staff, we reserve the right to immediately move to the step of having a parent pick up the child, up to and including, having the child removed from the program.

All incidences resulting in the destruction of school property or injuries to another person will be reported to parents through a written Incident Report (required by The Department of Early Education and Care) which must be signed by the teacher, parent and Director. A copy will be held in the child's file.

**Puckihuddle Preschool has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in this policy at any time with or without notice. No statement or representation by any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by Board of Directors.**

## REFERRAL SERVICE PLAN

When a child demonstrates learning or behavioral difficulties, it is up to the classroom teacher to closely observe and document the child's difficulties and/or behavior. In order to support the child who is having difficulties, the Lead Teacher and team will attempt to adapt the activities and environment to meet the child's learning or behavioral needs. The Lead Teacher and team will also enlist the help of the child's parents as they are the primary source of information concerning the child. The Program Director can help with additional family and community outreach to support the child's needs.

The presence of challenging behaviors or learning difficulties may or may not indicate that a child is deemed eligible to receive special education services. Puckihuddle will utilize preschool intervention and referral teams from surrounding school districts to help preschool staff modify children's challenging behaviors and/or learning difficulties (i.e., physical, social, language, emotional) that block successful participation in a general preschool classroom through development

and implementation of intervention plans. Intervention plans will address a variety of behaviors (i.e., a child who hits, a child who doesn't have any friends, a child with separation anxiety from the caregiver, a child who stutters, a child unable to learn new concepts, a child who cannot eat independently with utensils, a child who does not speak).

Parents will be notified before and after all evaluations have taken place and must sign a consent form for an outside evaluation. Classroom teachers and the Program Director will be involved in the process and ready to implement accommodations or referrals for outside services.

## PUCKIHUDDLE PARENTS GROUP / FUNDRAISERS

Puckihuddle Preschool has the best parents! Our Puckihuddle Parents Group (PPG) is a flexible group in which we encourage parents to participate. Since we are a very small non-profit preschool, our success depends largely on the support of our parents. Organizing fundraisers, volunteering in the classroom, shopping for party supplies, and coordinating a family event are just a few different ways you can help make our school stronger.

Puckihuddle Preschool (a non-profit preschool) holds a variety of fundraisers throughout the year. These events are organized by the PPG and need parent participation to make them successful. Most of the fundraisers we do are fun family events (movie night, magic shows, pizza night, etc.) and not direct sales of a product. The funds enable us to provide special events for the families and children, as well as pay for new classroom furniture, playground equipment and learning materials. We hope that you will pick and choose the ones that fit your needs and your budget. Please know there is no obligation to participate in any of these events. If you have any fundraising ideas, please email the PPG coordinator c/o [director@puckihuddlepreschool.com](mailto:director@puckihuddlepreschool.com). Be sure to check out the PPG bulletin board in your child's classroom for more information!

## WISH LIST

There are a few items that are always on our wish list, and any donation of these small items makes a big difference to us. If you are able, please consider donating the following items to our school: Ziploc bags (all sizes, especially gallon), paper towels, magic erasers, baby wipes, glue sticks, Scotch brand double-sided tape, Scotch brand masking tape, tall trash bags, disinfecting wipes, tissues, newspaper, and seasonal stickers. Also, check out the monthly newsletter for updated wish list items. Thank you!!!

We are pleased that you have chosen Puckihuddle Preschool for your child's early learning experience and we welcome you and your child to *our* family!

---

## PARENT ACKNOWLEDGEMENT PAGE

(Please sign and return this page to school)

I have read and understand the information contained in the Puckihuddle Preschool Family Handbook.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Parent of: \_\_\_\_\_