Preps Embroidered Uniform Shirts

Short Sleeve & Long Sleeve Sizing:

Youth: XS—XL
Adult: S—XXXL

Pre-Order Pricing:                      In-Store Pricing:
Youth Short Sleeve: $11.00          Youth Short Sleeve: $12.15
Youth Long Sleeve: $12.00            Youth Long Sleeve: $13.15
Adult Short Sleeve: $13.00           Adult Short Sleeve: $14.15
Adult Long Sleeve: $14.00            Adult Long Sleeve: $15.15

Uniforms can be pre-ordered in the Main Office! Simply bring cash or a money order made out to the school and we will place the order for you.

Pre-Order Dates:  
May 1st-July 18th

*Orders will arrive at the school—we will call you when your order is ready for pick up!*

In-Store inventory will be available for purchase at SchoolBelles locations by May 8th.
**The Prep Schools Uniform Order Form**

Parent/Guardian Name: ____________________________ Phone Number: ____________________________

Scholar Name: ____________________________ 19-20 Grade Level: ____________________________

<table>
<thead>
<tr>
<th>K-4th Grade: Blue Polo</th>
<th>5th-7th Grade: Green Polo</th>
<th>8th Grade: Black Polo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Price</td>
<td>Size</td>
</tr>
<tr>
<td>Short Sleeve</td>
<td>Youth: $11.00</td>
<td>Adult: $13.00</td>
</tr>
<tr>
<td>Long Sleeve</td>
<td>Youth: $12.00</td>
<td>Adult: $14.00</td>
</tr>
</tbody>
</table>

**Sizing**

<table>
<thead>
<tr>
<th>Youth</th>
<th>Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>X-Small – X-Large</td>
<td>Small – 3X-Large</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
<th>Youth/Adult</th>
<th>Size</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-4th Blue Short-Sleeve Polo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K-4th Blue Long-Sleeve Polo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th-7th Green Short-Sleeve Polo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th-7th Green Long-Sleeve Polo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8th Black Short-Sleeve Polo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8th Black Long-Sleeve Polo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Methods:**
- *Cash* – exact change only
- *Money Order* – Village Prep SCHOOL NAME (K-4th) or E Prep SCHOOL NAME (5th-8th)

*You will receive a phone call when your items are available for pickup at the school.*

**Office Use Only:**

Date Payment Received: ____________

Payment Received by (initial): ____________
Dear Preps Families,

We are pleased to once again partner with the Cleveland Metropolitan School District (CMSD) and Community Bus Services (CBS) to provide transportation options for eligible students for the 2019-2020 school year.

Do you have a student who will be in K-6th grade?
Do you live in Cleveland, between 1 and 5 miles from school?
Are you interested in yellow bus transportation for next school year?

If you answered yes to all the above, please read all of the attached information carefully and submit all required forms! (Forms will be sent home to all families next week)

If you have a student who will be in 7th or 8th grade, live in Cleveland, and are interested in an RTA badge for next school year, please reach out to the school’s Front Office.

**Scholars in grades K-6th will NOT be able to receive RTA tickets this year (even siblings of 7th/8th graders).**

As a reminder, transportation is an extension of the school day and students and parents will be held to the same behavior expectations as they are while on campus. Failure to abide by these expectations may result in your child being suspended or removed from transportation privileges.

If you have any questions about these options or any other aspects of our transportation program, please see me or any member of the Front Office for support.

We look forward to your partnership in the coming year!

Sincerely

Alyssa Reese

Director of Operations
Yellow Bus Dates and Frequently Asked Questions: 2019-2020 School Year

Who is eligible for yellow bus transportation?

According to CMSD guidelines, students are eligible for yellow bus transportation if they:

- Are in Kindergarten through 6th grade
- Reside within the city of Cleveland between 1 and 5 miles from the school

PLEASE NOTE: Official distance from school will be determined by CBS’ rostering software; Google Maps or similar programs can be used to estimate distance but should not be taken as a guarantee of eligibility.

Any 7th and 8th grade siblings of eligible students may be allowed to ride with their younger siblings if there is capacity on the bus route; however, if capacity for a bus route is reached at any point during the school year, 7th and 8th grade siblings will be removed from the bus rosters.

Where will my child’s bus stop be located?

Yellow bus transportation is not door to door. Bus routes are determined during the summer based on your child’s home address and bus stops will be within 0.5 miles of that address (in accordance with CMSD guidelines) if you register for busing by June 28th. If you register for busing after June 28th, your child will be routed to the closest existing stop until late September - this may be greater than 0.5 miles.

PLEASE NOTE: Your child will only be routed to the home address on file with the school. If you need to change your address at any point over the summer or during the school year, please contact the school office and provide an updated proof of residency.

How do I register for yellow bus transportation?

Any student who meets the eligibility criteria and is officially enrolled in school for the 2019-2020 school year can be registered for yellow bus transportation.

Registrations will only be processed once all of the following forms have been completed and returned to the school:

1. Yellow Bus Request Form
2. Yellow Bus Consent Form
3. Yellow Bus Behavior Contract
4. Kindergarten - 2nd Grade Walking Waiver (if applicable)
What is the deadline to register for yellow bus transportation? When will route information be available?

Bus registration opens on **May 6, 2019** and will remain open through the summer and the entire school year. However, the proximity of your child’s bus stop to home and when they can start riding the bus depends on when your completed registration is received.

**PLEASE NOTE:** All requests must be received by **noon** on the last day of the request window.

<table>
<thead>
<tr>
<th>Deadline / Request Window</th>
<th>Bus Stop Within .5 Miles from Home?</th>
<th>Route Information Available</th>
<th>First Day Your Scholar Can Begin Riding the Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/19 - 6/28/19</td>
<td>Yes</td>
<td>7/29/19</td>
<td>First Day of School</td>
</tr>
<tr>
<td>6/29/19 - 7/29/19</td>
<td>Closest existing stop</td>
<td>8/9/19</td>
<td>First Day of School</td>
</tr>
<tr>
<td>7/30/19 - 8/09/19</td>
<td>Closest existing stop</td>
<td>8/15/19</td>
<td>8/19/19</td>
</tr>
<tr>
<td>8/12/19 - 8/13/19</td>
<td>Closest existing stop</td>
<td>8/22/19</td>
<td>8/26/19</td>
</tr>
<tr>
<td>8/14/19 - 8/20/19</td>
<td>Closest existing stop</td>
<td>8/29/19</td>
<td>9/3/19</td>
</tr>
<tr>
<td>8/21/19 - 8/27/19</td>
<td>Closest existing stop</td>
<td>9/5/19</td>
<td>9/9/19</td>
</tr>
<tr>
<td>8/28/19 - 9/3/19</td>
<td>Closest existing stop</td>
<td>9/12/19</td>
<td>9/16/19</td>
</tr>
<tr>
<td><strong>9/4/19 - 9/27/19</strong></td>
<td><strong>No new requests processed. CBS will redesign routes as necessary based on current ridership and addresses so that bus stops are within .5 miles of home. Any changes to stops and/or stop times will go into effect 9/30/19.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the remainder of the year, registrations will be handled as follows:

- All requests received by **noon on Tuesday** will be processed that week
- Families will be notified of route information by that **Thursday**
- Students may begin riding the following **Monday**

<table>
<thead>
<tr>
<th>9/30/19 - 12/10/19</th>
<th>Closest existing stop</th>
<th>Thursday</th>
<th>Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12/11/19 - 1/6/20</strong></td>
<td><strong>No new requests processed. CBS will redesign routes as necessary based on current ridership and addresses so that bus stops are within .5 miles of home. Any changes to stops and/or stop times will go into effect 1/07/20.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1/7/20 - 5/28/20</strong></td>
<td>Closest existing stop</td>
<td>Thursday</td>
<td>Monday</td>
</tr>
</tbody>
</table>
YELLOW BUS TRANSPORTATION REQUEST/CHANGE FORM

Purpose of Request:  □ Returning Scholar  □ New Scholar  □ Address Change  (Requires proof of residency)
□ Other (state purpose): ____________________________

School/Campus:  □ Village Prep Cliffs  □ Village Prep Woodland Hills  □ Village Prep Willard
□ E Prep Cliffs  □ E Prep Woodland Hills  □ E Prep Willard

Parent/Guardian Name: ____________________________ Date of Request: ____________________________

Home Address: ________________________________ Home Phone: ________________________________

City/State/Zip: ________________________________

Scholar Name: ________________________________  Grade: ________________________________

1. ________________________________

2. ________________________________

3. ________________________________

4. ________________________________

5. ________________________________

Please Note: If you move during the School Year, a new Transportation Request Form must be filled out to change your bus stop or route. Requests are received and processed according to the following schedule:
- All requests received by noon on Tuesday will be processed that week
- Families will be notified of route information by that Thursday
- Students may begin riding the following Monday

COMPLETING THIS FORM DOES NOT GUARANTEE TRANSPORTATION

Eligibility Requirements:
1. Scholars must reside in the City of Cleveland
2. Scholars must live within 1-5 miles of the school
3. Scholars must be in grades K-6 (7th and 8th grade siblings will be routed subject to availability. If at any point in the year a bus reaches capacity, 7th and 8th grade siblings will be removed from the bus)
4. All forms are completed and turned in (Request Form, Consent Form, Behavior Contract, K-2nd Walking Waiver - if applicable)
SCHOOL BUS & RTA BEHAVIOR CONTRACT

This contract must be completed in order to ride the bus and/or to be given RTA badges (7th & 8th grade only). Being given a bus ride or free badges are privileges that require high levels of responsibility. We must work to make sure we are representing our school well when we are riding the RTA or the school bus.

Scholar: ____________________________  Last ____________________________  Grade ______
First

Scholar: ____________________________  Last ____________________________  Grade ______
First

Scholar: ____________________________  Last ____________________________  Grade ______
First

Parent(s)/Guardian(s): ____________________________________________________________________
Custodial Parent's / Guardian's First and Last Name – Please print.

Phone #1: ____________________________________________________________________________  Phone #2: __________________________________________________________________________

Basic Rules for Bus Behavior on School Buses and RTA Bus.
1. Prior to boarding the bus, scholars are silent in the gym, hallways or front office as they WALK through. Scholars do not rush or run as we approach the buses.
2. Scholars must always remember that they are representing their families and the Prep Schools. Maintain positive, respectful, responsible behavior.
3. Follow directions the first time given by the bus drivers and Prep Schools staff.
4. Use quiet, “restaurant” level voices. Avoid talking with anyone other than the scholar seated in your row. No profanity is allowed at any time.
5. Keep your hands, feet and objects to yourself. No fighting is allowed.
6. Avoid bullying, teasing, and harassing others. No instigating behavior is allowed.
7. Be respectful and use positive language on the bus, when speaking to the driver, and other scholars.
8. No part of your body should be hanging out of the doors and windows when the bus is sitting still or when it is moving.
9. Get onto the bus quietly, be seated immediately and remain seated during the ride. If you are repeatedly told “sit down”, you will be removed from the bus as a safety concern.
10. No food or drinks are allowed on the bus or school transportation vehicles.
11. Per State Law, parents/guardians are prohibited from boarding the school bus.

I understand my child will be suspended from the bus if he/she does not follow the rules above. Repeated suspensions, or a serious infraction, may result in permanent removal from the bus. In addition to infractions by scholars, ridership can also be suspended or terminated in the event of a serious or repeated disruption caused by parents/guardians.

Parent Signature: __________________________________________________________________________  Date: ____________

Scholar Signature: __________________________________________________________________________  Date: ____________
PARENT OR GUARDIAN YELLOW BUS CONSENT FORM

In granting permission, I hereby release The Prep Schools, including its Board, agents, management company, employees and representatives and expressly waive any claim and/or demands, for acts or omissions, harm, loss, liabilities, damages, actions or causes of action, judgments, or associated costs or professional (collectively “Damages”), arising after the date of this Agreement, arising out of or in any way relating to traveling to and from the School on yellow bus transportation.

Further, in case of my absence from being present at my child’s assigned stop, the Transportation Provider has my permission to allow my child(ren) to exit the bus. All 3rd-8th grade scholars who are riding the yellow bus will exit the bus, with or without a parent/guardian present.

If a parent/guardian completes a Kindergarten -2nd Grade Walking Waiver and it is on file at the school, the scholars will be allowed to exit the bus with a sibling or an adult on the approved list. If the Walk Waiver is completed, 1st-2nd Grade scholars will be permitted to walk home alone.

If a Kindergarten-2nd Grade scholar is brought back to the school more than two times, they will be permanently removed from the bus.

Text Message Opt In:
Transportation messages or alerts will be sent out to families. These alerts include, but are not limited to emergencies or urgent reminders. Please check below:

_____ YES, I do want to receive important text alerts.  _____ NO, I do not want to receive important text alerts.

School/Campus:  
☐ Village Prep Cliffs  
☐ Village Prep Woodland Hills  
☐ Village Prep Willard  
☐ E Prep Cliffs  
☐ E Prep Woodland Hills  
☐ E Prep Willard

Scholar Name: ___________________________  Grade: ___________________________

Scholar Name: ___________________________  Grade: ___________________________

Scholar Name: ___________________________  Grade: ___________________________

Home Phone: ___________________________  Cell Phone: ___________________________

Parent/Guardian Name: ___________________________

Parent Guardian Signature: ___________________________  Date: ___________________________
KINDERGARTEN - 2ND GRADE WALKING WAIVER

*If you have a scholar in grades K-2nd, you must complete this form!

School/Campus:  □ Village Prep Cliffs  □ Village Prep Willard  □ Village Prep Woodland Hills

Scholar Name:  ___________________________  Grade:  ___________________________

Parent/Guardian Name:  ___________________________

Please check off which of the following options you agree to (you may select more than one):

Option #1: Scholars in 1st-2nd Grade may walk home alone.
□ I give permission for my 1st-2nd Grader to exit the bus without a parent/guardian/sibling present and walk home alone. (Kindergarten scholars are not permitted to walk home alone.)

Option #2: Scholars in K-2nd Grade may walk home with their sibling.
□ I give permission for my K-2nd Grader to exit the bus with their sibling and walk home together. The siblings they are permitted to walk home with are listed below:

Sibling Name:  ___________________________  Grade:  ___________________________
Sibling Name:  ___________________________  Grade:  ___________________________
Sibling Name:  ___________________________  Grade:  ___________________________

Option #3: Scholars in K-2nd Grade may walk home with the following adults.
□ I give permission for my K-2nd Grader to exit the bus as long as one of the following adults are present.

Adult Name:  ___________________________  Relationship:  ___________________________  Phone:  ___________________________
Adult Name:  ___________________________  Relationship:  ___________________________  Phone:  ___________________________
Adult Name:  ___________________________  Relationship:  ___________________________  Phone:  ___________________________

The names will be verified by the driver when a current picture ID is shown. We will not release the scholar until proper identification is shown. We will not release the scholar if the name is not on our list of the below adults. It is the parent/guardian responsibility to update this list when needed.

By signing this waiver, I, the parent/guardian of a Kindergarten-2nd Grade scholar approve the selected options above.

Parent/Guardian Signature:  ___________________________  Date:  ___________________________

**If a scholar is brought back to their school, a parent/guardian must pick them up promptly. If a scholar is brought back to the school more than two times, they will be removed from the bus roster and no longer allowed to ride**
The Preps 5 Keys to Success

At E Prep Willard we identify **five** habits that will help our scholars thrive in school and in life. We call these the 5 Keys to Success. The Preps 5 Keys are Self-discipline, respect, responsibility, courage, and perseverance. You will have multiple opportunities to notice and develop each of our 5 Keys. Today, let’s take some time to unpack one key: perseverance. When you are working on building a habit, such as perseverance, it can be helpful to realize that you have already developed this habit - or put this habit into action - in situations in the past.

**Directions:** Think about when you have shown perseverance in different parts of your life - school, hobbies, sports, etc. Write about a time when you had to be determined.

- What happened?
- In what ways did your perseverance impact the outcome?
- How might the outcome have been different if you hadn’t shown perseverance?

Then, share your story of perseverance with a classmate.

**Example:** I had been taking Mandarin classes for about a year when my family had the opportunity to host an exchange student from China. He would be living with us for a year and going to school with me. Since I don’t have any siblings, I was pretty excited about this idea! Although I knew he would want to practice his English while in our home, I decided it would be fun to be able to speak Mandarin with him as well. Suddenly I was much more motivated and excited about Mandarin class. I placed post-it notes all over my home with the Mandarin names for things, found movies in Mandarin with English subtitles, and researched the exchange student’s home province. When he arrived, I was well-prepared and helped to make him feel comfortable. I think that if I had not shown perseverance to learn Mandarin it would have taken me longer to learn the language and I might not have formed as a close of a bond with our exchange student. Because I took the time to practice Mandarin and get to know his culture, we learned so much from each other and still keep in touch today.

**Your Perseverance Story:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Perseverance in Action

Take some time to learn the E Prep Commitments, you will consider the meaning of each commitment by making connections. Your connections can come from your experiences inside or outside of school. Some connections may include a way that you have lived out the E Prep Commitment and some connections may include ways that you have not lived out the commitment. It is important to notice when we live outside of our values too!

Directions: One the next few pages, review the E Prep Commitments and then make a connection to each one.

Example:

<table>
<thead>
<tr>
<th>2. I commit to leaving no community member behind. This commitment means that at E Prep we think that it is important to support and look out for each other. This commitment also expresses that we believe that each person’s well-being and success is connected to the overall well-being of the community.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="hand_icon.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Connection:</strong> In my life I have shown this commitment in action when I took care of my sister when she wasn’t feeling well. She was feeling too weak to cook for herself so I warmed up some soup and brought it to her on the couch.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. I commit to speaking to the person, not about the person. This commitment means that at E Prep we commit not to gossip, but instead to speak to the person we need to communicate with. This means that we don’t talk behind others’ backs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="speech_bubble_icon.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Connection:</strong> I think that this commitment is important but last week I talked badly about my friend Nate to my friend John. I should have talked directly to Nate. In the future I plan to talk to my friend, not about my friend.</td>
</tr>
<tr>
<td>The E Prep Commitments</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td><strong>1. I commit to keeping myself and others safe.</strong> This commitment means that at E Prep it is important to keep each other and one’s self safe through actions and words.</td>
</tr>
<tr>
<td>Connection:</td>
</tr>
<tr>
<td>____________________________________________________________________________________________</td>
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<tr>
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<td>____________________________________________________________________________________________</td>
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<td>____________________________________________________________________________________________</td>
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<tr>
<td><strong>3. I commit to seeking diversity of perspective.</strong> This commitment means that at E Prep it is important to think of our individual ideas as true, but only a part of the whole answer. This commitment also means that we believe that each person has diverse, or different, perspectives, or opinions and that we should be curious about the opinions of others.</td>
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<tr>
<td>Connection:</td>
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<tr>
<td>____________________________________________________________________________________________</td>
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<tr>
<td><strong>5. I commit to speaking from my heart, but using my head.</strong> This commitment means that at E Prep we believe that everything can be done with kindness. This means that each person expresses thoughts and feelings in ways that are kind and can be heard.</td>
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<tr>
<td>Connection:</td>
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<tr>
<td><strong>6. I commit to working the 5 Preps Keys.</strong> This commitment means that at E Prep we believe in developing our minds, bodies, hearts, and spirits towards being our best selves.</td>
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<tr>
<td>Connection:</td>
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<tr>
<td><strong>7. I commit to walking my talk.</strong> This commitment means that at E Prep trust is very important. Walking your talk means that you do what you say you are going to do.</td>
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<tr>
<td>Connection:</td>
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<tr>
<td><strong>8. I commit to showing up with valor.</strong> This commitment means that at E Prep courage in the face of challenge, or valor, is important for growth and learning.</td>
</tr>
<tr>
<td>Connection:</td>
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</tr>
</tbody>
</table>
Back-to-School Survey

Name ________________________________

Welcome back! Please tell me a little about yourself.

1. What’s your favorite thing to do for fun?

________________________________________________________________________

2. In school, what are you good at?

________________________________________________________________________

3. In school, what is hard for you?

________________________________________________________________________

4. What kind of job/career interests you?

________________________________________________________________________

5. What TV show, movie or type of music do you like best?

________________________________________________________________________

6. What school subject do you like best?

________________________________________________________________________

7. What kinds of books do you like to read?

________________________________________________________________________
8. How can you help others in school?


9. How can others help you in school?


10. What else should I know about you?


