

Holy Trinity Preschool



Handbook 2017-2018

HOLY TRINITY SCHOOL PRESCHOOL GUIDELINES

On behalf of the Holy Trinity School faculty and staff, I would like to welcome you to the Holy Trinity School family. Through the grace of God and with the total cooperation and support of the students, parents and staff, we will accomplish a most rewarding school year. In compliance with the Catholic Diocese of Columbus, Holy Trinity School is committed to:

- Communicating the gospel message of Jesus
- Building and modeling a community of faith
- Orienting students to the obligation and experience of service
- Providing students with the opportunity for growth in prayer

Catholic theology recognizes parents as the primary educators of their children. At Holy Trinity School, faculty and staff members, the parish, and the Diocese of Columbus share in the achievement of these principles. As we strive for educational growth and to continually evaluate, revise, and strengthen our program, we will not lose sight of the reason we are here, which is to serve the needs of each child to the best of our ability. Every decision we make will consider the best interests of the children first.

Again, we welcome all of you to a new and exciting school year.

Philosophy

Holy Trinity preschool is an extension of Holy Trinity elementary school and parish. Our preschool strives to meet the spiritual, emotional, physical, social and cognitive needs of the whole child. Our goal is to provide a safe and loving atmosphere where a child can explore and discover through hands-on interaction with his/her environment. Opportunities will be provided to use and share existing skills and to learn new skills which will help each child establish a positive self-esteem. We approach our goals with a sense of dedication and love.

Mission Statement

The mission of Holy Trinity School is to provide an excellent academic education in a Christ-centered, family environment.

Purpose and goals

The program activities of our preschool is designed to meet the individual needs of the children on intellectual, physical, social, and emotional levels. It is a leveled learning approach. Each student will receive individual attention; therefore, providing an education that meets the student where they are.

Young children learn through creative play and active exploration and manipulation of their environment. Concrete experiences contribute to concept development in the preschool aged child. Creative play is a powerful tool for your children. This age is best for self-discovery, self-realization and confidence. Play is a major vehicle for the development of the whole child in all areas: spiritual, cognitive, social, emotional and physical.

Our curriculum provides a variety of developmentally appropriate activities and materials and encourages children to be actively involved in the learning process.

Our goals are to plan and structure play experiences in a Christian environment, which will aid in the enhancement and facilitation of growth and development for each child:

1. To become independent and self-motivated.
2. To be able to express his/herself as an individual through language development.
3. To be a creative thinker and problem-solver by encouraging him/her to think, reason, question and experiment.
4. To function successfully in a group of peers (i.e. cooperation, sharing, friendship, values)
5. To gain a sense of self-worth as a special part of God's community.

Admission/Placement and Registration

Children must be at least three years old by August 31st of the year they are enrolling. All preschool students must be fully potty trained by August 31 as well. At the time of registration, the following items must be presented to the school office.

1. An official birth certificate
2. Immunization records
3. Child's medical statement
4. Parent identification (driver's license)
5. Proof of custody where applicable (Diocesan policy #5119.2)
6. Baptismal certificate (if applicable)

Announcements

A yearly calendar will be sent home to keep families informed of school activities. Additional notices and reminders are sent home and posted on the school website as deemed necessary. Newsletters will come home each Wednesday or Thursday containing important up to date information in your child's/families' mail bag. This newsletter will also be posted on our website.

Attendance

Attendance is the responsibility of the parent and is probably the most critical factor, which determines educational success. Parents are asked to call the school office to report a student absent from class. This will eliminate the need for the school office staff to disrupt parents/guardians at home or at work. A message may be left on the school answering machine. At dismissal time, you or the person you designate to pick up your child must come to the school door. You will be asked to sign out your child. We will not send the children out to the car or allow them to wait outside. Children will not be released to anyone not on the authorized pick-up list unless we are notified otherwise by the parent. Bussing is provided by Northern Local.

Calamity Days/School Closings

Holy Trinity School participates in an emergency contact system, through School Speak. Each student in our school is enrolled via his/her home phone number. Parents are required to provide alternate emergency numbers for their family. In the event of a school emergency, a message generated from the school will be sent to the contact numbers in the system. This system will only be used for emergencies.

Child Custody

If a child does not live with both parents, the school must have on file a copy of current custody orders regarding that child. For the child's safety and protection, the custodial parent or guardian must provide the school written notification of the persons to whom the child may be released. This information will be kept on file.

Child Progress Report

A report completed by the preschool teacher regarding each child's progress shall be sent to parents at least twice a year. Parents may, however, request an updated report at any time during the school year. Two parent conferences will be held during the year.

Class Size

The Holy Trinity Preschool program shall adhere to the student to teacher ratio set forth by the Ohio Department of Education at all times. No more than 12 three year olds per teacher; 14 four year olds per teacher; or in the case of a blended class of 3 and 4 years old, 12 students shall be enrolled in the preschool program per teacher.

Communicable Disease (Management)

All staff members will be trained to recognize signs and symptoms of illness. They will also be trained in hand washing and disinfecting procedures. A qualified substitute teacher will be available when the center staff person is ill.

The Preschool will follow the Health Policy as outlined in our Parent/Student Handbook. Precautions shall be taken for children suspected of having a communicable disease:

Parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.

Children observed with signs or symptoms of illness shall be isolated immediately and discharged to the parent or guardian:

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Intestinal difficulty
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Conjunctivitis
7. Temperature of one hundred degrees Fahrenheit
8. Untreated infected skin patches
9. Stiff neck
10. Unusually dark and/or gray or white stool
11. Evidence of lice, scabies or other parasitic infestation

A child with any of the following signs or symptoms shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardians. The child, while isolated at the program, shall be watched carefully for the symptoms listed above as well as the following:

1. Unusual spots or rashes
2. Sore throat or difficulty swallowing
3. Elevated temperature
4. Vomiting

A child isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion not being used in the preschool program
2. Within sight and hearing of an adult at all times – No child shall be left unsupervised.

3. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use the cot will be appropriately cleaned and disinfected with an appropriate germicidal agent.
4. Observed carefully for worsening condition
5. Discharged to parent, guardians, or designated person as soon as possible.

The ODHS Communicable Disease Chart is posted in the Holy Trinity Preschool. (Behind door)

Parents or guardians will receive immediate notification by phone or written notice when their child has been exposed to a communicable disease.

Holy Trinity Preschool is in session full days and it is our policy that medication and/or vitamins will not be administered by the staff. Should a special need arise where medication during class time is necessary, we will follow the requirements of the Licensing Department of Human Resources concerning the preschool child and the matter. The staff person responsible will check the regulations governing this matter.

Complaint Procedures

It is encouraged that parents/guardians contact the preschool teacher with any concerns or complaints. If the concerns are not successfully resolved, the parent/guardian should contact the school principal at 740-743-1324.

Contact Information/Emergency Contacts

A medical emergency card must be completed for each preschool student enrolled in school. The card must indicate emergency contacts as well as the name, address, phone number of the student's primary care physician and dentist. Parents are requested to keep this card current by notifying the school if there are any changes. **Parents shall keep the school well informed of the proper telephone number at which the parent or guardian may be reached in case of an emergency and must promptly inform the school of any address, home phone, or cell phone changes.**

Discipline

The Holy Trinity School code of conduct is enforced at our preschool. Students will generally be given time-outs for violations of the code of conduct. Parents will be notified in writing and/or verbally of time-outs involving their child(ren) that day. Any serious misconduct will be referred to the principal.

Our Preschool method of discipline follows the guidelines for Ohio's School Child Program, which states:

1. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
2. The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance.
3. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, or biting.
4. Discipline shall not be delegated to a child.
5. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so that the child may regain control.
6. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.
7. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
8. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
9. Techniques of discipline shall not humiliate, shame or frighten a child.
10. Discipline shall not include withholding food, rest or toilet use.
11. Separation shall be brief in duration and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe lighted, and well-ventilated space.

It is important to have the support of parents in matters of discipline. Our goal is to provide a safe and happy environment for your child(ren). The decisions of the principal are final.

Health and Safety

Medical examinations and records of immunizations shall be required of children enrolled in Holy Trinity Preschool. Your child's medical exam expires one year from date of exam and must be updated to maintain your child's spot in the preschool program.

Nonprescription and prescription medications shall be administered in accordance with program policies and procedures and only with written permission of parent and physician.

First aid supplies and directions for their use shall be readily available at all times the program is in operation.

Children shall have fire, tornado and safety drills regularly during the school year. The program follows the school's written policy and procedures for emergency situations.

A child experiencing minor cold symptoms will be permitted to participate in class activities. In order to maintain student/teacher ratios, your child may not stay inside when they have a cold. If they are too sick to go outside, then they are too sick to come to school.

Parent/Teacher Conferences

There will be two scheduled conferences during the school year. The conferences are designed to discuss the student's progress. Parents may schedule a conference for any reason throughout the school year by scheduling an appointment through the school office (740-743-1324).

School Security

The school has installed a security system. All doors will be locked during the school day. Entrance can be obtained at the front entrance by ringing the doorbell. To keep our building safe, students will be instructed to "not open doors."

Snacks

As part of our daily preschool program, we include a snack time. Small children need a burst of protein in the mid-afternoon. This also allows the children the opportunity to help serve. It helps the children to learn to wait until others have been served, and prayers are said before eating.

The State Department of Education requires preschools to offer health snacks for children. This policy will be strictly enforced. Cookies and cupcakes are not acceptable for snacks, they are; however, a good idea for parties (holidays and birthdays). Ice cream products are also acceptable.

These are our acceptable snacks:

Some type of nutritious snack food

Drink – Vitamin D Milk or 100% juice

If your child has a food allergy, please make sure the teachers are aware of it.

Staff

Any staff member responsible for the care, custody or control of students in any preschool/school or school sponsored activity must submit a criminal background check, including fingerprinting through BC&I and FBI. Also, they must attend a "Protecting God's Children" session (child abuse awareness/prevention program) as stated in Diocesan Policy #4110.0 prior to their involvement.

Student Directory

Each year Holy Trinity School publishes a roster for each group of children in our program. This roster will not be furnished to any persons other than the parents of children enrolled in our school. If you do not agree with this practice, please indicate your decision to opt out of the annual Student/Family Directory. This is done by checking the box on the sign-off page (the last page).

Supervision of Students

1. Holy trinity Preschool personnel will have current background checks on file in the school office. All preschool personnel must participate in a Protecting God's Children program.
2. When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised.
3. No child shall be left alone or unsupervised.
4. The preschool has immediate access to a working telephone at all times.
5. The fire emergency and weather alert plans are posted in the preschool.
6. An incident report will be completed when an accident or injury occurs.
7. Spray aerosols shall not be used at any time children are present.
8. The administrator and each employee are required to immediately notify local public children's services agency when they suspect that a child has been abused or neglected.

Toys

No squirt gun, trading or selling of collectible toys, or anything which would interfere with the learning process are permitted at school. No hand held games will be permitted for indoor recess. Toys brought to school will need to stay in backpacks as children get upset when they are lost or broken.

Transportation

Holy Trinity has busing available through Northern Local School. Parent/legal guardians are responsible for bringing their children to and from classes if they choose not to use the buses.

Tuition

Holy Trinity Preschool tuition is due the first day of the month. August tuition will be paid on or before the first day of classes. Please make check or money order payable to Holy Trinity School. No cash please. If you choose to send your check with your child, please place it in an envelope clearly labeled with your child's name and "preschool tuition" and make sure it is in your child's folder. You may also drop your tuition off in the school office.

You are responsible for the total number of days due each month to reserve that spot for your child. These days are based on your local district calendar.

Important: Tuition reminder letters will be sent out by the 15th of each month to those families who have outstanding balances. If you do not respond to that reminder by the end of the month, your child will be withdrawn from the classroom and your child's space will be given to the next child on the waiting list. There will be no reimbursement for days missed or withdrawing your child before the month ends.

Dress Code:

Uniforms are strongly suggested. There is a "clothes exchange" before school begins, parents/guardians can exchange uniforms that no longer fit for those that do. New students to the school are welcome to take what they need also. Clothing should be in good condition free of stains, rips and holes.

Boys: Navy blue pants or shorts, navy blue, light blue and white polo shirt, Holy Trinity sweaters.

Girls: Navy blue pants or shorts, navy blue, light blue and white polo shirt, Holy Trinity sweaters, plaid jumpers or skirts.

Visitors

We love having visitors, but there are state laws regulating visits to schools for the safety of the children. Parents have unlimited access following the procedure listed below.

ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE WHEN ENTERING THE BUILDING DURING THE SCHOOL DAY.

Withdrawal /Transfer

A parent/guardian must notify preschool director of their intent to withdraw or transfer. If the impending withdrawal is due to financial matters or an issue of disagreement, the Preschool Director shall make every effort to work with the family on rectifying the situation before their official withdrawal. All preschool tuition and outstanding debts must be paid in full at the time of withdrawal.

SIGN AND RETURN TO SCHOOL WITHIN ONE DAY

Our family has read the Preschool Handbook. We are aware of, and understand the contents. By signing and returning this sheet, we have agreed to be governed by the policies, rules, and regulations of Holy Trinity Preschool. Also, I authorize that my child’s name, my name, address, and phone number be listed on the student roster which will not be furnished to any persons other than parents of children enrolled in our school program.

Please list any exceptions below:

Parent/Guardian Signature	Printed Name	Date
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Parent/Guardian Signature	Printed Name	Date
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