



***Holy Trinity
Preschool
Handbook***



2011-2012

HOLY TRINITY PRESCHOOL

operated in conjunction with

**HOLY TRINITY SCHOOL
740 TIFFIN STREET
BUCYRUS, OHIO 44820
1-419-562-2741**

MISSION STATEMENT

Education at Holy Trinity School is based on the Gospel values and the traditions of the Catholic Church. We are a family-centered parish school. Our focus is on the whole child, on that child's lifelong commitment to spiritual, academic, social, emotional and physical growth.

We are dedicated to fostering an atmosphere of respect, love, concern and acceptance of self and others; as well as to recognize the uniqueness and individuality of each child. Our goal is that all students will strive to attain their highest potential and develop their God-given talents in a community of Christian dignity and respect.

Policies revised and adopted by the Holy Trinity School Advisory Council
June 2000

Holy Trinity School admits students of any race, color, religion and national and ethnic origins, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or natural or ethnic origin in the administration of the educational programs and policies, admission policies, scholarships, aid programs, athletic, and other administrated programs.

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STAFF

Teacher.....Mrs. Diane Wisda
 Classroom Aide.....Mrs. Christine Spaid

HOLY TRINITY PRESCHOOL

PHILOSOPHY AND GOALS

Holy Trinity Preschool is designed to help the children discover their special qualities and importance in God's creation and to develop a positive self-image in a Christian learning environment. The preschool will provide an atmosphere of structural learning experiences with respect to each child's individual needs, and create an environment which enables the child to find success and pleasure in the classroom situation. Skills needed to prepare each child for Kindergarten will be provided in the basic areas: gross and fine motor skills, perception, language and social skills.

In order for the child to develop a positive self-image, good behavior will be constantly brought to the child's attention. Group activities will encourage cooperation and social interaction.

PROGRAM

PRESCHOOL: to create an environment which enables the child to find success and pleasure in the classroom situation.

1. Gross motor skills
2. Fine motor skills
3. Social skills
4. Listening skills
5. Following directions
6. Organizational skills
7. Science (nature)
8. Field trips
9. Art activities
10. Interest centers
11. Basic academic skills: colors, shapes, etc.

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"BRIGHT BEGINNINGS" RELIGION PROGRAM PHILOSOPHY AND PROGRAM OBJECTIVES

(continued)

"Bright Beginnings" includes 12 key Bible concepts chosen especially to bring God's Word to help each child begin to build a spiritual foundation that will last a lifetime.

The 12 key Bible concepts are:

- God made everything in the world
- God love me and always helps me
- I can pray to God and thank him for his goodness
- God sent Jesus to Earth
- Jesus is my friend and helper
- The Bible helps me learn good and right ways to live
- God helps us be friends with others
- Jesus loves me so much
- God will help and protect me
- God made me so that I can do good things
- God wants met to love and care for others
- God loves everyone



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PARENTAL PARTICIPATION

Parents are always welcome to observe the preschool program. Volunteer parents are invited to work with the children on an individual and small group basis under the direction of the teacher. Activities might include:

1. Reading a story.
2. Helping with various activities and games.
3. Helping children to and from the restroom.
4. Helping the teacher prepare materials.
5. Helping with special events and parties.
6. Providing help with field trips and excursions.
7. Because we value parent input, we welcome requests to review/obtain copies of the monthly inspection reports of the program. Please make your request in writing.
8. Conferences with parents will be held twice a year at the same time as conferences in the elementary school as noted on the school calendar and in the church bulletin.

“BRIGHT BEGINNINGS” RELIGION PROGRAM PHILOSOPHY AND PROGRAM OBJECTIVES

Dear Parents,

You will find an outlined summary of the “Bright Beginnings” program.

At school, we want to meet the needs of your child on a variety of levels—social, cognitive, physical, emotional and spiritual. “Bright Beginnings” provides the basis for the ways in which we will help your child begin to build a foundation of spiritual understanding. “Bright Beginnings” is designed to help us apply Bible concepts in a way that relate to a child’s everyday life.

We will tell Bible stories in a variety of ways that invite your child’s involvement. Music, circle time fun, creative learning activities, finger plays and more will help each child understand the concepts being presented.

PROGRAM (CONTINUED)

PRE-KINDERGARTEN: To provide each child with the skills necessary to prepare him/her for kindergarten.

1. Organize, classify, differentiate and integrate experiences.
2. Gain basic language skills.
3. Memory and sequential thinking skills.
4. Develop a positive self-image and a positive relationship with adults and peers.
5. Gross and fine motor skills.
6. Direction and spatial relationships
7. Increase perception and curiosity about the world
8. Basic academic skills: alphabet, numbers, etc.

ENTRANCE REQUIREMENTS

In order to be enrolled in the 3 year old class, a child must be three years of age on or before **August 1st**. Four year olds must be four on or before August 1st. All preschoolers **MUST** be completely toilet-trained.

TUITION

Tuition for 4/5 year olds— 3 days/week—\$75.00/month

Tuition is to be paid on the 10th of each month. A \$25.00 non-refundable registration fee needs to accompany the registration form and should be payable in August prior to school starting. A \$15.00 late fee will be charged monthly on delinquent tuition. If tuition is paid and your child experiences difficulty in adjusting to school or sustains a long term illness, tuition will be prorated for the time spent in school. The balance will be returned.

Preschool is self-supporting, which requires tuition to be paid on time. If tuition falls behind and is not caught up on a quarterly basis, your child will not be able to attend preschool the following quarter. All tuition must be paid in full by May 10th or your child will not participate in the preschool graduation ceremony, **UNLESS PRIOR ARRANGEMENTS ARE MADE WITH THE PASTOR AND THE PRINCIPAL.**

LENGTH OF SCHOOL DAY

The school day for preschool will begin at 9:00 a.m. and end at 11:30 a.m. Afternoon classes will begin at 12:30 p.m. and dismiss at 3:00 p.m. The 3 year old classes will meet on Tuesdays and Thursdays and the 4 year old classes will meet on Mondays, Wednesdays and Fridays.

ARRIVAL AND DISMISSAL TIMES

Because there may not be a teacher or aide available in the classroom before 8:40 A.M. , we ask parents not to bring preschoolers to class before 8:45 A. M. or before 12:20 P.M. It would also be a great help to the teacher if they could be picked up promptly at 11:30 A.M. . and 3:00 P.M. . If you have other children attending Holy Trinity and you transport them to school, we realize that it would be a hardship to make two trips, so they may be brought in at 8:40 A.M. after you drop off the older children.

BIRTH CERTIFICATE AND IMMUNIZATION RECORDS

Children entering preschool must provide a copy of their birth certificate, immunization record and health information. This is required in order to continue attending preschool. A copy of court-ordered custodianship is required in the file.

WEATHER INFORMATION

The closing of school will be the same as Holy Trinity. Information will be given over the local radio and the Honeywell Alert System. If Holy Trinity is on a 2 hour delay, morning preschool will go to Plan B.

Plan B: Morning preschool session will open at 10:15 and end at the regular time of 11:30.

MANAGEMENT OF COMMUNICABLE DISEASE (cont')

The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this Rule as well as the following:

- (a) Unusual spots or rashes;
 - (b) Sore throat or difficulty in swallowing;
 - (c) Elevated temperature;
 - (d) Vomiting.
- 4) Programs shall follow the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.
- (5) A child isolated due to suspected communicable disease shall be:
- (a) Cared for in a room or portion of a room not being used in the preschool program;
 - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - (c) 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 cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - (d) Observed carefully for worsening condition; and
 - (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
- (C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand washing and disinfection procedures;
 - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
 - (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) Of this Rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this Rule.
 - (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

MANAGEMENT OF COMMUNICABLE DISEASE

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule [3301-37-07](#) of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

(a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Conjunctivitis a.k.a. Pink Eye;

(f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or gray or white stool;

(i) Stiff neck; or

(j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated 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 guardian.

TRANSPORTATION

Parents must provide the transportation to and from school. No busing is provided for preschoolers.

SNACKS

Parents are asked to take their turn in providing a nutritious snack. A schedule will be sent home at the beginning of the school year. Parents may provide a special birthday or holiday treat.

Snacks: Bananas or other fruit

Finger Jello or Yogurt

Graham Crackers or Cookies

Soft Cheese and Crackers

Peanut Butter Sandwich

Peanut Butter on Crackers

Cereal such as Cheerios

CLOTHING

Children should dress for the weather as they will play outside whenever possible.

No flip flop or sandals.

SERVICE HOURS

For each new school year, we have the mandatory requirement of 5 hours of service to the school per family. NEW this year, \$25.00 will be added to your tuition and will be reduced for your service hours turned in at a rate of \$5.00 per hour. Examples of service hours include: class parties, baking pies for Bingo, selling Christmas tress, etc.

STATE REGULATION

Parents of preschoolers may call the following number: Early Childhood Education at 1-614-466-0224 when they find that problems have not been resolved satisfactorily by the principal. This is a division of the Ohio State Department of Education.

CLASS DISCIPLINE POLICY

Our goal is to help the child develop a positive self-image. This goal will be achieved through positive reinforcement. Good behavior will be constantly brought to the child's attention. Group activities will encourage cooperation and social interaction.

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

(C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

(2) No discipline shall be delegated to any other child.

(3) 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 in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame or frighten a child.

(8) Discipline shall not include withholding food, rest or toilet use.

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((9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

FIELD TRIPS

When field trips are planned, parents will be notified and a permission slip signed by the parent will be requested. If transportation is by car or van, all children will be required to be in the proper car seats, booster seats or safety belts according to state law.

ILLNESS

Parents are asked not to bring children to school if there are any signs of developing illness. Parents will be called if a child develops a fever or illness while at school. Parents should call the school if a child is absent. If we do not receive a notice of absence we will contact the parents by phone.

MEDICATION

No medication, vitamin or special diets will be administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for a specific child. A prescription label which contains the child's name, current date, and exact dosage to be given and method of administration can be used as to the written instructions. A parental permission slip will also be required.

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