



Holy Trinity

Full Day Preschool Program

Parent's Guide

Holy Trinity Catholic School

5720 Steubenville Pike

McKees Rocks, PA 15136

412-787-2656

Dear Parents,

Thank you for choosing the Holy Trinity Catholic Pre-School Program as your child's first school experience.

As you know, the goal of our program is to ease your child's transition from his/her nurturing family environment to the more challenging and structured school environment.

A positive self-image and a positive attitude toward learning are critical to a child's personal growth and academic achievement throughout his/her school years. Our pre-school program is dedicated to developing these qualities in a happy, secure, Christian atmosphere.

We have prepared this Parents Guide to answer some of the questions you may have about the procedures and regulations of the Holy Trinity Catholic Pre-school Program. If you need additional information or assistance or if you have suggestions, please contact us. Your participation will help insure a meaningful pre-school experience for your child.

Holy Trinity

Pre-school Staff

August 2016

Dear Preschool Parent:

It is with pleasure that I welcome you to Holy Trinity Catholic School. As your principal, I look forward to the upcoming school year and the opportunity to share in the educational and social development of your child.

We certainly realize the importance of these early years in establishing a solid foundation for the future. Our focus is to provide an environment for the total development of each child. Holy Trinity Catholic School is proud of its Preschool educational programs which are characterized by organizing activities having both educational and social values. These programs have been carefully selected for your child's growth and development.

I hope this handbook is helpful to you in understanding the procedures and objectives of our school.

If you have any questions concerning any information in this handbook, please feel free to contact me at 412-787-2656 x 3 or by email at principal@holytrinityrobinson.org. Once again, welcome and thank you for choosing HTS to begin your child's education. I look forward to working with you and your child.

Blessings,

Kimberly N. Stevenson

Principal

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Separation

TIPS FOR PARENTS...

- As the beginning of preschool approaches, treat the first day of school in a low-key and matter-of-fact way. Over-stimulating your child with exciting talk about school can increase his/her anxiety.
- It is also normal for parents to have mixed feelings about their child's first day of school. You may feel like crying even though you are excited about this milestone.
- Always say good-bye to your child at school. Don't slip away while he/she is busy with an activity. Instead you may want to reassure your child by saying "After naptime and closing circle, I'll be back to pick you up."
- On the other hand, some children separate easily and barely have the need for a quick hug and "good-bye."
- After an apparently easy separation, delayed reactions sometimes occur when the child realizes the separation is going to be a regular occurrence. He/she may then balk at going to school. Giving in and letting your child stay at home will only prolong the problem. It is better to handle the situation in a firm, positive manner. If you need assistance, please don't hesitate to ask the teacher.
- Often, a child will adjust by the second or third class, but after several days at home will be reluctant to return to school. This problem will be resolved once he/she adjusts to the schedule.

Arrivals and Departures

After students K-8 have been sent to their classrooms, all preschool children may enter the school building beginning at 8:00am until 8:05am through the "car rider" door (door #15). Parents and students are asked to remain outside the building at door #15 until a classroom aide opens the door at 8:00am. If you arrive later than 8:05am, you are asked to enter the building through the main school entrance (door #1) where you will need to sign in your child at the office. Each student will be greeted at the door and will be seated in the hallway with their teacher and classmates and will then be escorted to their classrooms. Please be aware that teachers and aides will be unable to conference with parents during arrival time due to the minimal amount of time available. Therefore, any information regarding your child for each day (ex. dismissal notes) must be sent in your child's folder in a note format.

Preschool children will be allowed to be escorted by their parents into the school building and classrooms for their first two weeks of school. Parents and students will be allowed to enter the building beginning at 8:00am until 8:05am through door #15 and will be escorted to the classrooms by a preschool aide. Once you have safely dropped off your child in their classroom,

you will be escorted out of the building by a preschool aide. On Monday, September 19, parents will no longer be permitted to escort their children into the building or classroom as we will begin following the arrival procedure listed above.

For pick up, please wait outside the car rider door (Door #15) for your child to be dismissed. You must pick your child up at the door. For the safety of the children, we will not send a child over to your car.

Please be prompt in delivering and picking up your child. If you must be late please inform the school (412-787-2656) so that we may explain to your child and ease his/her fears. If you have arranged to have someone else pick up your child, the preschool teachers must have the name of the individual and his/her relationship to your child.

Preschool Full Day 4 year olds and Full Day 3 year olds meet 8:00am to 2:30pm in the school building.

Clothing

There is no dress code for the Preschool Program, but parents are encouraged to dress their child in comfortable clothing. Tennis shoes or rubber-soled shoes should be worn. Girls should not wear flip flops or dress shoes that are slippery and may cause accidents.

Gym day for Preschool 4 3 day full is Monday.

Gym day for Preschool 4 5 day full is Tuesday.

Personal Items

Please label personal items such as coats, sweaters, hats and boots. Children often forget which coat, sweater, etc., they wore to school and have a difficult time identifying their belongings from those of others when two items are alike.

4 Year Old Full Day Pre-K Supply List

- Your child should have the following supplies for school;
- A backpack with his/her name on it (inside or on the outside)
- 2 folders with his/her name on the front of the folder
- A nap mat (with his/her name on it) There are a limited number of nap mats available for sale for \$25.00 in the school office if needed.
- 16 glue sticks

- An extra pair of clothes (including underwear) that is in a gallon size bag with his/her name on it. Extra clothes will be kept in the bottom of your child's backpack for use in case of an emergency.
- A pair of headphones for computer class. Please put the headphones in a Ziploc bag with your child's name on it.
- 1 bottle hand sanitizer
- 1 container of Lysol wipes or Clorox wipes
- 1 roll of paper towels
- Baby wipes and reams of copy paper are also appreciated.

3 Year Old Full Day Pre-K Supply List

- Your child should have the following supplies for school;
- A backpack with his/her name on it (inside or on the outside)
- 2 folders with his/her name on the front of the folder
- A nap mat (with his/her name on it) There are a limited number of nap mats available for sale for \$25.00 in the school office if needed.
- An extra pair of clothes (including underwear) that is in a gallon size bag with his/her name on it. Extra clothes will be kept in the bottom of your child's backpack for use in case of an emergency.

Show and Tell

One child will be chosen for Show-and-Tell daily. Your child will be asked to bring in one small item from home on his/her designated day. Unless it is his/her Show-and-Tell day, your child should not bring in toys, books, etc. We regret that we cannot be responsible for lost or broken toys.

"Security" items are permitted during the first few weeks. Please explain to your child, however, that the items must stay in a designated spot in the room and cannot be carried around by the child or his/her classmate.

Show-and-Tell and Security items should be labeled.

Snacks

Please pack your child a healthy snack daily. Providing your child with a juice or water is optional. All children will get a drink from the water fountain after snack time. Also avoid juice boxes or “Huggies” which are too large – and expensive – for this age group.

We encourage nutritious snacks. Fruit, cheese, crackers, pudding, raisins, vegetables, pretzels and Jello are good snack items.

Birthdays

Birthdays are celebrated during our regularly scheduled snack times. If your child’s birthday falls on a school day, we will schedule that date as your day to provide a snack and juice. If his/her birthday falls during the summer or on a non-school day, the teacher will send a note home letting you know when we will celebrate your child’s special day.

Cookie cake or donut holes are appropriate birthday snacks. We discourage sending clowns, singing telegrams, etc., as these surprises often upset rather than amuse the children.

Closings and Delays

Holy Trinity School uses the School Reach phone system to notify parents of any school delays, cancellations or early dismissals. You can also listen to KDKA-Radio (1020AM), KDKA-TV and the Holy Trinity School website at www.holytrinityelementary.org for news of school delays and cancellations due to inclement weather, etc. The school will follow the Emergency Plan form which you submitted to the school office. Be sure to keep a copy of your plan so that you are aware of the plan you created. Plan must be enforced for the children’s safety. Do not call the school office with dismissal changes during an emergency dismissal.

Holy Trinity School and Preschool follow the Montour School District schedule. In the event of a two hour delay preschool students will report to school at 10:00am. Full day preschool will be dismissed at regular time. We thank you for your cooperation in this matter.

If it is necessary to schedule make-up days, parents will be informed during the course of the year.

Tuition Payments

There are two options for tuition payments. It may be paid in full by August 14th, or by payment plan installments under Smart Tuition. The Smart Tuition payments begin in August 2016 and extend through April 2017 depending on the payment plan that was selected. A late fee of \$25.00 per month will be assessed with no grace period.

Before School and After School Care

The Before and After Care program at Holy Trinity Catholic School was created with working parents in mind. These services are offered to school families in the Full Day 3 year old Preschool classes through 8th grade. For a small hourly fee, parents can rest assured that their child(ren) are in a safe and nourishing environment outside of the normal school hours.

Regular hours of operation for Before Care are 7:00 am – 8:00am and After Care hours are 3:00pm – 6:00pm. Supervision is provided by Mrs. Stevenson, Alan Betten and TJ Schiavo.

Guidelines:

1. The yearly registration fee for one child is \$15.00 and the family rate is \$20.00.
2. The program follows the school calendar. When school is closed the program is closed. When school is opened for any part of the day the program is opened.
3. Before and After Care will begin on the first day of the school year which is **August 22nd**.
4. Before Care and After Care drop off will be at main school door.
5. After Care will be held in the room Spanish room formerly room 3B. If school closes early do to an emergency or severe weather or if weather conditions become severe during After Care, parents should pick up their child(ren) as soon as possible.
6. If school is delayed in the morning due to severe weather Before Care will be opened as usual.
7. Parents are responsible to keep all contact information current.
8. For our information and your child's safety, we must have on record who will be picking your child(ren) up. If the person who is picking up your child(ren) is not listed on your Registration form, you will need to send a note that day to let us know. This is very important. Without this note, we cannot release your child(ren). Identification will be required of the person picking up your child(ren).

9. Bills will be sent home at the beginning of each month. Payment is due on the 2nd Friday of each month. We reserve the right to suspend services for our Before and After Care Program for non-payment of fees. Non-sufficient fund checks will be charged a \$40.00 fee.
10. The After Care program ends promptly at 6:00pm.
11. The After Care program begins with a gathering time and snack, outside play if weather permits, quiet time for homework or watching a movie, computer time, and free play.
12. Children should bring a snack. If your child is staying on a half day, bring a drink, lunch, and a snack.
13. Children are entitled to a pleasant and harmonious environment. The Before and After Care program cannot serve children who display disruptive behavior. If a child cannot adjust to the setting and behave appropriately, the child will be discharged.

We look forward to serving your child(ren) in our Before and After Care program.

Cafeteria

Holy Trinity School participates in the National School Lunch program to provide nutritionally balanced, low cost lunches to students each full day of school. In the case of a staffing emergency, parents will be notified and told that all students are to bring a bag lunch. Milk and water will always be available to purchase. All students must bring or buy a lunch. Those bringing a lunch may purchase milk or other available beverages. Students spend 20 minutes in the cafeteria and 20 minutes on the outside playground, weather permitting.

The cafeteria is operated in accordance with U.S. Department of Agriculture. The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326W Whitten Building, 14th and Independence Ave, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD.) USDA is an equal opportunity provider and employer.

Rules: The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- Remain seated unless disposing of garbage, etc.
- Refrain from abusing food; your own or that of others.
- Always walk while in the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby.
- Be courteous and respectful to all those helping during the lunch period.
- Do not take food from the cafeteria.

Recess

It is very important that the students are being physically active every day. Outdoor recess will occur if the temperature is 32 degrees or above and dry. Please be sure to dress your children appropriately.

Option C

Holy Trinity Catholic School has an online grade book system. Parents will receive an ID number and password in order to check their child's lunch account via the Internet. Access to the online grade book may be found at www.optionc.com or through the link on our school website at www.holytrinityelementary.org. Please take advantage of this educational tool.

Option C will be used to monitor your child/children(s) lunch account balance. This is available for parent view 24/7 so please keep the password that is provided to you from the school office. The cafeteria is NOT able to reset or provide new password information – you will need to obtain from the office if lost or problems logging on.

Illness

If you need to call off your child from school please call the call off line at 412-787-2656 opt 2 by 9:00am.

To safeguard the health of his/her classmates, your child should not come to school when ill. Please follow these guidelines:

- Keep your child home 24 hours after the break of a fever. If your child is sick during the night or before school, keep him/her home.
- If you suspect a strep throat and have a culture taken, do not send your child to school until you receive the results of the culture.
- If your child has an open cut, it must be covered with a bandage or plastic strip

If a child has a temperature of 100 degrees or more, a skin rash, diarrhea, vomiting or evidence of lice, the parent will be called and the child will be isolated until the parent arrives. Children may return to school only after symptoms have disappeared or, in the case of serious illness, after receiving a release from the physician.

Please inform us if your child becomes ill with a contagious illness so that parents of his/her classmates may be informed of their child's possible exposure to communicable disease.

For your reference, a list of the most common communicable diseases and their symptoms follows.

CHICKEN POX. Fever and rash in the form of small pimples which, in a day, fill up with a clear fluid. The incubation period is from 14-21 days. The child should be isolated at least seven days.

MEASLES (Rubeola) Fever, watery eyes, sneezing and blotchy, red rash on the face and body. Incubation is from 7-14 days. The child should be isolated at least five days from the time the rash appears.

GERMAN MEASLES (Rubella three-day measles) Blotchy, red rash on the face and abdomen, swollen glands toward the back of the neck. Incubation is 14-21 days. German measles are communicable for 48 hours after the rash appears.

MUMPS Fever, swelling of the face and jaws as glands become swollen and tender. Incubation is 12-26 days. The child should be isolated until swollen glands have disappeared and he/she has completely recovered.

SCARLET FEVER and STREPTOCOCCAL (sore throat) Fever, headache, sore throat, vomiting and a fine rash. Incubation is 2-5 days. The child should be isolated for 48 hours after the start of antibiotic treatment and will not be readmitted to school until released by the physician.

IMPETIGO Blister-like lesions, irregular in outline, which develop into crusted pus-filled sores. Impetigo is communicable from the onset of symptoms until the sores are healed. The child must be treated and kept home from school until sores are no longer draining.

CONJUNCTIVITIS Redness and swelling of membranes of one or both eyes, burning or itching sensation, discharge and sensitivity to light. Conjunctivitis is communicable until the discharge from the infected membranes ceases. The child must be isolated until he/she has received treatment and has completely recovered.

Parent-Teacher Conferences

A formal Parent-Teacher conference will be scheduled at the beginning of November. Parents will be asked to choose a time slot to meet with the teacher and discuss the skill areas their children are progressing in.

Arrival and departure times also provide daily opportunity for parents to discuss concerns. Do not feel as if you need to wait until November to discuss any issues.

Reinforcing Classroom Learning

Your child's experiences at home are just as valuable to total development as classroom learning. Please communicate with the teacher to determine your child's progress. She will be happy to recommend ways in which you can help improve areas of deficiency.

In the meantime, the following are some general suggestions for helping your child learn at home. They require little time and no expense. All that is needed is a desire to help your child develop self-confidence, curiosity about his/her environment and an enjoyment of learning.

Stoop to your child's level when talking. He/she will listen better.

When disciplining your child, explain what he/she has done wrong (just as the teacher explains in class).

Reinforcing Classroom Learning

Be patient. Youngsters must have new ideas repeated many times. Remember, the attention span of a preschooler is approximately 15 minutes.

Offer praise each time your child completes a task.

Teach your child to wash hands before meals and after using the toilet; to brush teeth after meals; and cover coughs and sneezes. These good health habits are taught in the classroom and reinforcement at home is very helpful.

At the appropriate times, remind him/her to say "please," "thank you" and "excuse me."

Teach your four year old to state his/her name, address, and age.

Read to your child and discuss pictures. Using books or magazines, teach him/her the names of animals and relate them to the sounds they make. For example: cow – "moo"; cat – "meow."

Also, use magazines or books to teach the names of vegetables, fruits, alphabet letters, etc.

Turn helping into a learning experience. Ask your child to hand you two spoons, three carrots, four napkins, etc.

Show your child the difference between shapes by using household items such as a round pillow or square book. Let him/her, in turn, show you various shaped objects.

Teach colors by showing your child the color of various objects. Then ask him/her to show you something blue, something yellow, etc. Encourage your child to color and draw.

Also encourage creativity by permitting your child to play with household items such as paper bags, empty boxes, jar lids, cake pans, pot lids, spoons and empty spoons.

Let your child plant a seed, water it, and watch it grow. Watermelon seeds, which usually sprout within a few days are recommended.

Encourage your child to make a collection of some type (stones, leaves, seeds, etc). An empty egg carton makes a good container. Let older children help with your preschooler.

Summer is a special time for your child – a time for play and family bonding. During the relaxing summer months, your child’s motor skills will continue to develop through play. Learning concepts can be reinforced through family activities. Following are some suggested summer activities for four year olds.

Reinforcing Classroom Learning

THREE-YEAR-OLDS

Religion

Take time to talk to your child about God. Summer is full of God’s gifts in nature. Explore these, talk about them, praise and thank God. Pray with your child.

Large Motor Skills

Large motor skills involve large muscles. These muscles are strengthened and developed by such outdoor activities as hopping; skipping; jumping; running; climbing; skating; riding bikes; swimming; and catching, bouncing and kicking a ball.

Fine Motor Skills

Fine motor skills involve very small muscles. These muscles are the least developed in children, especially in their hands. The following fine motor skill activities are good for rainy days or quiet times: cutting, pasting, drawing, coloring, painting, baking, stringing beads or playing with clay.

Language Development

Language concepts can be reinforced by...

- ...encouraging your child to use complete sentences
- ...recalling finger plays and nursery rhymes
- ...singing songs
- ...using words of position such as over, under, behind, beside
- ...using simple opposites
- ...playing rhyming games
- ...recalling the alphabet and letters in his/her name
- ...reading and discussing stories

Math

Math concepts can be reinforced by...

- ...sorting and classifying objects
- ...counting (anything and everything)
- ...naming colors
- ...naming shapes
- ...comparing sizes (larger, smaller, longer, shorter, etc.)

FOUR-YEAR-OLDS

Religion

Take time to talk to your child about God. Praise and thank Him for all his gifts. Pray with your child. Talk about Bible stories your child knows. Go to Mass as a family.

Large and Fine Motor Skills

Encourage your child to use large muscles by allowing him/her to play outside. Running, climbing, hopping, skipping, swimming, riding bikes, and bouncing and catching balls are valuable in developing large muscles. Encourage your child to use small muscles in his/her hands by cutting, tracing, pasting, drawing and coloring. Have your child practice printing numbers, alphabet letters and his/her name.

Reading Readiness

Practice letters and their sounds. Sharing books with your child will help instill a desire to read. Establish a “reading time” and read to your child anything that is of interest to him/her. Encourage your child to “read” picture stories to you. Drawing simple stories with your child will help him/her pronounce words and gather thoughts into sentences.

Math Readiness

Count, classify, sort and measure. Take a walk with your child and count houses, cars, signs, etc. Classify objects into groups. (How many houses? How many cars? How many signs?) To teach measurement, bake with your child. Or give him/her a ruler or any length of paper and help measure doors, chairs, toys, etc. Ask which doll is bigger? Which pillow is smaller?

OWL Curriculum

The OWL Curriculum is being implemented in the preschool this fall. It is a comprehensive program that will help create an effective and developmentally appropriate classroom.