

Holy Trinity Catholic PreK2 Handbook



Holy Trinity Catholic School
301 S. Second Street
Bay St. Louis, MS 39520
(228)467-5158

www.holytrinitycatholic.net
After Hours: 228-234-2822

Principal: Haleigh Cuevas
Director: Mary McCubbin
Teacher: Theresa Crawford
Teacher: Kelly Woodson

HTCS Mission Statement:

Holy Trinity Catholic School is committed to
Teaching and modeling Catholic Christian morals and values
Creating a safe, caring, and respectful environment that
Supports academic excellence while fostering a love of learning.

Diocesan Mission Statement:

The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivation to achieve God-given potential in the local and the world communities.

Facility Licensure

HTCS PreK2 program operates under the laws and policies outlined in the Mississippi Department of Health "Regulations Governing Licensure of Child Care Facilities."

*This handbook was developed to provide information to parents of student(s) at Holy Trinity Catholic School in PreK2 class ONLY. This handbook provides the rules and regulations for PreK2 through the Mississippi Health Department. Any other information regarding the rules of regulations, please see the Holy Trinity Catholic School Handbook. By signing the **Handbook Acknowledgement Form**, you indicate your willingness to abide by HTCS and the Mississippi Health Department rules and regulations.*

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Admission:

Children entering PreK2, must be two (2) years old by September 1st of that school year.

All Students entering Holy Trinity Catholic School must present the following information:

- Completed Online Application at www.holytrinitycatholic.net
- Signed Tuition Agreement
- Copy of Birth Certificate
- Mississippi Certificate of Immunization Compliance Form #121
- Copy of Social Security Card
- Non-refundable Registration Fee
- Baptismal Certificate, if Catholic

Priority for admission will be given to those students who meet following requirements:

1. Children of HTCS employees
2. Children who are siblings of students in attendance of HTCS
3. Children of registered parishioners of Our Lady of the Gulf, St. Rose de Lima, or St. Clare
4. Children who are Catholic who are not members of one of these three parishes
5. Children who are non-Catholic

Tuition:

Tuition is based upon the student cost of education and reviewed annually.

Tuition is for 5 full days, Monday through Friday (price includes lunch and 2 snacks per day)

Annual \$4990 (in full)

Bi-Annually \$5035 (two payments of \$2,517.50)

Monthly \$5050 (\$505 a month)

Tuition must be paid in one of the following ways:

1. In full by July 10
2. One half by July 10 and the balance by November 10
3. In 10 monthly payments beginning July 10

A late fee of \$20.00 will be assessed after the 10th of each month for tuition accounts not paid on time. Children will not be allowed to return to school once a tuition account is in arrears.

Withdrawal Policy:

Anyone choosing to withdraw a student must contact the office with a withdrawal date and withdrawal form. All debts must be settled at this time.

Labels:

Please label ALL clothing, bookbags and other personal items.

Hours of Operation:

Monday – Friday 8:00am to 3:00pm
NO Aftercare is available for 2 year olds.

Students may be dropped off as early as 7:30am but may stay no longer than 3:15pm.

School Days, Holidays and any other school closures will coincide with the yearly school schedule of Holy Trinity Catholic School for grades PreK3-6th grade.

Visitors:

As a parent you are welcome to visit our class at any time throughout the day. Please sign in at the office and they will let us know you are here.

Drop Off/Pick Up:

All students **must** be signed in upon arrival to school and signed out when they depart school by an authorized individual.

Morning Drop Off: Drop off will be from 7:30am to 7:55am. School starts promptly at 8am so please make sure your child is on time. You can park in the small parking lot by our building or in front of the school while dropping off your child.

You MUST walk your child into the classroom to drop them off.

If you are late dropping off, you MUST go through the office to check in and then walk your child to the classroom.

Afternoon Pick Up: PreK2 Teachers and children will meet outside by 2:45 in front of our building at the black tables. Children must be picked up no later than 3:15pm, and must be signed out.

If your child is not picked up by 3:15pm, late fees will occur and a phone call will be made to each parent. If the parents are unreachable then we will attempt to contact the emergency contacts to pick up the child. In the event no one is available to pick up a child, the proper authorities will be contacted.

***Children will only be dismissed to someone on their "pick-up" list, unless written notification is given. If a person is not recognizable, an identification must be presented in order to confirm consent. We do this for your child's safety. Please notify us if any of this information needs to be changed at any time or if there is a change in your child's afternoon routine.*

After Hours Late Fee: A late fee of \$20 will be assessed if children are NOT picked up by 3:15pm and an additional \$2 per minute will be charged after 3:20pm.

Uniforms:

All students in PreK2 are required to wear the school uniform per the following guidelines:

(Boys)

- Khaki elastic shorts or Khaki long pants (no cargo or cell phone pockets)
- Royal blue t-shirt with school logo
- White crew socks (no color stripes or logos on the socks)
- Solid white or black tennis shoes with Velcro closure only
- Royal blue sweatshirt and/or fleece embroidered with the school logo
- Plain white undershirts or turtlenecks (with no visible logo) may be worn under the uniform shirt
- Outer coats may not be worn in the classroom
- Hair must be clean, neatly groomed and the child's natural hair color. Hair must not touch the eyebrow or the ear.

(Girls)

- Khaki elastic shorts or skort
- Royal blue t-shirt with school logo
- White crew socks (no color stripes or logos on the socks)
- Solid white or black tennis shoes with Velcro closure only
- Royal blue sweatshirt and/or fleece embroidered with the school logo
- Plain white undershirts or turtlenecks (with no visible logo) may be worn under the uniform shirt
- White or navy tights during cold weather
- Outer coats may not be worn in the classroom
- Hair must be clean, neatly groomed and the child's natural color
- Hair bows may only be royal blue, gold, white, or school plaid; barrettes may be worn

Students will be given a uniform notice if they are not using the uniform guidelines listed above. Once a student has received 3 uniform notices, a parent will be notified and will have to bring the item needed to school promptly.

Uniforms may be purchased through:

Southern Printing
230 Davis Avenue
Pass Christian, MS 39571
228-452-7309

*Clean, gently-worn uniforms are also available for purchase, through the school office.

Communication:

Each child will receive a yellow communication folder. Please check this folder on a daily basis. All communication from the office and class, as well as your child's work will be sent through this folder.

For more information check our...

Website: www.holytrinitycatholic.net

Facebook Page: "HTCS Parent Information"

Discipline Policy:

HTCS believes in positive behavior support providing a warm and caring environment for children. Our approach to good behavior begins with prevention. Children will have rules explained and practiced frequently. Understanding that toddlers will sometimes have disagreements or frustrations as they grow and learn, we will redirect attention and behavior with positive guidance when appropriate, reteach the desired behavior, and occasionally use cool down time.

Corporal punishment WILL NOT be used as a form of discipline.

Should a behavior arise that does not respond to the above mentioned strategies, parents will be called for a conference. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

Snack/Lunch:

Students will be provided with 2 snacks and a hot lunch from the cafeteria daily. Lunch is \$3.50 per day and will be added in your tuition.

Snacks will be served at approximately 9:00am and 2:00pm. Lunch will be served at 11:30am.

Water is always accessible to the children and water, juice and/or milk will be served during eating times.

NO OUTSIDE FOOD, DRINKS, SIPPY CUPS and/or BOTTLES will be allowed.

Supplies/Book Bags:

The supply list can be found on the school website (www.holytrinitycatholic.net). School supply items must be brought in by the first day of school. Teachers may ask for additional supplies throughout the school year, depending on the needs of and usage by the students.

Parents will also be responsible for providing diapers/pull-ups/change of clothes, and will be reminded when items are running low. Should you forget to bring in diapers a reminder will be sent. After a notice is sent, and if your child is

out of diapers and is in need of using one of our school diapers a fee of \$1.00 per diaper used will be charged to you, until diapers are brought in.

Book bags need to be large enough to transport your child's work and naptime items but must also fit into a cubby.

Money:

Please send in ALL money in a sealed envelope with your child's name, teacher's name, and purpose. Anything that needs to go to the office will be delivered that day by the teacher.

Potty Training:

Teachers in PreK2 will assist children in the potty training process. A toilet training conference with the teacher will be required before beginning. Children generally achieve potty training between the ages of 2 1/2 to 3 years old. Parents must begin potty training at home before the teacher starts at school. We will go with a "cold turkey" effect of potty training, so if the teacher, parent and child are all working together, training should go easily. Extra clothes and underwear will need to be provided for accidents. If a child has an accident at school, all soiled clothes/bedding will be sent home for washing

Naptime:

Naptime is from approximately 12:15pm to 2:15pm. Children will sleep on cots with a pillow and blanket sent from home. Children may bring a naptime security item such as a stuffed animal or pacifier but the item must be left at school for the week until sent home for cleaning. These items will ONLY be used during naptime. All naptime items will be sent home every Friday for cleaning.

Biting Policy:

Biting occurs at a specific developmental period in a child's life. It is an age/stage related occurrence and generally happens during the Toddler years.

If a child is bitten, the bite will be cleaned with antiseptic soap and a bandage will be applied if needed. An injury report will be filled out on each and every bite,

but due to confidentiality rules we cannot and will not reveal the name of the biter to the victim's parents. If the biting continues, a conference will be scheduled with the parent(s), teacher and school principal, to determine the proper consequences for the child.

Outside Time

We will go outside and play on the playground daily for 30-90+ minutes a day weather permitting. Teachers will also take children for walks in our six person stroller. Permission slips will need to be signed by parents authorizing children to leave school premises via stroller, with the supervision of the teacher.

Toys from Home:

We discourage children from bringing toys and treasures from home because of the potential for loss and breakage. We are not responsible for lost, stolen or broken toys.

Sick Policy:

If your child is sick, please keep them home!

Our primary goal is to provide a healthy environment by controlling the spread of disease.

If your child is running a fever, has diarrhea, vomiting, eye discharge, body rash with a fever, sore throat with a fever, severe coughing (whooping sound after coughing), communicable diseases, or contagious disease you will be notified.

A student must be symptom/fever free for 24 hours without preventative medication before returning to school. Parents are to notify the office if their child contracts a contagious disease so that others are notified of their child's exposure. Doctor notes are required upon the child's re-entry to school.

Birthdays/Invitations:

A special treat/snack may be sent in for your child's birthday. All snacks must be commercially-made. No homemade snacks are permitted as required by the Mississippi Department of Health regulations. Please let us know ahead of time, if you plan to send in invitations for a party, it MUST be sent home with EVERY child or with ALL boys or ALL girls.

Enrichment Activities:

Students will participate in the following enrichment activities:

- Music
- Physical Education
- Playtime in the Activity Room
- Storytime in Library

Insurance Policy:

Each student who is enrolled at HTCS is automatically covered by a secondary insurance policy that covers the child for accident or injury within normal school hours on school property.

Safety and Evacuation Plans:

The PreK2 will follow a tornado drill and fire evacuation plan approved by Holy Trinity Catholic School. A copy of the Tornado Drill and Fire Evacuation Plan is posted in the classroom.

In the event we are required to evacuate the building, teachers will transport the children in staff autos and/or buses. Parents will be notified via Class Dojo messenger of where their child will be taken.

Medications:

To avoid any mishaps, we will not administer any medication at school. If your child requires medication for any reason(s), you will need to work out a schedule for your child to take this medicine before and/or after school. If this is not possible, you may check in through the office and we will bring your child to you for their medication dosage.

If your child has a diaper rash, cream may be provided and teachers will apply during diaper changing.

Emergency and Medical Treatment:

Should your child become sick or need medical assistance, we will contact the parents first. If the parent does not answer we will call an emergency contact. Should your child need immediate medical treatment, 911 will be called regarding the situation.

Child Abuse:

Any person who knows or has reason to suspect abuse or neglect of a child by a parent, legal custodian, caregiver, or other person(s) responsible for the child's care, is required by law to make a report to the Mississippi Department of Child Protection Services

Alcohol, Smoking, Illegal Drugs:

The use of alcohol, smoking or the use of tobacco products and/or illegal drugs is strictly prohibited on and around the HTCS school campus.

"Mississippi Adult Tobacco Use on Educational Property Act of 2000."

§ 97-32-27. **Definitions** (1) "Adult" means any natural person at least eighteen (18) years old. (2) "Minor" means any natural person under the age of eighteen (18) years. (3) "Person" means any natural person. (4) "Tobacco product" means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco. (5) "Educational property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance. SOURCES: Laws, 2000, ch. 626, § 2, eff from and after July 1, 2000.

§ 97-32-29. **Use of tobacco by adults on certain educational property prohibited; penalties for violation** No person shall use any tobacco product on any educational property as defined in Section 97-32-27.

and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$ 75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$ 150.00) shall be imposed. Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time

and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi. Anyone convicted under this article shall be recorded as being fined for a civil violation of this article and not for violating a criminal statute. It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this article are enforced. SOURCES: Laws, 2000, ch. 626, § 3, effective from and after July 1, 2000.

Weapons:

There shall be no firearms or other dangerous weapons allowed on the campus.

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY MS Code 97-37-17 (Senate Bill 3349)

"EDUCATIONAL PROPERTY" A public or private school building, bus, campus, grounds, recreational area, athletic field or other property owned or actually used or operated for school purposes.

"STUDENT" A minor or adult enrolled in or suspended or expelled within the last 5 years from a public or private school, college or university.

FELONY \$5,000 and/or 3 years for possession of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same.

MISDEMEANOR \$1,000 and/or 6 months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving), any sharp-pointed or edged instrument (except instruction supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or to causing, encouraging or aiding a minor to possess same.

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I have read and understood the entire HTCS PreK2 handbook. I also understand that this handbook is subject to change and if I have any concerns or questions to contact my child's teacher or the principal.

Childs Name: _____

Printed Parents Name: _____

Parents Signature: _____ Date: _____