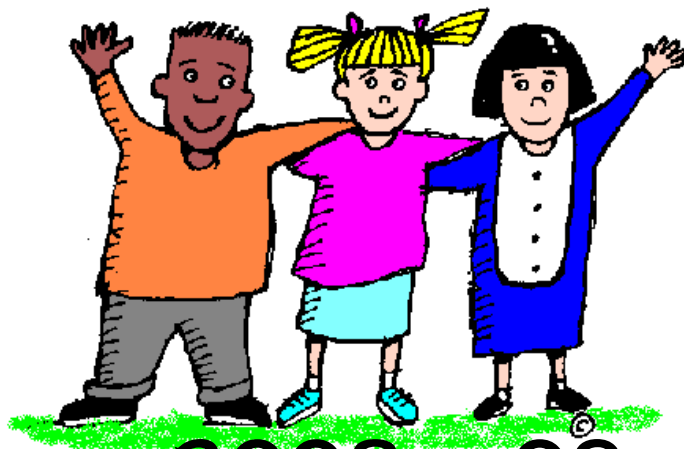


THOLYY TRINITY

CATHOLIC SCHOOL



2008 - 09

PRESCHOOL HANDBOOK & CURRICULUM GUIDE

PRE-SCHOOL PROGRAM Of HOLY TRINITY CATHOLIC SCHOOL

PHILOSOPHY

The Holy Trinity Catholic School's Preschool Program has been created to provide exciting, stimulating learning experiences for three and four-year-old children. Our program is a skills-based developmentally appropriate program designed to meet the needs of the early learners and recognized by the State of Illinois. The program is designed with the whole child in mind: mental, physical, socio-emotional, as well as spiritual.

GOALS

The program seeks to instill each child with a sense of personal identity, healthy self-esteem, and a growing awareness of the world around them. We work to inspire each child with a love of learning and living with an eager spirit and a creative outlook. Each child will be presented with opportunities and experiences that will encourage them to think creatively, engage their senses, and expand their social awareness as they become actively involved in every facet of learning.

OBJECTIVES

The child will:

1. Develop a sense of security in his/her introduction to the school environment
2. Develop a sense of autonomy and interdependence in social relationships through:
 - a. Increased awareness of self and relationship to others
 - b. Active participation in learning
 - c. Expression of creativity
 - d. Directed play
3. Develop and grow through experiences that will:
 - a. Increase knowledge and skills
 - b. Instill positive attitudes and habits
4. Develop a readiness for new skill development
5. Experience activities to enhance her/his physical development

ADMISSION GUIDELINES

AGE OF ADMISSION A child may be admitted into Pre-School if he/she has reached the age of three on or before September 1st. Other conditions may also apply in terms of a child's social skills and/ or other issues that relate to a child being in a school setting. The date of birth must be verified by a birth certificate or by a baptismal certificate at the time of registration.

Provisional Condition: exceptions to this policy are rare and are determined by the Principal. It may be deemed necessary for a child to undergo a formal screening process as established by Holy Trinity Catholic School. The results of the screening process will be the final determination as to admission status. (Note: School Board will establish a formal policy in 2008-2009 that will govern all such cases in the future.)

REGISTRATION Pre-school students are requested to pre-register in the spring. School fee is due at spring registration. Pre-school registration is typically held in early August. One month's tuition payment is due at final registration. Parents and guardians are expected to attend final registration or make other arrangements in advance with the principal. Every effort should be made to attend registration day as important information about the upcoming school year is disseminated. Each student cumulative record should contain a copy of the birth certificate and documentation of sacraments already received by the student. These are to be supplied at registration. Under certain conditions, a student may be enrolled during the course of the school year. Please contact the Principal for details.

CONTINUED ENROLLMENT Conditions for continued enrollment at Holy Trinity Catholic School include students' academic progress and compliance with all school rules and regulations outlined in this handbook and in Diocesan and School Board policies. Student failure to comply with rules, regulations, and policies may result in dismissal or denial of admission. Parental support and cooperation in all school matters, as well as ongoing volunteerism, are also required for continued enrollment in Holy Trinity Catholic School.

Students demonstrating an inability to progress satisfactorily due to physical, emotional, or mental disability will be evaluated by special education services provided by the public school system, and in consultation with the parents/guardians. Following professional assessment, the Administration will make appropriate recommendations and determinations concerning the student's enrollment at Holy Trinity Catholic School.

FEE SCHEDULE FOR PRESCHOOL

PRESCHOOL

\$75.00 Registration Fee

\$110 per week for full time (8:00a.m. – 3:00p.m.)

\$75.00 per week for 3 days (M, W, and F, 8:00a.m. – 3:00p.m.)

- Lunch may be brought from home or is available through the hot lunch program at \$2.00 per day. Milk may be purchased for \$0.50 a day for those students bringing their lunch to school.
- Snack milk will be purchased for \$25.00 a year and is payable at registration.

DAILY ACTIVITIES

Opening – Each child will be greeted individually. Self-help skills are encouraged such as taking off jackets, making a lunch choice and putting away supplies. The opening sets the tone for the entire day's learning experiences. We want the children to have a smooth transition from home to school, so it is important that the person responsible for bringing the child into the school be supportive and encouraging.

Free Time – Children are given free time to explore the classroom or work on a task individually. To learn the social skills necessary throughout life, the students are given the opportunity to play or work together in groups. Various activities will be set up throughout the room that will be geared for each student's developmental stage. Some of the activities include: puzzles, blocks, games and play dough.

Circle Time – Students will begin their day with prayer offering themselves and their learning to God and asking God to help them grow. Children will learn about the passage of time, seasons and the weather as they begin their day. The teacher will introduce songs, finger plays, nursery rhymes, and stories pertaining to the theme of the week.

Snack Time – Each child will be asked to provide snacks for the class. The teacher will provide the guidelines.

Music, Art, Library, Computer and Physical Education – These additional classes are taught by teachers certified in their particular subject matter. The Music and Art curriculum is designed to help the preschooler learn the basic skills of their discipline. Computer and Library class give each child the opportunity to familiarize themselves with the workings of a computer and our library system. P. E. class will encourage group cooperation while children strengthen their bodies and large motor skills. Together these classes will provide the student an opportunity to grow in self-esteem and self-expression.

Religion – Children will learn about Jesus/God at their age level. Bible stories, the liturgical seasons, sharing, friendship, cooperation and love of God are examined and discussed. Children will also be challenged to live as God wants us to live; by sharing in the classroom, cooperating with each other and respecting one another.

Centers – The core of academic learning takes place during center time. Our approach is a themed based curriculum. While the children learn about apples, transportation, the seasons, or safety, they will also tackle tasks such as identifying shapes, colors, letters and name recognition. Learning to count, recognizing numbers, and understanding one-to-one correspondence are also skills acquired during center time. In addition, fine motor skills are practiced, science experiments are conducted, and sensory themes are explored.

Creative Arts – Children will have the opportunity to work with a variety of materials to creatively express themselves in color and design. Throughout the year they will work with pencils, crayons, markers, watercolors, finger-paints, scissors, glue, fabrics, and other materials that inspire their creativity as well as develop small motor skills.

Nap Time – The growing child needs time to rest and renew. Some children still sleep during nap time on a daily basis while others nap occasionally and still others no longer sleep during the day. The need to restore energy is still present in all small children and so nap time is part of our day. Those who do not sleep must rest quietly and allow others to sleep.

Story Time – Quiet listening is practiced as stories are read. Sharing about the books and exploring the pictures are encouraged as they develop those pre-reading skills necessary for student success. Listening to an adult read with expression begins developing an understanding of fluency, expression, and comprehension that are so necessary for successful reading and future school experiences.

Dismissal – Students must be picked up at the preschool entrance to ensure their safety. They will not be released to anyone but a person designated in their records.

PARENTAL RESPONSIBILITIES

DRESS CODE: Preschool students do not wear the school uniform, but their attire must comply with that of the Free Dress Day. Most essential for school is our expectation of their safety. Ill-fitting sandals, flip-flops, crocs, boots, and fad shoes (roller-skating tennis shoes) are safety concerns and therefore not allowed in preschool. The suggested shoe is a sneaker.

EMERGENCY INFORMATION: Safety and security are high priorities. It is critical that we have correct emergency information available at all times. This data will need to be provided on the registration form and the emergency card. Please remember to update this information as needed.

ILLNESS or ACCIDENT: In accordance with state and federal laws and regulations, no school personnel, salaried or volunteer, are permitted to administer first aid or dispense medication to any student except with written permission and in emergency situations. Only immediate and necessary measure will be administered and parents will be notified of the action taken and for what purpose. Parents / guardians must make provision for their sick child at home.

PICK-UP POLICY: No one who has not previously been authorized on the registration form is allowed to sign out a student. If someone other than those previously authorized is to pick-up the student, a note by the parent or guardian is required. This includes coaches, group leaders, or adult siblings. (This policy also pertains to siblings of preschoolers enrolled in Holy Trinity Catholic School. An adult must be present and sign out the preschool child.)

DISCIPLINE

Holy Trinity Catholic School's discipline policy applies to all activities on our campus, including the preschool. The age and developmental level of each student is taken into consideration when determining a consequence for breaking rules or making unsafe choices. The regulations of the school have been established to insure smooth operation including before and after school care, field trips, sporting events, and all school sponsored activities. If a student violates one of the regulations, he/she

must be held accountable. The regulations below are from the Holy Trinity Catholic School Parent/Student Handbook.

❖ **Respect for Property**

- Taking care of school property, keeping restrooms clean, disposing of litter in the proper containers, using the sidewalks and properly caring for all loaned materials is expected. If damage is done to any school property or loaned materials, payment will be required to replace the damaged property.

❖ **Respect Others, Respect Authority**

- Christ is our model of respect for each individual. Disrespect **cannot** be tolerated.

❖ **Being Prepared for Class**

- Students must take pride in their learning and exhibit responsibility by bringing all necessary materials to class. Different classes might require different materials and those teachers will designate what is required for that class.
- Students should avoid bringing materials to school that distract from the learning environment. For the first offense, the property will be taken for the day. The student will be reminded of the policy and the property returned at the end of the day. For a second offense, the property will be taken from the student and sent to the office for the parents to pick up

❖ **Observe Uniform Rules**

- Wearing the uniform of Holy Trinity Catholic School neatly and properly shows respect. This does include the wearing of a belt. Cleanliness and personal hygiene are part of the uniform code of conduct. We know that emergencies happen. Please send a written explanation of the situation so that the principal and teacher can understand.

❖ **Obeying School Safety Standards**

- Walking in the building at all times and maintaining silence in the halls especially during change of class, fire drills, and tornado drills is absolutely necessary for everyone's safety. Running sliding, shoving, pushing, or any other negative physical interactions are unsafe and cannot be tolerated.

❖ **Obeying Playground and Classroom Rules**

- Safety for all requires that play takes place only in the designated safe areas. Skateboards will not be allowed at school or on the school property.
- Keeping the classroom rules established by the teacher and/or students are absolutely necessary to help provide a quiet classroom atmosphere conducive for learning.

Good discipline is meant to be formative, helping the student learn to treat others as Christ would treat them. Good discipline also promotes good academic progress. The atmosphere of the school should be quiet, peaceful, orderly, and at the same time should stimulate and motivate students to learn.