



Holy Trinity Catholic School

Preschool Handbook



1304 Alpine Church Rd. NW
Comstock Park, MI 49321
(616) 784-0696
holytrinityschoolcp.com

Holy Trinity School Mission Statement

The mission of Holy Trinity Catholic School is to know, love, and serve God in all we do.

Preschool Philosophy and Curriculum Goals

The preschool program is designed to provide experiences that meet all children's needs and stimulate learning in all developmental areas: social, emotional, motor, language, and cognitive. Each child is a unique individual with different abilities and interests, different levels of ability, development, and learning styles are expected, accepted, and used to design appropriate activities. The activities will develop the children's self-esteem, creativity, and positive feelings toward learning and one another. We hope to nurture the children's abilities so that they may develop to the best of their God given potential. We recognize parents as the primary educators and offer parents the opportunity to involve their children in a quality Christian growth experience.

The program is relaxed, flexible, individualized, and academically sound. It allows students to learn through activity and exploration. We believe that young children learn best from actively exploring real objects, from talking to people, and from problem-solving. The more children can explore their environment, the stronger the foundation for learning. The environment will be set up for the children to learn through active exploration and interactions with adults, other children, and materials. The children will be working one on one with the teacher, in centers, small groups, and the whole group. The learning activities will be teacher-directed and child-directed. They are designed to nurture a child's culture, self-esteem, creativity, imagination, and positive feelings toward learning and one another. Whole group activities help to enrich the children's development of self-control, listening skills, and cooperation.

We believe preschool children need a firm foundation in the basic developmental areas of language (listening and speaking skills), social and emotional skills, fine and gross motor skills, and self-help skills. The preschool curriculum will be designed to help develop the children's skills in movement, communication, thinking, relating to others, and taking care of one's own needs. The activities in class will be designed to prepare children for academic work and instill a love of learning.

A variety of resources will be used to help the preschool children develop a foundation of religious readiness. A hands-on math approach will be used to help the children learn and understand mathematical concepts. They will learn and use their five senses to explore various topics in science. The *Heggerty Phonemic Awareness Curriculum* will be used to enrich sound knowledge and letter recognition. The *Learning Without Tears* handwriting program will be used to teach letter and number formation. The lessons and activities are developmentally appropriate for all children. Hands-on materials are used to make pre-writing easy and fun.

Admission Policy

Holy Trinity's Preschool program is licensed by the State of Michigan. A child is admitted into the preschool program upon completion of the following:

- Registration Form and Fee (on-line through school admin management system)
- Emergency Child Information Record (CIR Form)
- Health Appraisal completed by a Doctor with current physical information (yearly)
- Immunization Records
- Copy of Child's Official Birth Certificate from the State (not a hospital certificate)
- Child Placement Form
- Diocesan Medical Form
- Meet age requirements:
 - Three-year-old program- Child is 3 years old by October 1
 - Four-year-old program - Child is 4 years old by October 1
- Potty Trained

Arrival/Dismissal Procedure

ARRIVAL: The classroom door will be unlocked at 8AM. Preschool starts at 8:10AM and ends at 11AM. (Please note that the classroom door will be relocked at 8:10, so if you arrive after that you will need to ring the doorbell or knock.) Please bring your child directly into the preschool classroom. There will be a sign-in sheet on the ledge by the door. The parent will sign their child in. If daycare and hot lunch are needed after preschool, parents will also check those boxes. Please send a note to school with your child, or inform staff at drop off, if your child is being picked up at dismissal by someone other than a parent or regular carpool ride, on that day. This will eliminate any miscommunication of whom your child is going with. If we do not receive a note, we may need to contact a parent by phone. Adding all Authorized Release adults to your student's Infinite Campus record will help!

DISMISSAL: At 11AM, the children will need to be picked up at the same door. The children will be dismissed as their ride arrives. The adult picking up the child will need to sign the child out on the sign-out sheet on the ledge by the door. We will release the child to persons listed on the Emergency Child Information Record (CIR) Form, but not without your permission. Adding all Authorized Release adults to your student's Infinite Campus record will help! Children with divorced parents by law must be released to either parent unless there are court documents on file at the school indicating otherwise.

Preschool students staying for daycare may order hot lunch or bring their own lunch. Daycare students will be released to the daycare provider at dismissal.

Attendance

If your child is not going to be in school, please contact the office and let them know the reason for not coming. Michigan law requires that we report every illness. Also, please make sure your child is arriving on time to school. Missing school due to illness is expected, but missing school for other reasons frequently will also interfere with your child's learning. Please make every effort to be timely.

Birthdays

On your child's birthday (or the day closest to it) you may send in a birthday treat. I will try to assign your child's snack day on their birthday or close to the day. Summer birthdays will be celebrated the first month of school.

Communication

A Communication Folder will be sent home at the end of each week. Weekly, my classroom newsletter, and any other important communication will be sent home on the right side of the folder. At the end of each month the classroom snack calendar will be sent home. Student's completed school work will be on the left side of the folder. The completed work is for you to keep.

Please be sure the folder is returned on your child's next school day with any notes or papers that you need to send back to school. There is a white basket by the entryway of the classroom to return the folders.

Conferences

Conferences are scheduled in the fall and spring. Any additional conferences may be made by contacting the teacher to find a mutually agreeable time. We encourage on-going communication between home and school. Problems with preschoolers must be attended to immediately and not put off until a formal conference time. Therefore, we welcome emails or calls throughout the year as the need arises or problems develop.

Daycare

We offer before-school daycare from 7AM to 8AM and after-school daycare from 11AM to 6PM. Cost is \$5 for one child with an additional \$4 for the 2nd child and \$3 for subsequent children if attending during the same time period. Sign-in and out on the tablet at the time of arrival and pick up. Pick up must be by a parent or an authorized release is needed. The school office will send a bill every two weeks via email or student Friday folders. Payment is expected before the next bill arrives. **Families in arrears for payment more than 30 days will not be allowed to use this service until full payment is received.**

Dress Code

Preschool students do not wear uniforms. The children should be dressed in clothing that is neat and appropriate for school. Please remember when helping your child dress for school that we do many messy activities. Children should be dressed for the weather since we do go outside. Please write your child's name on all clothing items.

Socks and shoes must be worn at all times. Sandals, Open Toe, Opened Back, or Crocs are not to be worn.

Please send in an extra set of clothing in your child's backpack to be used in case of an emergency. Put clothes in a bag labeled with your child's name. The clothes will stay in your child's backpack throughout the school year.

Discipline

An important goal of preschool is to encourage and promote growth in your child's social and emotional development. Positive methods of discipline are used, which encourage self-control and cooperation, while protecting each child's self-esteem. Positive reinforcement and the encouragement of favorable behavior are used to keep the atmosphere of the group positive. The children are made aware of what is and is not acceptable behavior. When unacceptable behavior occurs, and a child breaks a rule, the teacher will help the child understand the situation and restate the limits. The child may be redirected to another activity. If the disruptive behavior continues, the child will be asked to take a "time out" and relax until they feel ready to rejoin the group. If there is a continual behavior problem, parents will be notified. We hope our goal of positive methods of discipline is a model that you may be using at home, and that the consistency between home and school will benefit the child.

Prohibited Forms of Discipline

Personnel shall not do any of the following:

- Hit, spank, shake, bite, pinch or inflict other forms of corporal punishment.
- Use any substance in a child's mouth such as, but not limited to, soap, hot sauce, or vinegar.
- Restrict a child's movement by binding or tying him/her.
- Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks.
- Deprive a child of snacks or necessary toilet use.
- Confine a child in an enclosed area such as a closet, locked room, box, or similar enclosure.

***Due to their cognitive development, children under 3 years of age will not be asked to take a "time out". Their behavior will be directed.**

Emergency Procedures

In the event of an accident or emergency, parents will be contacted immediately. If we are unable to reach the parents, we will contact those individuals listed on the Emergency Child Information Record (CIR) form. If no one can be reached, we will seek emergency medical care as specified by the parent on the emergency form.

We have regular fire drills and explain this procedure to the children. We follow our school fire drill policy. We practice our school tornado warning procedures and practice lockdown procedures.

Health and Safety

Medical and immunization records must be current and on file at the school. Please be advised that according to Michigan Law, Act 368, Public Acts of 1978, immunization requirements will be strictly enforced for all children entering Michigan schools for the first time or transfers from other districts within Kent County or transfers from other counties within the State of Michigan. According to the Kent County Health Department, children who do not meet the immunization requirements will be excluded from school, unless an immunization waiver is filed.

Illnesses and Infectious Diseases

If your child is running a fever or is ill with a cold or flu, it is not in the best interest of the extended care program or your child to be there. Parents will be contacted immediately and if unable to contact a parent, another release person will be notified. Please make sure that all emergency information is kept up to date.

Should your student contract an infection or contagious disease, please keep your child at home and notify the school office. Holy Trinity does send a weekly report to the Kent County Health Department of all contagious infections. The Health Care Policy is attached.

Injuries

Bumps, bruises and minor cuts may be cleaned and bandaged and ice may be applied in certain situations. Parents will be informed of minor injuries when the student is picked up. Every effort will be made to contact parents immediately for more substantial injuries.

Medication

Medications will be administered only if a medication form has been completed and signed. All medication must be in its original container or prescription bottle. Medication must be clearly labeled and include the child's name, amount of dosage and doctor's name. Non-prescription medicine cannot be administered without written instructions.

Neglect or Abuse of Minors

Suspected neglect or abuse of minors must be reported to the proper authorities. All state guidelines will be followed. This means an immediate verbal report to the state's Child Protection Agency upon having reason to suspect abuse and follow up written reporting within 72 hours.

Removal Policy

Removal of a student may take place if there is repeated disregard for the center and its staff, failure to keep current in payments or circumstances where a student jeopardizes the safety of other students.

Scheduled Closed Preschool Dates

The following are scheduled closed preschool dates. Please refer to the current school year monthly calendar for exact dates.

- October: First Friday or Monday for Teacher Professional Development.
- November: Wednesday-Friday the week of Thanksgiving for Thanksgiving Break
- December/January: Two weeks for Christmas Vacation
- January: Martin Luther King, Jr. Day
- February: Third Monday and Tuesday for Mid-Winter Break
- March: First Friday or Monday for Teacher Professional Development
- March or April: Good Friday & Monday after Easter
- April: First week for Spring Break

School Closings (weather or other unexpected closings)

Holy Trinity School closings because of unforeseen events such as fog, ice, or heavy snowfall, will be announced on channel 8 and channel 13. It will also be communicated by email or text through Infinite Campus.

Severe Weather

- In a tornado watch, oral notice will be given to the preschool staff by the office staff.
- In the event of a tornado warning, we will take appropriate shelter.
- Information will be updated through the office, via television, or by weather radio, to keep surveillance of weather conditions.
- Oral notice will be given by the office staff of ALL CLEAR status.
- Parents are free to pick up their own child at any time during a watch or warning.

Snack

Preschoolers will have a snack and drink every day. Please check the snack calendar for your child's assigned snack day. Snacks must be in their original packaging and unopened. Water will be provided for the children's drink. We do have a refrigerator and freezer available if needed. Please be sure to notify the teacher of any allergies your child has.

Snack Ideas: Any type of crackers, teddy grahams, goldfish, cheese sticks or cubes, granola bars, fruit cups, fresh fruit, cut-up vegetables, trail mix, pretzels, pudding, cereal bars, cereal, yogurt, sun chips, any healthy type of chips.

Start/End Dates

Preschool starts the Tuesday after Labor Day and ends the Friday before Memorial Day.

Tuition 2025-2026

There is a \$50 non-refundable commitment fee that will be due in your Finals site (online) account when you enroll.

- Two-day AM program fee: \$
- Three-day AM program fee: \$
- Five-day AM program fee: \$

Visitors/Parent Volunteers

Parents are always welcome to help in the classroom. You may be asked to help with small groups of children, cut projects, or take pictures. All volunteers must sign a Volunteer Screening Form. Consistent scheduled visits may require training through the Grand Rapids Diocese. When parents volunteer, great things happen!

- Parents can see their child relate with other children in the preschool setting.
- Parents and teachers can share ideas and suggestions.
- Parents can help their child with prayers, songs, and fingerplays learned at school.
- The child feels extra special and proud to have their parents at school.
- The child sees their parents and the teacher working together.

*Some children may “act up” on the day their parents volunteer. This is natural, so please do not let it upset you. This will change with time. It is best to leave younger siblings at home when you are here.

Withdrawal Policy

You may withdraw your child from our program at any time. Preschoolers who withdraw during the school year will have tuition prorated and a refund will be given.

Please refer to the school calendar and your copy of the Holy Trinity Family Handbook for additional information and school policies and procedures.

Please feel free to share any ideas, observations, concerns, or questions you have with me. A good time to talk is after all parents have picked up their children, or we can schedule a conference.

I look forward to working with you to make your child's preschool experience enjoyable as well as educational.

Mrs. Connie Armock
Preschool Teacher - Holy Trinity Catholic School
carmock@holytrinitycp.org
616-784-0696 ext. 138

Holy Trinity Preschool/Daycare Health Care Policy

Hand Washing Procedures

- All staff / students will wash hands with warm running water and soap, using friction for 20 seconds, paying close attention to under fingernails.
- Rinse hands and forearms in clean water.
- Dry hands with a paper towel.
- Hands should be washed after using the restroom, sneezing, coughing, and before any food preparation or service.
- Use of hand sanitizers is **not** a substitute for proper hand washing.
- Hand sanitizer will also be available for use.

Handling Bodily Fluids

- Call maintenance staff first.
- Visible/organic debris (vomit or stool) should be cleaned up with absorbent material (double layer) and discarded in a plastic bag.
- Urine should be cleaned up with an approved disinfectant and all soiled clothing should be laundered.
- Liberally disinfect areas and objects surrounding the contamination with an appropriate environmental disinfectant (multiple applications may be required).
- Any blood should be cleaned up following the Blood Borne Pathogens Guidelines:
 - Wear proper protective equipment. (facemasks, gloves, eye protection, aprons)
 - Use an absorbent first, and then collect the material in a dust pan.
 - All gloves, rags, aprons used should be placed in a biohazard bag and disposed of properly.
 - Clean and decontaminate the area and any items affected before allowing anyone to reenter the area.

Cleaning/Sanitizing Equipment

- Daily routine cleaning measures should be followed utilizing an approved cleaning disinfectant.
- Examples of items to disinfect:
 - Doorknobs, faucets, sinks, toilets, handrails, phones, counters, tables, chairs, cots, toys and computer keyboards.

Toy Cleaning

- Toys will be cleaned and disinfected daily.
- Any toy that enters a child's mouth (blocks, balls, game pieces, etc) must be disinfected with 200 ppm bleach, rinsed thoroughly and air dried or run through the dishwasher with high temperature (170°F).
- Remove organic matter on softer toys that have been soiled by vomit– (see Disinfection Guidelines). Launder toy as directed or discard if necessary.



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I have read and understand the Holy Trinity Preschool Handbook.

Printed Name: _____

Signature: _____

Date: _____

***PLEASE SIGN, DATE, AND RETURN THIS FORM TO MRS. ARMOCK**