

Holy Cross Catholic  
Preschool  
Handbook  
2018 - 2019



**Holy Cross Catholic School is a Catholic Learning Community Building Disciples of Christ**

**Welcome to Holy Cross Preschool! Please read the handbook for policies and procedures that will be followed throughout the school year!**

All programs are designed to prepare students for Kindergarten, therefore students are expected to attend the days and times their preschool program is in session.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file at the school office current emergency information. Please notify the school of changes in any of this information.

STUDENT MEDICATION

Diagnosis and treatment of illness and the prescription of medication, including over the counter drugs are not the responsibility of the school and shall not be practiced by any school personnel including the school nurse without proper authorization; "proper authorization" means a written request from a physician for in school administration of medicine including over the counter drugs.

Parents must request that the medication be given at school, **but no school staff shall be required to administer any medication.**

Administration of Medication Release Forms are available at enrollment or may be obtained on our website or from the school office at any time during the school year.

Completed forms will be kept in the individual student's health record for one school year.

All medication must be in the original container clearly marked with the student's name on it.

ILLNESS and ABSENCES

Children may not be in attendance at school if he/she has had a fever, vomiting, or any symptoms of illness within the previous 24 hours. If your child is ill at school, symptoms of illness will be reported to parents/guardians as soon as detected.

When a student is going to be absent from class, parents/guardians must notify the school as soon as possible.

Students who must leave school grounds during school hours must have a written request signed by the parent/guardian. This note should be presented to the classroom teacher before the class begins. The teacher will then send the note to the principal for approval.

When picking up a child during the school day, the parent/guardian must first come to the office to sign the child out for the day. The student will then be called to the office. For safety, students will not be allowed to wait for their ride outside.

**It is imperative that HCCS be notified if any one other than the parent/guardian will be picking up a child during or after school hours. If there is any question regarding an individual picking a student up, the parent/guardian will be called for permission before releasing a child. The safety of your child is our primary concern.**

Due to the responsibilities of the staff, it is imperative that your child be picked up on time. A late fee may be charged.

### CALENDAR

The preschool will follow the Holy Cross Catholic School calendar. Parents will be notified in advance of events which may cause a change in the regular schedule.

Communications pertaining to special calendar events will be sent home regularly. PLEASE READ ALL CORRESPONDENCE AND NOTIFY TEACHER WITH ANY QUESTIONS AND/OR CLARIFICATIONS.

### FIRE AND TORNADO DRILLS

Fire drills are practiced once a month during school hours, as required by the state regulations. Holy Cross Catholic School also has in place a tornado/storm plan which is practiced on a regular basis. During any such emergency as a fire or tornado, students are assigned to a safe area and are closely supervised by classroom teachers. Emergency drill exits are clearly posted in all rooms of the school.

### CRISIS POLICY

A crisis plan is in place to deal with fires, tornadoes/bad weather, intruders, and bomb threats. In the event that Holy Cross Catholic School needs to be evacuated for any of the above reasons, two evacuation sites are available. Students and staff would either walk to our evacuation site, or be transported by 308 busses.

Parents are to listen to the radio, stations KSKU (97.1 FM), or KWBW (1450 AM) to find out information regarding the evacuation.

### TOILETING

All children must be completely toilet trained and 100% out of diapers, including Pull-Ups, before entering preschool. If a child wets his/her clothes, the teacher will help change him/her. However, if the child should soil his/her clothes, the parent will be called for assistance. For this reason, all preschool students will be required to have a full set of clothing in a disposable bag that will remain in his/her backpack throughout the year. Please include shirt, pants, underwear, and socks.

### RECESS/OUTDOOR ACTIVITIES

All children are required to play outside (weather permitting) for recess unless they bring a written request from the parent/guardian. Please dress your child appropriately in anticipation

of outdoor activity. It is often very cool in the mornings, especially. When in doubt, send a jacket/coat, gloves, hats, etc.

### SNACKS AND BIRTHDAY TREATS

No snacks will be given during three-year-old preschool.

For four-year-olds, snacks and milk will be served each day. Snack fees are due upon enrollment.

If your child would like to celebrate his/her birthday at school, please contact the classroom teacher no later than a week before concerning classroom guidelines.

Birthday invitations for a party outside of school may not be exchanged at school unless all class members are invited.

### CHURCH AFFILIATION

Our program stresses Christian living. Students will learn some of the basic stories of the Bible, sing songs and participate in activities related to the Catholic Church year. Prayer will be a part of the daily routine.

Three-year-olds will not attend mass.

### DISCIPLINE

Discipline is approached in a positive manner, using guidance to help children develop self control. Corporal punishment is not utilized in any situation. "Time Out" will be used when needed. Parents will be contacted if serious discipline problems develop.

### CONFERENCES AND PROGRESS REPORTS

Parent/Teacher conferences will be held in the fall. A note will be sent home to notify parents of this time. Progress reports are sent home throughout the year. Parents are invited to consult the teacher at any time.

### VISITING SCHOOL

Parents are welcome to visit our preschool during the school day. We ask that parents wait until the third week of school before planning a visit to allow the child to adjust to the classroom and its routine. Please make prior arrangements with the teacher before visiting.

### TELEPHONE CALLS

Parents and Guardians may call Holy Cross during regular school hours when the need to speak to or make an appointment with the teacher or principal. A message will be left with the teacher. Most common questions may be answered by the principal or secretary.

### FIELD TRIPS

Parents will be notified as field trips are planned. A signed parental permission slip is required before any child will be allowed to participate in a field trip. Field trips may be walking excursions or may involve riding in a bus or car. **Parents who volunteer for field trips will need to attend VIRTUS training.**

### CELEBRATIONS

During the course of the year, all classes will have celebrations which normally include All Saints Day, Christmas, Valentine's Day and Easter. Parents may be asked to supply items for the party.

Any parent or guardian wishing to volunteer to help with classroom celebrations should contact the room parent. It is necessary for the room parents to contact the teacher in advance to make arrangements and plans for each party. Room parents will coordinate parties for Christmas and Easter and the teacher will plan those for All Saints and Valentine's Day.

### SCHOOL BAGS AND CUBBIES

We request that you send a book bag (large enough to fit a 9 X 12 envelope) each day with your child. Make sure the book bag is labeled clearly with your child's name. **Check your child's bag daily for special notes, art projects or any other projects from school.** This is usually one of the best ways to send correspondence to you. Each child is assigned a cubby in which to keep his/her book bag, art projects, or important papers for parents.

### LOST AND FOUND

When an item is missing, please contact the teacher or the office. All outer garments should be marked with the child's name to help identify the owner.

### HOLY CROSS ELEMENTARY

For those students completing preschool and who wish to continue their Catholic education with Holy Cross School in grades K-6, an annual stewardship renewal should be completed (generally completed every November in your parish). Please ensure your family is registered in one of our three Catholic parishes and that you have been approved for enrollment. We encourage families to call their parish secretary to schedule their visit with the priest. For Non-Catholic families, please see Donna in the office for tuition options.

**Thank you for choosing Holy Cross Preschool for your child. We are excited to be part of laying the foundation for a love of Christ and learning!**

## **Three-Year-Old Preschool**

### AGE REQUIREMENT

Students must be three-years-old by August 31.

### PRESCHOOL SESSION

12:30 - 3:00 Tuesdays and Thursdays

When arriving, parents are asked to park in the rectory parking lot. Students and parents may gather in the front lobby. The teacher will greet the students when she is ready for them to come in the room. Please make sure to sign the student in each day. **Parents need to wait with their child until the teacher arrives.**

When preschool students are dismissed, parents will wait in the front lobby for their student. The teacher will dismiss from the room to awaiting parents. Parent will sign student out before leaving.

Please inform anyone who will be picking up your child of the procedures outlined above. **No child will be released to anyone except parent unless the teacher is notified in writing of other arrangements.**

### SCHOOL DRESS CODE

Students in the Three-year-old preschool program are **NOT** required to wear a school uniform. Please remember that various arts and crafts activities may be done during the school day. Clothing may get stained due to painting, etc.

Students are **NOT** allowed to wear flip-flops or other shoes of that nature. Light up shoes are also not permitted. **Tennis shoes or other lace up shoes would be the best option in preschool and will allow the student to participate in P.E. and outdoor activities during the week.**

Parents are responsible to see that their children are dressed according to established guidelines. In accordance with the Grade School Handbook, "Students should show pride in their school by taking the time to wear clothing that is clean with no holes, rips or tears of any kind."

Shorts may be worn in the months of August, September and May.

GIRLS MODESTY SHORTS should be worn under dresses at all times.

## **Four-Year-Old Preschool**

### AGE REQUIREMENT

Students must be four-years-old by August 31.

### PRESCHOOL SESSIONS

#### **Half Day Program:**

8:00 AM - 11:15 AM (Students may arrive no earlier than 7:45.)

#### **Full Day Program:**

8:00 AM - 3:10 PM. (Students may arrive no earlier than 7:45.)

Students and parents may gather in the front lobby. Parents may walk their child down to the classroom beginning at 7:45.

Parents of students in the half day program may wait in the front lobby for students to be dismissed. Parents of students in the all day program will pick up their child on the west side of the school.

Please inform anyone who will be picking up your child of the procedures outlined above. **No child will be released to anyone except parent unless the teacher is notified in writing of other arrangements.**

### SCHOOL DRESS CODE

**Students in the 4 year old preschool program will be required to wear a school uniform.**

Students are **NOT** allowed to wear flip-flops or other shoes of that nature. Tennis shoes or other lace up shoes would be the best option in preschool and will allow the student to participate in P.E. and outdoor activities during the week. Light up shoes are also not permitted.

The following is the 4 year old preschool program dress code policy:

Dress is an important element of the educational environment. At Holy Cross Catholic School, it is believed that personal appearance affects behavior and attitudes.

Parents/Guardians are responsible to see that their children are dressed according to established guidelines.

Uniforms are expected to be worn the first day of school and every day thereafter. Exceptions to this rule include: scout uniforms (worn only on meeting days), dress-up days (announced in advance) or special events or occasion days.

Students should show pride in their school by taking the time to wear a uniform that is clean with no holes, rips or tears of any kind. Clothing should not be faded or worn-out. Parents should not allow students to come dressed in clothing that is not within uniform code.

Any student not adhering to the uniform code will be given a uniform notice explaining the uniform violation, to take home to parents/guardians. The student will be expected to come to school, from then on, wearing the correct uniform. Repeated violations of the uniform code will result in parents/guardians being called to bring the correct uniform item(s) to school, the student being sent home to change into proper attire or may result in a suspension if several infractions occur.

All uniform items can be purchased at Schoolbelles Uniforms in Wichita or ordered online at [www.schoolbelles.com](http://www.schoolbelles.com) Our school ID code is S2798

Shorts may be worn during the months of August, September, and May. Shorts may not be worn to Mass. The principal will have the administrative option to extend the days when students may wear shorts to school. Students not complying with guidelines set forth for wearing shorts will be required to return to the regular uniform.

Once a month, we will have a "Jean" Day. On these days, students may dress out of uniform in jeans or capris only. No athletic pants or sweat pants. Shirts with writing may be worn only if they are in agreement with the teachings of the Catholic Church. Shorts may be worn on these days in the months of August and September and May. No Biking Shorts or Tights. Shorts must be at least the same length as uniform shorts. Athletic shorts are acceptable for Jean Day during the months of August, September, and May. Tennis shoes should be worn on "Out of Uniform" days.

### **Uniform Code: Girls**

Jumper - Schoolbelles red and navy plaid

Culottes – Schoolbelles red and navy plaid (all grades). Culottes may be worn year-round.

Shirts - White or red cotton/polyester polo knit shirts (short-sleeved or long-sleeved)

No dri fit material is allowed.

Turtleneck shirts (white or red)

No emblem or design or lace edgings

No pocket



Must have banded sleeve

Must be tucked in

Undershirts - must be Red or White and may not contain any writing on them. Undershirts should not have sleeves that are longer than the uniform shirt sleeve. No long sleeve undershirts with a short sleeve polo shirt.

Pants - Schoolbelles style navy blue. No Capri or navy jeans. No cargo pants, hip huggers, or flared pants.

Pants should be a poly-cotton blend and fade resistant

Pants must rest at the waist and may not be baggy or rest at the hips or below.

Leggings - Navy blue or black only can be worn under jumpers or skirts when weather is cold. Leggings should be straight legged, not bell-bottomed or flared. No capri leggings

Shorts - Schoolbelles style navy blue, walking shorts length, to be worn only from the beginning of school until September 30th and from May 1 until the end of school, as weather permits.

GIRLS MODESTY SHORTS should be worn under the jumper at all times. Stretch bike shorts in solid black, white or navy are recommended.

Shoes

All shoes must be athletic in style. Shoes with lights are not allowed. All shoes must be tied completely and large tongue shoes must be worn with the tongue discreetly inside the pant leg. Shoes must be kept clean and repaired. No sandals, open toe/heel shoes or boots.

Socks - White or navy blue plain (no emblem) socks, knee socks, or tights. Socks are mandatory. Solid navy or white tights may be worn for warmth.

Sweaters – Schoolbelles navy blue cardigan style.

Sweater Vest – Schoolbelles navy blue issue only.

Sweatshirts - Navy ¼ zip sweatshirt with school emblem, and red or navy crew neck with emblem. All are available and ordered through the school. Navy ¼ zip is also available at Schoolbelles

Hair accessories - Shall be limited to headbands, bows, and barrettes that are **uniform colors.**

Earrings/Jewelry - Only one earring per ear is allowed. Necklaces are discouraged unless they are a crucifix/cross or scapular. Bracelets are limited to one per wrist.

## **Uniform Code: Boys**

Shirts - White or red cotton polyester polo knit shirts (short-sleeved or long-sleeved)

Turtleneck shirts (white or red)

No emblem or design

No dri-fit material

No pocket

Must have banded sleeve

Must be tucked in

Undershirts must be Red or White and may not contain any writing on them. Undershirts should not have sleeves that are longer than the uniform shirt sleeve. No long sleeve undershirt with a short sleeve polo shirt.

Pants – Schoolbelles style navy blue slacks. No cargo pants or navy jeans. No flared pants.

Pants should be a poly-cotton blend and fade resistant.

Pants must rest at the waist and may not be baggy or rest at the hips or below.

Shorts - Schoolbelles style navy blue, walking shorts length, to be worn only from the beginning of school until September 30th and from May 1 until the end of school, as weather permits.

Shoes - All shoes must be athletic in style. Shoes with lights are not allowed. All shoes must be tied completely and large tongue shoes must be worn with the tongue discretely inside the pant leg. Shoes must be kept clean and repaired. No sandals, open toe/heel shoes or boots.

Socks - White or navy blue are mandatory. Socks must not contain an emblem.

Sweaters – Schoolbelles navy blue cardigan

Sweater Vest – Schoolbelles navy blue issue only

Sweatshirts - Navy ¼ zip sweatshirt with school emblem, and red or navy crew neck with emblem. All are available and ordered through the school. Navy ¼ zip is also available at Schoolbelles

Hair - “Extreme” boy’s hairstyles, such as shaved lines, tails, mohawks, etc. are not within the spirit of the school. Hair length for boys must be cut above the eyebrows, ears, and shirt collars. No faddish haircuts or color-treated hair will be permitted.

Earrings - Boys are not allowed to wear earrings during school hours or activities.

Jewelry is limited to one bracelet per wrist and necklaces are discouraged unless they are a crucifix/cross or scapular.