

**HOLY SPIRIT**



**PRESCHOOL**

**2015-2016 HANDBOOK**



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## SCHOOL MOTTO

*Ministrare non ministrari*  
“To serve, not be served.”

## SCHOOL PHILOSOPHY

Holy Spirit Prep is founded on the Christian concept of the human person. We know that students are created in the image and likeness of God with a supernatural destiny in Christ, since Christ has rescued them from the darkness of sin and called them to share in divine life, in communion with the Father, the Son and the Holy Spirit.

Our vision of the human person, therefore, is a vision of faith. It takes into account the wounds of original sin with which every human person is born. Yet our vision remains deeply positive because we believe Christ frees us from original sin and all other sin through baptism, and opens for us the gates of heaven. Viewed in this light, man emerges as being essentially open to hope.

This positive view of the created order gives rise to a series of fundamental educational principles. Foremost among them is the importance we give to the integral formation of every dimension of the human personality. Not only should we not undervalue the natural gifts that a person receives from God, but we must also develop those gifts to their full potential.

An integral formation necessarily includes the **proper formation of the mind**. This does not consist only in a quantitative acquisition of knowledge, what we might call the accumulation of information. It implies the proper use of our ability to reason (in accordance, that is, with its inherent rules of logic); penetrating the truth (which is sought above all); and the ability to express balanced, true judgments about oneself, others, and the events of history, society, and culture. Intellectual formation must be complemented by the formation of the will, passions, sentiments, emotions, and all that goes to make up a person's character.

Our school seeks to fashion men and women of mettle, **masters of themselves**, not weathervanes at the mercy of the whims and vagaries of emotion, as changeable as it is unreliable. We aim to form robust personalities capable of mastering their instincts, subjecting them to reason enlightened by faith.

We cannot overlook the role **imagination** plays, both in grasping concepts and ideas, and in personal creativity. Thus, while recommending a serene control of the imagination, we also promote its development so as to achieve a creative personality that can express itself in diverse ways: in art, technical professions, and even in perceiving values and putting them into practice.

**Conscience formation** is of immense consequence since conscience provides the moral judgment of our acts and perceives the good to be done and the evil to be avoided. The intimate link between conscience and the perception and living out of moral values renders conscience a topic of capital importance in the formation of the person. Conscience discovers the moral character of human acts, their ethical dimension.

The area of **value formation**, intimately tied to conscience formation, is extremely broad, because it



comprises a vast array of human and social realities. Consider, for example, the need for and importance of teaching young people to appreciate the values of justice and fairness, truthfulness, dialogue, responsibility, nobility of heart, mutual respect, and living in a manner consistent with one's principles- these are the foundation stones of any human community. Add to these virtues others that lend added perfection to the individual's human stature- good manners, sensitivity to others, etiquette, social grace, courtesy, kindness, generosity, and so forth.

In the very first encyclical of his pontificate, John Paul II himself reminded us that "man cannot live without love," that "he remains a being that is incomprehensible for himself, his life is senseless, if love is not revealed to him, if he does not encounter love, if he does not experience it and make it his own, if he does not participate intimately in it" (*Redemptor Hominis*, 10). If an educator were to lose sight of this reality, he would neglect the heart and soul of all true formation. **Love is the whole purpose of education**, and at the same time the overriding impulse that determines its execution. An education confined to a series of external rules, to patterns of behavior imposed from the outside, with no love to drive it, would be useless. Once those rules and patterns are no longer around, all that varnish of formation, which the student never made his own, interiorly, will vanish and collapse like a house of cards.

**A truly free person** lives and directs his life based on principles he has made his own, or interiorized. Each student has to embrace his own formation freely and out of love. The principal, faculty and all those who are in some way responsible for the education of the students, can help by motivating, driving, demanding from and supporting them. But in the end, it is the student himself who must, by making principles his own, use his freedom properly and out of love undertake and carry out the lion's share of his formation.

One of our objectives from the very outset of Holy Spirit Prep has been to provide a higher level of individualized instruction for the students than they might otherwise obtain elsewhere. The principle of personalized education derives from the fact that each person is unique, endowed by God with a combination of talents and gifts all his own. God does not create duplicates, nor does he "mass produce," especially in the case of free and spiritual creatures. Moreover, the life-circumstances of each individual are different depending on the family, social, economic, cultural, emotional and moral setting he finds himself in. Education cannot be carried out *en masse*. It must be undertaken on a one-on-one, person-to-person basis.

If education is personalized you will gain an in-depth knowledge of the student from every possible angle, the better to help him overcome his shortcomings and establish his virtues. Only when you know a student as an individual can you work with him throughout his whole development, giving him the most helpful advice as regards his personal maturity and how to place at the service of other all the gifts God has given him.



## FAITH COMMUNITY

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Our community consists of the Preschool Director, chaplaincy, faculty, staff, students, the Parent Volunteer Association, and the Spiritual Life Committee.

We express our faith in:

- Weekly chapel visits with Preschool Chaplain Deacon Bill McCarthy to learn about the parts of the Mass, as well as Mary, the Mother of God; St. Francis, Our Lady of Guadalupe; St. Nicholas; St. Valentine; St. Patrick; St. Joseph; St. Blaise; Epiphany; and May Crowning
- Preschool Thanksgiving Mass and Holy Week Mass
- Saint of the Month in the Green & Gold newsletter
- Diaper drives for Solidarity School
- Holy Spirit Prep Mother's and Father's Retreats
- Thanksgiving Feast (Pre-K4s)
- Prepare breakfast and lunch for Men's Homeless Shelter in February
- All School Advent Vespers & Mass; Living Nativity and Annual Lighting of the Christmas Tree
- Catholic Schools Week (first week of February)

### ***All-School Mass***

Lower School and Upper School students gather together for All-School Masses at set times during the school year. We welcome Preschool families to join in these Eucharistic Celebrations. Holy Spirit Prep welcomes students from all faiths.

### **Norms of the Church governing participation of non-Catholics in the Mass**

Reception of the Eucharist is offered to those in full communion with the Roman Catholic Church. All others are invited to approach the altar for a blessing. When the Sacrament of Reconciliation is offered, non-Catholic students are also welcome to speak with the priest. Further explanation of these norms can be discussed with any priest.

### ***Morning Prayer***

The Preschoolers learn to pray the following prayers over the course of the school year: Hail Mary, Our Father, Glory Be, and Guardian Angel.



## ACADEMICS

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Holy Spirit Prep Preschool students participate in the learning process through a joyous journey of exploration and discovery. Staffed by specialized Preschool teachers, with a student:teacher ratio of 6:1, our program emphasizes a developmentally appropriate approach to Preschool education that encourages our students to lay the foundation for life-long learning.

Working in a partnership with families, students grow in a nurturing environment that enables each to realize their potential in these critical early years.

The Preschool program is designed to be an enriching learning experience suited to the developmental needs of young children. The curriculum adopts a “hands-on” approach to learning. Multi-sensory activities are planned in a sequential manner to enhance the complete development of each child. This approach is incorporated in the following subject areas:

*Religion:* develop a positive self-image in relationship to a loving God

*Reading:* develop phonics skills and reading readiness

*Language Arts:* develop communication skills that enable a child to share his/her world with others.

*Mathematics:* develop knowledge that comes from the understanding of quantitative concepts

*Science:* develop a natural curiosity leading the child to question, investigate, manipulate, classify and report findings

*Social Studies:* develop an understanding of community structures that are broader than the experiences within our own family and school communities.

*Language:* develop appreciation for the Spanish language and culture

*Personal and Social Skills*

These subject areas are also supported by the Enrichment classes. The Preschoolers will go to each of the following classes once a week:

- Chapel
- Creative Movement
- Library
- Music
- Spanish (Pre-K4 attends this class twice a week)
- STEAM (Science, Technology, Engineering, Art and Mathematics) lab

### ***Progress Reports***

At the end of each marking period (except for the last marking period), the teachers complete Progress Reports. At the end of the first marking period there will be parent teacher conferences. The conferences are held to report a child’s progress to the parent(s). The teacher will review the skills that a child needs to master in that grade level.

### ***Promotion***

Promotion to the next grade level is at the discretion of the Preschool Director and/or approved by the Head of School. Each student promoted must successfully complete all academic and attendance



requirements, as well successfully complete the Gesell Developmental Observation. Aided by close cooperation efforts between the Preschool and the Kindergarten/Pre-1st teachers, students in the Preschool readily transition into the Kindergarten/Pre-1st program.

### ***Field Trips***

Field trips are an important aspect of the Preschool curriculum, and usually have a direct application to a unit of work being studied. At the Preschool level, all of the field trips come to the School. The Preschool Director and/or Parent Volunteer Association schedule these visitors.

### ***Activity Transportation Waiver***

An Activity Transportation Waiver must be completed for all preschoolers. This must be on file in order for your child to participate in activities at the church and Upper School. This form is also necessary in case there is an emergency on campus which will force us to have to move the preschoolers to another campus.

### ***Preschool Library***

The Library exists mainly to support and enrich the total educational program. The Library teacher supports faculty and students by providing resources and optimum accessibility. If you have a need to borrow a book from the Preschool Library, please feel free to send in a note. List your name, child's name and class, the book's title or a description of a book, when you need it, and for how long you will need it.

Donations of new books are always welcome. Many parents donate a book in honor of their child's birthday. If you wish to do so, please contact the Library teacher. The book will be marked in honor of your child.

### ***Student Withdrawal Procedure***

If a student withdraws from Holy Spirit Preparatory School during the school year, the parent must give prior written notice to the Preschool Director or Head of School stating the date of withdrawal. A withdrawal form will be completed by a representative of the administration, which documents the fulfillment of all obligations to Holy Spirit Preparatory School. The student's current report card will reflect all grading up to the date of withdrawal.

### ***Transcripts***

Transcripts, attendance records, skills checklists, student records, and diplomas are the property of Holy Spirit Preparatory School. To release school records, the parent/guardian must submit a written request. Official transcripts maintained by Holy Spirit Prep will be forwarded to the designated institution upon the satisfaction of all payments for tuition and fees owed to the school.

### ***Challenged Materials***

Any material challenged by a staff member, student, or parent should (to the extent practicable) be immediately removed from circulation and taken to the Head of School's office. The material is reviewed by the Head of School in consultation with a Librarian and the Department Chair of the relevant discipline (or in the case of the Lower School or Preschool, the Divisional Principal). If the material was introduced or sponsored by an individual staff member, their input



is sought. If he determines it appropriate, the Head of School may also consult with the Head Chaplain or Educational Policy Committee. Other than materials that are illegal, indecent, or otherwise contravene the teachings of the Catholic Church (where removal is mandatory), the Head of School has final say on the appropriateness of the material.





## DISCIPLINE

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The word “discipline” stems from the word “disciple,” meaning one who teaches. We view discipline as a way of teaching children to develop and maintain self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits.

Teachers will:

- Encourage the children to use their words.
- Use positive suggestions.
- Emphasize desirable aspects of behavior.
- Model desirable aspects of behavior.
- Use routines and a consistent schedule as a teaching tool.
- Give children opportunities to make choices when appropriate.
- Offer choices only when there is a choice.
- Set developmentally appropriate limits or boundaries.
- Explain reasons behind expectations.
- Use a variety of methods to communicate expectations.
- Use their voice as a teaching tool.
- Be consistent.

Teachers will stop any activity that endangers the child or endangers another child physically, mentally, or emotionally, and any activity that is destructive to materials or equipment. A child may be separated from the group when he/she is unable to control his/her behavior and if that behavior infringes on the rights of others. We never use corporal punishment, nor do we ridicule or humiliate a child. No child is ever left alone.

Discipline will be fair, immediate and consistent. We will let the child know that it is the action that is unacceptable, not the child. Problem solving skills will be introduced and redirection to another activity may be necessary.

In the event of normal, developmental behavior which is disruptive and could impose a safety risk to others, the parents will be notified by email on the day of occurrence. If the disruptive behavior occurs again, then the parents will be asked to meet with the Preschool Director to discuss the behavior and agree a plan to avoid further occurrences. If the behavior continues to be disruptive and a risk, depending on the severity and frequency, the Preschool Director may determine that it is in the interest of the child to stay home while receiving support to overcome the behavior.



### ***Removal from Class***

The administration of Holy Spirit Prep School reserves the right to remove any student from any class if, in their judgment, the best interest of the student or the best interests of other students, faculty, or the school are served by so doing.

### ***Termination of a Student***

Only the Head of School of the school may terminate the enrollment of a student. Termination shall be addressed where, in the sole discretion of the Head of School, continued enrollment of the student is not in his or her interest or those of the school community. The Head of School may address the potential for termination as a consequence of:

- Recommendation by a Divisional Principal/Preschool Director
- Recommendation by the Guidance Office
- Information that comes to the direct attention of the Head of School

Recommendations as to termination shall be accompanied by a written explanation of the pertinent facts and the Head of School may request additional information whether in writing or orally.



## PRESCHOOL RULES

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### ***Color Rules***

Every classroom has a set of color rules. These rules will be reiterated and enforced daily. If a student breaks a color rule, they will need to meet their teacher at the Stoplight (see below). The color rules are as follows:

Blue Rule: Listen to the teacher

Red Rule: Use your inside voice

Green Rule: Share

Orange Rule: Be a good friend

Purple Rule: Use walking feet

### ***Stoplight***

Every class has a Stoplight. Every student will begin his or her day on 'green'. If a student breaks a color rule, they will be asked to move their clothespin from 'green' to 'yellow'. If another rule is broken, they will again move their clothespin from 'yellow' to 'red'. At that point, the student will speak to the teacher about making good choices, then go to the Preschool Director, explain what happened and talk again about making good choices, and taking care of our class, school, and friends. The parents will be notified via e-mail the same day.

### ***“Give Me 5”***

We use the “Give Me Five” sign to get the students’ attention. The teacher will hold up their hand in the air with her five fingers spread out and say “Give Me Five.” At that time the students are to raise their hand and implement the following five rules:

1. Eyes on speaker
2. Quiet
3. Be still
4. Hands free (put things down)
5. Listen



## COMMUNICATION

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### ***School to Parents***

Expect to receive the following communications from us.

- A daily, clear tote bag folder (provided on Welcome Back Day)
- Emails from HSP, the Preschool office, and teachers (please remember to notify the Preschool with any email changes to ensure consistent communication)
- The *Green and Gold*, HSP's weekly newsletter

Other communication channels include:

- Preschool bulletin boards
- Peachtree Portraits website for event photos
- [HSP Website](#)

The family directory has a password. This year's password is *francisI* (that is case-sensitive). Follow us on Facebook and Twitter! We're at [www.facebook.com/holyspiritprep](http://www.facebook.com/holyspiritprep) and [www.twitter.com/holyspiritprep](http://www.twitter.com/holyspiritprep).

### ***Teachers to Parents***

Teacher will communicate via:

- The clear tote bag folder
- Weekly Classroom Times
- Phone calls, notes, or emails

### ***Parents to Teacher/School***

The best ways to communicate with the school are:

- A note placed in the clear tote bag folder
- A Phone call (404.252.8008)
- Email – The teachers' email address is the first letter in their first name followed by their last name @holyspiritprep.org. For example, for Jane Smith would be [jsmith@holyspiritprep.org](mailto:jsmith@holyspiritprep.org). Teachers are allowed to check email between 8:00am – 8:30am and again after dismissal. If alternate arrangements for your child need to be coordinated such as early pick-up, late drop off, carpool changes, play dates, etc., please email the Preschool Director at [pschultz@holyspiritprep.org](mailto:pschultz@holyspiritprep.org)
- Preschool Administrative Assistant, Mrs. O'Gara: [nogara@holyspiritprep.org](mailto:nogara@holyspiritprep.org)

Parents are encouraged to contact the student's teacher concerning any situation prior to contacting a member of the administration.



## ATTENDANCE

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Regular attendance is essential for academic success. Holy Spirit Preparatory School is in session for 180 days each school year. The Pre-K4 and the 5-day Pre-K3 are in school for approximately 180 days; the 3-day Pre-K2 and Pre-K3 is in school for approximately 108 days; and the 2 day Pre-K2 is in school for approximately 72 days. Preschool hours are from 8:30am to 12:30pm.

Parents/guardians are asked to call the Preschool office between 7:30-8:00am and leave a message to report students who are going to be absent or late. All absences and instances of tardiness become a part of the student's permanent record. You may send an email to your teacher and copy Nancy O'Gara, at [nogara@holyspiritprep.org](mailto:nogara@holyspiritprep.org).

Students should not arrive and enter the building before morning carpool. The only exception is for those who are registered for Early Morning Care.

### ***Excused Absences***

Absences will be excused on the basis of verified contact with the parent or guardian for the following reasons:

1. Personal illness of the student. Upon return to school, the student must provide a written note specifying the dates of absence and reason.
2. Medical or dental examinations and/or treatment of the student. Student must provide written documentation from the medical provider.
3. Death in the family.
4. Emergency situations arising from unusual weather conditions.
5. Other extenuating circumstances to be judged by the Preschool Director and/or approved by the Head of School.

### ***Unexcused Absences***

Absences other than those mentioned above will be considered unexcused. In the event of an unexcused absence, the teacher is not required to instruct again.

### ***Planned Periods of Absence***

Absences for a planned period (i.e. family vacation) are not encouraged or condoned by the administration. However, written notice should be provided to the Preschool Director at least one week prior to departure. Parents are reminded that there is no substitute for in-class work and day-to-day interaction with the teacher. The teacher will not be expected to provide the student with extra tutorial assistance upon his/her return to school.

### ***Excessive Absences***

In the event of excessive absences, a student may not be promoted to the next grade level at the discretion of the Preschool Director with approval of the Head of School.

### ***Excessive Tardiness***

A preschooler will be marked "tardy" when he/she arrives after 8:45am. Any child brought to



school after the doors are closed at 9:00 am must be escorted by an adult/guardian to the Preschool office, and will then be sent down to his/her classroom by a staff member. Tardiness interferes with academic performance and is disruptive to the classroom environment. Excessive tardiness is defined as a student being late to school six or more times during a Preschool trimester.

### ***Early Dismissal***

It is preferable to send a note or email before the school day begins to the teacher and the Preschool Director if the family needs to pick-up their child early. This will assist the teacher in preparing the child for an early dismissal. The individual that is picking up the child will need to come to the Preschool Office to sign the departure recording form. The child will be brought to them for dismissal. Parents should not go down to the classrooms.



## HEALTH

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### ***Immunization and Health Records***

Students entering Georgia Schools are required by law to have a Georgia Certificate of Immunization (Form 3231) on file no later than the first day of school. It is the responsibility of the parent to ensure this documentation is presented to the school. Failure to comply will result in the child not being admitted to class.

### ***Health Clinic***

Children who have minor illnesses or injuries at school are assisted in the Preschool office to the standard of care that a parent/guardian would give at home.

If the injury or illness appears to be of the more serious nature, the school will make every effort to contact the parent/guardian. In the event that the parent/guardian cannot be contacted, the school will act on the basis of the Health and Emergency Medical Consent Form on file in the school clinic. Consequently, it is imperative that parents/guardians keep the office advised of any change in emergency contact numbers. The School Nurse will inform the administration, as well as the Head of School, and take all necessary procedures to handle the medical situation. Parents/guardians are expected to arrange for pick up of a sick or injured student as soon as possible.

### ***Guidelines for Attendance regarding Illness***

A child must be free of fever, vomiting, and diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease, then the child should not return to school until he/she has received at least 24 hours worth of the antibiotic and is feeling well. Children who have had a fever of 101 degrees or more need to be 24 hours fever-free before returning to school. Children who have vomited need to be vomit-free for 24 hours before returning to school. Children should not be sent to school if experiencing diarrhea and must be free of diarrhea for 24 hours before returning to school.

All members of the Preschool faculty and staff are certified in CPR and First Aid.

### ***Medication***

The Preschool Office will administer certain medication (prescription or non-prescription) taken during the school day by student(s). The Preschool Office will not administer any anal suppositories.

When a prescription medication other than an anal suppository must be administered during the school day, a Medication Authorization Form must be filled out and signed by a parent/guardian for each student, and for each medication. The Preschool Office will not administer any prescription medication to a student without a properly completed authorization form.

Medications sent to the Preschool Office must be in their original container and labeled with the student's name and correct dosage. Prescription medication must be in a prescription bottle with the pharmacy label on it.



The Preschool Office may administer the following non-prescription medication: Tylenol, ibuprofen, Sudafed, antacids, hydrocortisone cream, antibiotic cream/ointment and Benadryl. These medications will be administered to a student as needed and only if the parent/guardian has authorized his/her consent on the Health and Emergency Medical Consent Form on file in the Preschool Office.

### ***Notification of Communicable Diseases***

Parents are to notify the school immediately of any of the following illnesses: chickenpox, head lice, mumps, impetigo, measles, mononucleosis, meningitis, poison ivy, and whooping cough. All information will be kept confidential except as needed to protect other students. A note explaining treatment must be provided to the Preschool Office and School Nurse upon the student's return to school. The Preschool is required to report any suspected case of notifiable communicable disease to the local county Health Department.

### ***Head Lice***

Many children contract head lice each year. A simple exchange of hats, clothing, brushes, combs, etc., can result in the transmission of head lice from one child to another. Parents are to notify the Preschool office and school nurse as soon as possible if their child has head lice so that appropriate measures may be taken to prevent a spread of the infection to other students. When notified of a case of head lice, the school will send a note to parents advising them to check their children for this condition. For treatment, parents are advised to consult a physician. Due to the voracious spread of lice, children diagnosed with head lice cannot return to school until they have been cleared by the school nurse.

### ***Limitations on Physical Activities***

If at any time during the school year, the student's physical health (i.e., injury or allergies) does not allow the student to fully participate in any physical activity, the parents should provide notification to the Preschool Director. Written notification from a physician specifying the nature of the medical condition and any and all limitations must be provided to the Preschool office as well.

If your child is not able to go outside and participate in activities during the school day, we recommend you please make alternate arrangements. Please coordinate with your child's teacher as to what time your child is scheduled to go outside or participate in an activity. This is simply due to the fact that we cannot guarantee that a staff member will be available to stay with the student during the duration of the activity.

### ***Suspected Abuse and Neglect***

Any staff member suspecting an incident of abuse or neglect, exploitation, or deprecation is required by law to notify the local children's protective services agency.

### ***Snack/Food Allergies***

Each child brings in his or her own snack each day. We encourage healthy and nutritious choices. The preschool is a PEANUT and TREE NUT FREE environment. Please read all labels of food products carefully. Look for: "May contain traces of peanuts or tree nuts..." and "may be processed on shared equipment."





If the child requires an EpiPen, instructions and permission to administer it must be on file with the Preschool office. Parents will need to supply the EpiPen for the child and have a current one at the Preschool at all times.

### ***Peanut and Tree Nut Free Environment***

In order to provide a safe environment and minimize the potential of an allergic reaction, the Preschool is a **peanut and tree nut free environment** therefore we request that all foods and snacks brought to the school or school activities are free of **any** peanut and nut ingredients.

### ***Food and Drink on Campus***

Outside of lunch, food is not allowed in any area on campus other than those areas approved for lunch and/or with express authorization from a member of staff.

Food and drink are not permitted in the Library during Early Morning Care.

### ***“Potty-training”***

All 3 day Pre-K2 students, Pre-K3 students and Pre-K4 students must be potty-trained. We understand that “accidents” do happen but if accidents are consistently occurring then a child is not trained for the practical purpose of attending Preschool. If an accident happens, we will send a note home and make every effort to work with the parents and the child. If you keep your child home for more than ten school days for this purpose we will credit your following year’s tuition bill with a refund for the days missed.

## **EMERGENCY PLAN**

The teachers and staff of Holy Spirit Preparatory School are routinely briefed on appropriate emergency preparedness procedures and each classroom contains detailed emergency plans that outline specific actions for various emergency situations. The health, safety, and welfare of the students are a priority during any emergency situation.



### ***Inclement Weather Information***

In the event of inclement weather, information about school closing or late opening will be done through a calling post message and broadcast on the following television stations – WSB-TV2, WAGA-TV5, WXIA-TV11, WGCL-TV46 – radio stations – 740AM, 98.5FM, 640AM, 105.7FM, STAR94FM AND 104.7 THE FISH - and an email to all families. The Preschool follows the closing notice of the rest of the school.

### ***Fire Preparedness***

Holy Spirit Preparatory School has fire emergency plans and classroom evacuation maps located in each classroom. Periodic fire drills occur during the school year to ensure preparedness by the students, faculty, and staff.

### ***Tornado Preparedness***

Holy Spirit Preparatory School has tornado emergency plans and classroom evacuation maps located in each classroom. Periodic evacuation drills occur during the school year to ensure preparedness by the students, faculty, and staff.

Tornado Weather Terms:

*Tornado Watch* means that tornadoes are expected to develop. Listen for the latest weather reports. Even if the sky is blue, it is important to recognize that tornadoes can develop very rapidly.

*Tornado Warning* means that a tornado has actually been sighted or indicated by weather radar. Immediately seek shelter in the pre-designated shelter or get under a heavy table or curl up so that your head and eyes are protected.



## CARPOOL PROCEDURES

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- Snake” through the parking lot and take the 2<sup>nd</sup> left into the main parking area.
- Form two lanes.
- Remain in two lanes until making the left into the drop-off/pick-up lane in front of the church.
- At all times, please be courteous and patient.
- This procedure allows the main driveway to remain open for St. Mary’s Chapel, the Parish office and the Upper School buildings.
- If you arrive after carpool is over, please walk you child into the preschool building and go to Miss Nancy’s’s office to sign your child in. Miss Nancy will then walk your child to his or her classroom.

### *Morning Carpool*

- Morning carpool will begin at 8:30am and ends at 8:40am.
- Cars will “snake” through the parking lot of Holy Spirit Catholic Church (please see map).
- Carpool begins at the front door of church building.
- Please position your child’s car seat on passenger side and have it unbuckled.
- Children are not permitted to have their heads extended through sunroofs.
- All children should arrive to school using carpool. We ask that parents do not walk children into building.
- If carpool has ended, an adult or guardian will need to walk their child to the Preschool office and sign in their child with our Administrative Assistant, Miss Nancy.

### *Afternoon Carpool*

- Afternoon carpool is 2:45-2:55 for our Pre-K4 Extended Day students and 12:30-12:40pm for all other students.
- Cars need to “snake” through parking lot of Holy Spirit Catholic Church.
- A late fee of \$1.00/per minute will be charged if child has not been picked up during carpool.
- Parents and authorized individuals are strongly discouraged from walking up during carpool to retrieve child for safety reasons.
- All children will go through carpool as part of the daily school routine.
- Once your child is placed in your vehicle, please pull up before securing child into car seat.
- Pull up as far as possible, as this allows the carpool to continue.



### ***Carpool Numbers***

- Number will be issued during the first week of school. If you need additional numbers, please send a note/email indicating the number of sets needed.
- Numbers need to be clearly visible.
- Do not affix numbers to a tinted area of your windshield.
- If your number is not present, a teacher may need to request that your vehicle pull forward until student can be called and placed in car.

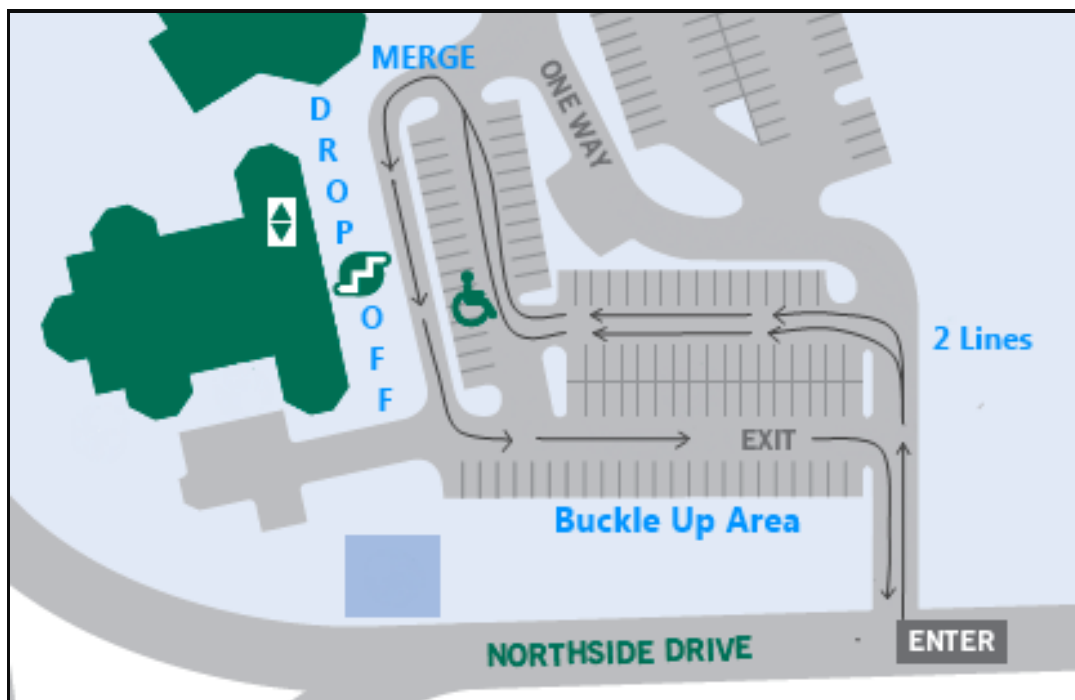
Please do not park your car in the carpool lane, and then leave it unattended. If you have a need to park and go into any of the buildings, please park the car in a parking space.

### ***Safety***

In order to provide a safe environment during carpool we ask that you please do not allow students to hang out of car windows or sunroofs. Also, do not allow the students to open the doors – our carpool assistants will do so for you.

Holy Spirit Catholic Church does not allow cellular phone use in the parking lot unless your car is parked in a designated parking spot.

### ***Carpool Map***





## PRESCHOOL PROGRAMS

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### ***Early Morning Care (EMC)***

This is a special time for socializing and bonding. During this half-hour, the children read, play, watch a video, and relax.

With the consideration that the Lower and Upper Schools start before our 8:30am start time, we offer “Early Morning Care.” This program has been designed as a courtesy to make life a little easier for the parents who have children at one of our other campuses. It will enable you to drop your child(ren) off at the Lower/Upper School and continue on to the Preschool, without having to wait for carpool to begin. If you qualify for this program, it is free of charge; however, you must register.

In order to make everyone’s life a little easier, we also offer “Early Morning Care” to all families at the Preschool. However, this program will have a fee.

The program will run Monday through Friday from 8:00am-8:30am Attendance is by registration only and space is limited. Please understand that this is not a drop-off service. Registration forms are available on the Preschool section of the school’s website. For those who do not qualify for the courtesy program, you will be billed monthly according to the plan for which you register, and you will be responsible for full payment whether your child attends or not. If the payment is not received on the due date, your child will not be able to participate in the program.

If you choose to register your child(ren) in Early Morning Care, you will be responsible for walking him/her into the Early Morning Care classroom and signing your child in.

### ***Lunch Bunch (LB)***

Supervised lunch is offered free of charge for all students participating in an After School Program.



## **AFTER SCHOOL PROGRAMS (ASP)**

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The Preschool is pleased to offer a variety of After School Programs for the convenience of our parents and students. External companies offer the programs and they are held in the Preschool classrooms immediately after school. Detailed information and registration forms are available in the Preschool section of the school website.

### ***Lunch***

Students who are registered for an After School Program must bring a lunch to school.

### ***Program Information***

If for some reason you need to get in touch with the After School Program provider, you must call them directly. If you are sending a note about afternoon pick-up, you may send it in the student's tote bag.



## DRESS CODE

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Clothing must always be in conformity with Catholic standards of decency and morality, and with the stated mission of the school.

### ***Uniforms***

The preschoolers in Pre-K2/3/4 have an optional uniform policy. All items for the school uniform may be purchased at Buckhead Uniform ([www.buckheaduniforms.com](http://www.buckheaduniforms.com)) and Sue Mills Uniforms [www.millswear.com](http://www.millswear.com); information regarding the Preschool uniform can be accessed on the school's website. There are also used uniforms available for sale at the Preschool.

If you choose not to purchase the school uniform, make sure all clothing is suitable for both indoor/outdoor play and art activities. The child's outfit should be easy for the child to manage. We recommend no belts, boots, sandals, flip flops or Crocs. Please dress your child appropriately for the weather conditions of that day. The students go out to the playground every day, unless it is raining or snowing. Along with that, please be sure to apply any necessary Sunscreen and Bug Spray.

On Creative Movement day, please dress your child in clothing that is appropriate for exercise and dance. Suggestion: shorts/pants and sneakers or a securely fastened pair of shoes. If a child is not properly dressed, your child may not be able to participate in Creative Movement.

### ***Spirit Days***

Throughout the school year a number of days are identified as "Spirit Days". You will be provided with school spirit t-shirts appropriate for wearing on these days. In addition to school-provided t-shirts, Holy Spirit Prep Little Cougar soccer shirts may also be worn.

### ***Cosmetics and Jewelry***

Use of make-up and nail polish, other than clear, is not recommended. Likewise, neither is costume jewelry, beaded jewelry, dangle or large earrings. Girls may wear small hoop or stud earrings. Both boys and girls may wear a religious medal or cross on a chain.



## **VISITATION OF CAMPUS**

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Parents are encouraged to visit the school to support the philosophy of our partnership with parents in the education of their child. Visits may include assisting with classroom activities, celebrating birthdays, or volunteering for a special occasion in the classroom. Visitation of all classrooms must be coordinated with the teacher so as not to disrupt the learning process. When necessary to meet with a teacher, parents should schedule a date and time that is convenient to both parties. It is difficult, if not impossible, to devote appropriate attention to a parent during a “drop-in” visit.

All visitors must go to the Preschool office, sign in and announce themselves to the Administrative Assistant, Ms. Nancy, who will notify the teacher.

It is anticipated that all parents have access to the campus unless there is a custodial restriction on that privilege. In the event that a separated or divorced parent disagrees over the right of the other parent to visit the child or the campus during school hours, it is a school policy that, unless there is a court determination, both parents be barred from visitation while such disagreement exists.

## **BUDDIES**

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Each Pre-K4 student is paired with a 3<sup>rd</sup> Grade “buddy” from the Lower School. The Buddy will come for monthly visits to read to the Preppies. The Buddies will continue to meet with them as they rise into Kindergarten, in order to assist the students’ transition.





## GENERAL GUIDELINES

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### ***Playground***

All students will go out daily for some form of play activity. Please make sure your child is always dressed appropriately for such outdoor play. If a child needs bug spray or sunscreen, please be sure to apply before leaving the house.

The students will not go out to play in the event of:

1. inclement weather
2. temperature below 32°
3. temperature above 90° with 80+% humidity
  - a. if temperature are 90°, the children will be hydrated before and after play
4. the ozone alerts are: red, purple, or maroon (guidelines are provided by CHOA)

### ***Birthday Celebrations***

Invitations to your child's birthday party cannot be distributed through school. When celebrating a child's birthday in the classroom, you must coordinate the time with the teacher. Parties will be kept to a minimum: no balloons or candles are allowed. When bringing a birthday treat, please bring a healthy snack as well, since this will take the place of snack.

### ***Personal Items***

Students must not bring video games to school. These items conflict with the educational and social objectives of the school. Any such items brought to school will be secured by the Preschool Director and returned to the parent/guardian upon notification.

### ***Tote Bags***

Tote bags are provided for each child. No other type of backpack or book bag is permitted. Key chains and other trinkets on the tote bag are not encouraged. This also holds true for any personal item brought from home. It is suggested that your child not bring personal items to school. The school will not be responsible for any lost items. If for some reason your child would like to bring an item (i.e. "security blanket") to school, it must be left in the student's tote bag.

### ***Lost and Found***

Parents are asked to label all articles of clothing, including shoes, and other property with the child's name. This facilitates the return of lost articles, and should be done immediately upon purchasing uniforms and supplies. Articles lost by students are kept in the Workroom, where they may be claimed. If not claimed after a reasonable period of time (30 days), such articles will be donated to an appropriate charitable organization.

### ***Preschool Workroom and Computer Lab***

These areas are reserved for the use of faculty and staff. It is not appropriate for students to be in these areas at any time unless under specific direction by a staff member.



### ***Restroom Usage***

The Men's Room (located next to the Library) and the Ladies Room (located next to the Nursery) are for the students' use only. They are monitored by faculty and staff, from 8:00am–2:45 pm. During these hours, all adults – parents, faculty and staff, etc. – must use the restrooms located upstairs in the Narthex.

### ***Gum Chewing***

Holy Spirit Preparatory School is a gum-free zone. Neither students nor faculty/staff are permitted to bring or chew gum on school grounds.