



**PRESCHOOL  
HANDBOOK  
2023-2024**

## HANDBOOK ACKNOWLEDGMENT

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Holy Spirit Preparatory School requires a Handbook Acknowledgement on file for each student, every year.

Please fill out the form at <https://payit.nelnet.net/form/EG1OqgmY> , or use the QR code below.



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Dear HSP Families,

Welcome to our beloved Holy Spirit Preparatory School community! We're thrilled to have you with us for the 23-24 school year. We consider it an honor and privilege to be entrusted with your little angel's early education and development.

HSP is dedicated to providing a nurturing and enriching environment where your child can thrive spiritually, academically, and socially. We believe in partnering with parents and value your active involvement in your child's journey. Please know that my door is always open!

I look forward to a fun year full of new experiences, discovery, and joy!

God Bless,

Georgia Tate

Preschool Director

## MISSION STATEMENT

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We seek to create a unique communion of joy among students, their families, and our faculty and staff, in the context of a preeminent preschool through 12th grade, Catholic, college preparatory school. We want to prepare our students for a lifetime of happiness by inculcating in them three foundational virtues.

First, we want them to have a deep and abiding **faith** in God's blessings and love for them.

Second, we want them to exercise **prudence** – the ability to make good decisions for the rest of their lives – by obtaining a rigorous academic foundation, accompanied by the use of their own powers of reason.

Finally, we want them to embody **magnanimity** – a greatness of character and of soul - such that they may go through life with a spirit of courage, a spirit of joy, a spirit of kindness, and a spirit of generosity.

## SCHOOL VISION

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We strive to be the preeminent pre-K2 through 12th grade Catholic college preparatory school in the country, graduating young men and women who personify the Portrait of the HSP Graduate.

## PHILOSOPHY

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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 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 Hominus*, 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.

## GENERAL INFORMATION

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### **Preschool Office Hours:**

The Preschool Office is open from 8:00 a.m. until 4:00 p.m. each school day.

### **Preschool Hours:**

Regular Preschool hours are 8:30 a.m. – 12:30 p.m.

Early Morning Care 7:30 a.m. – 8:30 a.m. Students must be registered for our Early Morning Care Program.

After School Care 12:30 p.m. – 4:00 p.m. Students must be registered for our After Care Program or in our PreK4 Extended Learning Day class.

Students are not permitted into the Preschool building before morning carpool begins. The only exception is for those who are registered for Early Morning Care.

To remain in compliance with the standards of our programs, we can not provide child care beyond your child's scheduled day. Therefore, a \$1.00 per minute fee which must be paid by the next school day.



## PRESCHOOL PROGRAMS

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The Preschool is pleased to offer a variety of Early Morning and After School Care options for the convenience of our parents and students. Attendance is by registration only and space is limited. Please understand that this is not a drop-off service. You may register your child for days which match their Preschool schedule. This program is offered at an additional cost which can be found here: [Early Morning and After School Care Options](#).

### **Early Morning Care**

This is a special time for settling in, socializing, and bonding. During this time, the children will have free play, story time, and other activities to prepare them for the day. In order to support our families, Early Morning Care is available Monday through Friday from 7:30 a.m. - 8:30 a.m.

If you choose to register your child(ren) in Early Morning Care, please walk him/her into the Early Morning Care classroom and sign your child in.

### **After School Care**

During this time, the children will eat lunch with their friends, have rest time, free play, story time, and other fun activities. If you choose to register your child(ren) in our After School Care program, please pack your child's lunch, and small blanket for rest time. \*\*We are a Nut-Free school. Pick up will be at the After School Care classroom where you'll need to sign your child out for the day.

These options will be billed according to which plan you register for 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.

# FAITH COMMUNITY

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

We express our faith in:

- Catechesis of the Good Shepherd - Atrium
- Weekly chapel visits with Preschool Chaplain Deacon Bill McCarthy to learn about the parts of the Mass, as well as Jesus the Good Shepherd, 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
- Family Liturgical Feast Celebrations
- Parent Book Studies
- Holy Spirit Prep Mother's and Father's Retreats
- Thanksgiving Feast (PreK4's)
- All School Advent Lessons and Carols; Living Nativity and Annual Lighting of the Christmas Tree
- Catholic Schools Week
- Prayer and Christ-like example throughout our day

## **All-School Mass**

Lower School, Middle School, and High 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.

## **Prayers**

Preschool children learn to pray the following prayers over the course of the school year: Hail Mary, The Lord's Prayer, Glory Be, Guardian Angel, and Mealtime prayer.

## ACADEMICS

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Holy Spirit Preparatory School is an independent, Catholic educational institution, fully committed to the teachings of the Roman Catholic faith. All educational activity offered at the school is grounded in the Catholic faith; without it, the school is unable to achieve its mission. While Holy Spirit Preparatory School is committed to ensuring that all teachings of the Catholic faith are shared and discussed with respect, sensitivity, and charity, especially with those who may struggle with them, the school expects all parents/guardians and students to demonstrate support for the mission of the school and all the teachings of the Roman Catholic faith. Holy Spirit Prep Preschool students participate in the learning process through a joyous journey of exploration and discovery. Staffed by specialized Preschool teachers, our program emphasizes a developmentally appropriate approach to early childhood learning that develops the whole person, mind, body, and soul encouraging social-emotional, academic, and virtuous learning via a classical approach and joyful experiences. This special combination lays the foundation for a love of 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. Our classical Catholic curriculum intertwines literature with “hands-on” experiences, songs, and activities. 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 while celebrating the richness of our Catholic Faith.
- Reading: develop phonemic awareness, broad vocabulary exposure, sound, and syllable patterns, laying the appropriate foundation for reading readiness and success.
- 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.
- History/Social Studies: develop an understanding of community structures and cultures that are broader than the experiences within our own family and school communities.
- Language: develop an appreciation for the Spanish language and culture.
- Personal and Social Skills: develop social-emotional awareness as it relates to how we treat others and how we wish them to treat us in return.

These subject areas are also supported by our Enrichment classes which occur weekly.

- Catechesis of the Good Shepherd Atrium (PreK2+)
- Chapel
- Art, 2 times a week
- Music, 2 times a week
- Creative Movement
- Spanish
- STEM (Science, Technology, Engineering, and Mathematics)

### **Progress Reports**

At the end of each 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. Aided by close cooperation efforts between HSP Preschool and HSP Kindergarten teachers, students in the Preschool readily transition into our Kindergarten 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, field trips come to the school. The Preschool Director and/or Parent Volunteer Association schedule these visitors.

### **Activity Transportation Waiver-Form**

An Activity Transportation Waiver is found in the [FACTS Parent Portal](#) and must be completed for all Preschoolers. This must be on file in order for your child to participate in activities at the church and HSP High School. This form is also necessary in case there is an emergency on campus which we will move the Preschoolers to another campus.

### **Preschool Library**

The Library exists mainly to support and enrich the total educational program. It 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 your child's 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 progress report 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.

## DISCIPLINE / PRESCHOOL RULES

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The word “discipline” stems from the word “disciple,” meaning one who learns. We view discipline as a respectful and loving way of teaching children to consciously develop and maintain self-regulation, kindness, and respect. The following guidance techniques will be used to maintain limits.

Teachers will:

- Encourage the children to use their words.
- Use positive suggestions and redirection.
- 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.
- Set developmentally appropriate limits or boundaries.
- 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 sending a note home or 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 doing so.

**Termination of a Student**

Expulsion is considered a termination of enrollment. 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. It typically results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed by the school in its discretion, to be in the best interest of the school community. One extremely serious offense may also be cause for expulsion.

# COMMUNICATION

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## **School to Parents**

You will receive the following communications from us:

- A green folder for daily communication between school and home (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 newsletter
- HSP Website [www.holyspiritprep.org](http://www.holyspiritprep.org)

## **Teachers to Parents**

Teacher will communicate via:

- Student's green folder
- Weekly Classroom Newsletter
- Emails, notes, or calls

## **Parents to Teacher/School**

The best ways to communicate with the school are:

- A note placed in the green folder
- 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 Georgia Tate at [GTate@holyspiritprep.org](mailto:GTate@holyspiritprep.org)
- A phone call 404-252-8008
- Preschool Office, [Preschool@holyspiritprep.org](mailto:Preschool@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 school success and do better with consistent attendance however, if you're child needs to be out for any reason, please let us know. Parents/guardians are asked to email their teacher and [attendance@holyspiritprep.org](mailto:attendance@holyspiritprep.org) to report students who are going to be absent or late. All absences and instances of tardiness become a part of the student's record.

## **Planned Periods of Absence**

Absences for a planned period (i.e. family vacation) are not encouraged 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 8:45 am must be escorted by an adult/guardian to the Preschool office and will then be taken to his/her classroom by a staff member. Tardiness interferes with academic performance and is disruptive to the classroom environment.

## **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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## **Schooldoc.com**

You must complete your child's shooldoc.com health profile by September 1. For questions regarding this document, please mail our school nurse, at [clinic@holyspiritprep.org](mailto:clinic@holyspiritprep.org).

## **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 pickup 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 100.4 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 or inhaler, 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. All allergies must be noted on the blue “Information Sheet” given on Welcome Back Day.

### **Lunch**

Students who are registered in our PreK4 Extended Learning Day or our After School Care Program will bring a lunch from home.

### **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.

### **Potty-Training**

All PreK3 students and PreK4 students must be potty-trained. We understand that “accidents” 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 “accidents” occur during three (3) consecutive days, a meeting with the teacher, parents, and Preschool Director will be held to devise a plan of action to include the child remaining home until fully potty-trained.

# EMERGENCY PLAN

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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 openings will be sent by a text message 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



### Morning Carpool:

- Morning carpool is from 8:30 a.m.-8:40 a.m.
- Cars will “flow” through the parking lot of Holy Spirit Catholic Church (please see map) creating 2 lines of cars.
- Carpool begins at the front door of the Preschool, under the church.
- Please position your child’s car seat on the passenger side and have it unbuckled and remain in the car.
- All children should arrive at school using carpool. We ask that parents do not walk children into the building.
- If carpool has ended, a parent or guardian will need to walk their child to the Preschool office and sign them in to school. A staff member will walk the student to their classroom.

### Afternoon Carpool:

- 1st afternoon carpool is from 12:30 p.m. -12:40 p.m. 2nd afternoon carpool is from 2:45 p.m. - 2:50 p.m. Early dismissal is from 12:00 p.m.-12:10 p.m.
- Cars will “flow” through the parking lot of Holy Spirit Catholic Church (please see map).
- Please do not walk 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. This allows the carpool to continue.
- A late fee of \$1.00/per minute will be charged if child has not been picked up during carpool.

- All children will go through carpool as part of the daily school routine, unless enrolled in Early Morning Care or After School Care.

**Carpool Signs:**

- You'll be given 2 carpool signs during the first week of school. It's recommended to hang your sign on your rear-view mirror to ensure staff can see it. If you need additional signs, please send a note/email indicating the number needed.
- If your carpool sign 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 – a member of our staff 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.

**DRESS CODE**

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Please dress your child in comfortable clothing which is washable and suitable for all types of indoor and outdoor play. When dressing your child, please keep in mind our Catholic standards of decency and morality, and with the stated mission of the school. With this mind, please have girls wear cartwheel shorts under dresses or skirts. Clothing worn at a beach (halter tops, crop tops, bathing suits) should not be worn.

Clothing should be easy to remove for bathroom breaks. We prefer elastic waistband pants and shorts. If a child wears pants with a zipper and snap, the child should be able to fasten them without help.

Closed-toe shoes are required for children's safety. We prefer athletic shoes with Velcro straps. For the safety of each child, they may not wear flip-flops.

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.

ELC children and two-year olds who are not potty-trained should wear clothing that is easily removed for diaper changes. If potty-training children should wear pull-ups, please send the type that can be re-fastened on the sides to facilitate changes in the event of an accident.

Every child, including PreK4 students, should have an extra set of clothes, including socks (and shoes if possible), that is seasonally appropriate in a gallon zip lock bag with their name that will be kept at school.

### **Uniforms**

The Preschoolers in Pre-K2/3/4 have an optional uniform policy. All items for the school uniform may be purchased at 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 Lower School.

### **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 Office Manager, 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.

## **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**

We love to celebrate each child's special day. Parents are welcome to send a small treat to share with their child's class. Please contact your child's teachers in advance to make arrangements and receive further details. Parties will be kept to a minimum: no balloons or candles are allowed. Teachers may pass out invitations to a birthday party only if all the children in the class are invited.

## **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. 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 are for the students' use only. They are monitored by faculty and staff, from 8:00 a.m.—4:00 p.m. During these hours, all adults – parents, faculty and staff, etc. – we ask that you 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.