



# Trinity Catholic Schools

## Titan Tots Preschool Handbook

### **Titan Tots Preschool Classes Offered**

Time: \*\*8:00am- 11:00am\*\* or \*\*12:00pm – 3:00pm\*\*

Preschool classes follow the Trinity Catholic School Calendar.

#### **2 Day Program** - Tuesday and Thursday;

Children must be 3 by April 1, of the enrollment year

#### **3 Day Program** – Monday, Wednesday and Friday

Children must be 3 by January 1, of the enrollment year

#### **4 Day Program** – Monday through Thursday, adding Fridays in March-May

Children must be 4 by August 1, of the enrollment year



\*Titan Tots students enrolled in the afternoon, 4-day per week session, are welcome for Trinity Extended Care – our afterschool program.

\*Children must be completely potty trained, wearing underpants and not pull-ups and not having frequent accidents. If a child is having accidents weekly, they will be asked to not return until completely potty trained.

Classes focus on letters of the week, numbers, colors and shapes. We learn the months of the year, days of the week, weather and seasons. Our religion focus will be about the love God has for us and wants us to share with others, Bible stories, prayers, holy days and saints.

The classroom provides materials for children to participate in imaginative play, materials to express creativity through art, manipulatives to develop cognitive and motor skills. Because children learn best through play, during scheduled free time they are able to choose activities best suited for their individual development of problem solving and social skills.

### **Mission Statement**

To educate the whole student, Mind, Body and Soul.

### **Program Goal**

We support each child in their developmental journey of learning, supporting and respecting the individual child as s/he is. We believe children's development is their individual journey, and each has their own path of learning. With our guidance, children have the opportunity to grow socially, emotionally, physically and intellectually through play and hands-on experiences.

## **Licensing**

We are licensed through Stark County Social Services. We are required to have current Immunization forms, a copy of their Birth Certificate, Child Information Sheet and Parent Statement of Health on file in the classroom before entering preschool. We have emergency plans for fire escape, tornadoes and building intruders. We practice drills so all of us know what to do in an emergency and remain safe. According to the state, the size of the classroom, age of children and teacher to child ratios determines the limit of children that can be enrolled in each class. Teachers have obtained CDA (Child Development Associate) credential to teach preschool. Teachers are also required to keep their First Aid and CPR courses up to date.

## **Bright and Early ND**

For years parents have been struggling with how to choose an early education program for their child. Parents need a tool to determine if the program they choose will get their child ready for school and beyond. Bright and Early ND is an initiative lead by the Department of Human Services to ensure that North Dakota's children enter kindergarten with the skills needed to have a successful education. Children have 1,825 days from the day they are born until they enter kindergarten. Bright and Early ND rewards and supports programs such as Titan Tots Preschool for taking steps to maximize this time in a child's life. When more young children are prepared for school we all benefit. Bright and Early ND gives programs such as Titan Tots Preschool a four-step guide to maximize their time spent with children. Titan Tots Preschool is currently at level 3 and working towards level 4. As a partner of Bright and Early ND, Titan Tots Preschool gains an all-access pass to tools and resources that will support children every step of the way. When children spend their days in a Bright and Early ND child care or preschool program, they are prepared for school. It's a part of how we're contributing to the great future of North Dakota.



Our Titan Tots Preschool program goes above and beyond to provide quality early learning opportunities by:

- 1) Taking extra steps in health and safety
- 2) Creating an environment that inspires learning through play
- 3) Developing activities that encourage language, creativity, science, and other skills
- 4) Nurturing relationships and positive interactions

## **Curriculum**

Titan Tot's Preschool uses Creative Curriculum, which is play based learning, in the classroom. This curriculum is based on the foundation that the best way to teach young children is by using an appropriate environment as well as a planned appropriate schedule and good teacher/child interactions. This is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning. Our staff is able to help build children's confidence, creativity and critical thinking skills and promote positive outcomes.

## **Children's Health Records and Other Records**

All Preschool children are required to have a completed Parents Statement of Health, a Child Information Sheet and a copy of child's immunizations showing all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the North Dakota guidelines schedule. Immunizations are an important public health policy effecting children. As a matter of state law, children in the program must:

- Be fully immunized, or
- Be in the process of becoming fully immunized according to the approved schedule, or

Have a physician's statement that immunization are not needed for medical reasons or a note from the parent stating that the child is not immunized due to religious beliefs.

### **Attendance**

Regular prompt attendance is required, is important to the education process and is essential for success in school. Every absence/tardiness must be verified either in writing or by telephone, by the parent before or after the absence. Written excuses should be dated and give the reason for the absence/tardiness.

If your child is to be absent, please notify the office or teacher by 7:45am for the morning class and 11:45pm for the afternoon class. The preschool teacher will contact parents of absent students before 8:45am and 12:45pm if we have not heard from you by phone call or a text message.

Any child leaving school early must have verification in writing or by phone to the teacher with notification of the time and reason for leaving and the person who will be picking up the student. Students will not be released to persons who do not have legal custody or guardianship unless they are listed as an authorized person to pick up the child on enrollment form.

Tardiness creates a problem for both students and teachers. Patterns of late arrival are disruptive to the entire educational process. Children must be in the classroom at Trinity West BEFORE 8:15am for the morning class and BEFORE 12:15pm for the afternoon class. Any student appearing after this time will be marked tardy. Parents must accompany their child into the building to sign them in.

### **Dress Code**

Preschoolers aren't required to wear uniforms. Please dress your child for play and appropriate weather. Your preschooler will have fun and sometimes get dirty. We will be playing outside, as weather permits. Arts & crafts can be messy for dress clothes. Please label all gear to prevent lost articles. We recommend you send your child in closed toe shoes and socks for their safety. For your child's safety we recommend that you do not send your child in flip flop shoes.

### **Health & Safety**

To minimize problems for everyone involved, please do not send your child to school if they have had a fever, pink eye, lice, respiratory infections, diarrhea, vomiting, strep throat, etc. They should remain home until their symptoms have been gone for 24 hours. Children should be fully able to participate in all activities, including outdoor play.

If a child becomes ill in school, a parent or person indicated in PowerSchool will be notified to come and pick up the student.

The health and safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits making injuries inevitable. Please make teachers aware of any special concerns with your child staying within boundaries. Please always make contact with the teacher before leaving with your child.

### **Field Trips**

Field trips are an important part of a school program. They are selected and planned to supplement classroom learning experiences. Your child's teacher is responsible for informing you each time a field trip is planned.

At Trinity Catholic Schools, field trips are considered a privilege, not a right. Students who cannot be trusted to follow the rules will have this privilege withdrawn. Moving out of the classroom into the field causes increased need for care. Therefore, the following guidelines apply:

1. Field trip permission forms are required for all trips away from the school. The purpose of these forms is communication to and approval by the parent(s) regarding the particulars of the trip.
2. Any student whose daily behavior indicates probable disturbances on an excursion will have the privilege withdrawn. Such students will remain at school under the charge of another teacher or the principal during the duration of the field trip.
3. Only students whose parents have signed permission forms will be permitted to go on the trip. These permission forms should be in the office one day before the event.

**The Trinity Catholic Schools** carry primary liability coverage and the **Diocese of Bismarck** has an umbrella policy to cover major claims resulting from accidents or misfortune. When parents use privately owned vehicles to transport students on a field trip, they will be required to carry adequate liability coverage. (Minimum of \$100,000 per person/\$300,000 per occurrence.) Volunteer drivers will be asked to sign a form indicating coverage.

### **Aquatic Activity Policy**

The Trinity Catholic Schools does not offer aquatic activities.

### **Crisis Management Policy (#1010)**

The Trinity Catholic School Board of Directors requires that, for the safety and care of all school personnel and students, each building shall develop a Crisis Management Plan. This plan must be updated annually and made known to all staff members. When appropriate, the plan is to be practiced in order to be successful. Board of Education Policy Adopted: November 29, 2006

The following actions will be taken at times of a crisis during the school day:

- **Fire:** Fire drills are conducted monthly. Evacuation plans in case of a fire are posted in each room. When a fire alarm sounds, all persons in the building must walk out in silence. The school building will be evacuated. Each class is assigned a certain area.
- **Tornado:** Tornado drill are conducted. Each class is assigned a space in which to take shelter during tornado drills. All persons will seek safety in the lower level of the school building away from windows.
- **Toxic chemical spill:** TCS will follow directions given by the police and fire departments.
- **Lockdowns:** When a soft lockdown is issued, students will remain within the building. Parents are allowed to pick children up from school during a soft lockdown. When a hard lockdown is issued, no one is to leave the building for the safety of everyone involved. Parents are NOT allowed to pick their children up during a hard lockdown. We will try to communicate as quickly as possible via email, to notify parents. Our first priority is keeping the children safe.

In the event of an emergency in which the school has to be evacuated, students at Trinity West may be housed at Hagen (and vice versa), students at Trinity East may be housed at Roosevelt, (and vice versa), until it is considered safe for them to return to the building or other instructions are received from legal authorities as to the safe release of students to their parents/guardians.

### **Discipline**

Love and Logic techniques are used in the Preschool classrooms. Love and Logic encourages children to make decisions and come up with solutions. Children learn with the consequences of their choices and grow through their mistakes. Love and Logic teaches children to be responsible and prepares them to live in the real world, with its many choices and consequences.

## **Behavior Policy**

We want to ensure safety for every child, so we have implemented a behavior policy regarding more serious behavioral concerns within the classroom. If a child harms himself or others verbally, physically or emotionally on a consistent basis, or if the child's behavior compromises the care of the other children in the classroom and attempts to address the concern do not result in improvement, we may have to ask the family to make different arrangements for their child.

The Trinity Catholic Schools (TCS) has limited resources to serve students with disabilities. TCS will make every effort to work with your child within the range of services TCS can provide. New students who enroll at TCS are required to begin with a probationary period. After a nine-week period from enrollment (or sooner if need be), a meeting including the principal/dean of students and parents may take place to discuss how the student is adjusting to the new school setting, whether or not the student is demonstrating academic success, and whether or not the student is exhibiting behavior consistent with TCS standards. In the event that a student does not show adequate progress during this probationary period, the student may be required to withdraw from TCS.

## **Mandated Reporting**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Titan Tots Preschool are considered mandated reporters, under this law. The employees of Titan Tots Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Titan Tots Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Titan Tots Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to: Unusual bruising, marks, or cuts on the child's body; Severe verbal reprimands; Improper clothing relating to size, cleanliness, season; Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.); Dropping off or picking up a child while under the influence of illegal drugs or alcohol; Not providing appropriate meals including a drink for your child; Leaving a child unattended for any amount of time; Failure to attend to the special needs of a disabled child; Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.; Children who exhibit behavior consistent with an abusive situation.

## **Grievance Policy**

If you have any concerns, you can contact the Start County Social Services Licensing Specialist Emily Dolinar at 701-456-7675 or her direct line at 701-456-3922.

## **Trinity Catholic Schools Tuition and Fees**

Tuition will be set annually by the Trinity Catholic Schools (TCS) Board of Directors, based on the number of students enrolled, the number of class sessions per week, and the financial needs of the school. A non-refundable registration fee per child shall be paid at the time of enrollment. Students who enter school after the school year has begun shall pay pro-rated tuition.

All families must have an account set up in FACTS along with turning in a signed enrollment form. This information can be obtained in the Business Office and must be done prior to the student attending classes.

### **Withdrawal**

A two (2) week notice of intent to withdraw from TCS must be given in written form to the school office or your child's teacher. You are responsible for two (2) weeks of tuition from date of notice. You will receive a written notice from the TCS Business Office that we received your notice of intent to withdraw and your tuition owing or credit.

### **Vacations, Holidays, Storm Days and Absences**

No credits will be made on tuition for scheduled holidays, vacations, storm days, and/or absences. We will not pro-rate for longer or shorter months. If Trinity Catholic Schools has a storm day in which school is cancelled due to bad weather, preschool will also be closed on that day. (Please listen to the local radio stations for cancellations.) You will be informed of any make-up days for storms.



# Nutrition Policy

At **Titan Tots Preschool** we serve children from age 3 through 5. Nutritious foods are essential for young children's optimal growth and development. We ask you to do the following:

**1. Bring snacks based on the time your child is here.**

The snacks that you provide should follow the times that you drop off and pick up your child. Bring the following snacks:

- Please feed breakfast or lunch to your child at home before arriving at our program.
- Bring snack for all children in your child's class when they are snack leader.

**2. Bring nutritious foods from all of the food groups.**

Plan your child's snacks using the 5 food groups: FRUIT, VEGETABLES, PROTEIN, GRAIN and DAIRY.

- Snack-bring snack from 1 of the above food groups.

We will provide you with a list of easy snack ideas.

**3. Beverages**

- Please provide a plastic water bottle for your child to leave here. Your child has access to water all day. They are to take them home to be washed every day.
- We provide 2% white milk, low fat chocolate milk, 100% apple juice or 100% orange juice for snack.
- Please do not bring sugary drinks or fruit juice for the children.

**4. Portion Sizes**

Please bring portion sizes appropriate for the age of your child. Remember that children's stomachs are smaller than ours! We will provide you with suggested meal sizes from USDA. Or, you can visit [http://fns.usda.gov/sites/default/files/Child\\_Meals.pdf](http://fns.usda.gov/sites/default/files/Child_Meals.pdf)

**5. Substitutions are Available**

We know mornings can get busy! If we notice that your child does not have the proper food groups or portion size, we will provide a substitution for the children. We will provide the following substitutions: GRAIN- animal crackers or chex mix if a substitution is used, PLEASE replenish that snack by the next school day!

**6. Peanut and Tree Nut Free School**

Please follow the suggested snack list sent home.

- Emergency Care Plans are kept on file in the classroom and school office for all allergies.

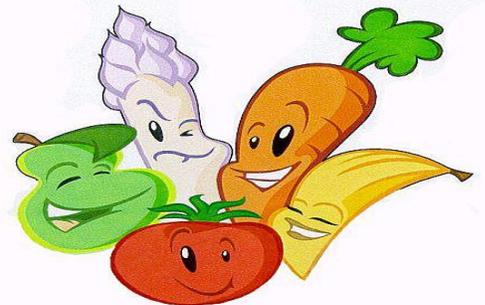
We also follow these guidelines to help your child get the nutrients they need to grow and develop.

- ✓ A refrigerator is available to store your child's snacks.
- ✓ We do not prepare, reheat or warm up food. Please plan snacks accordingly.
- ✓ Children are never forced to eat. We teach children to listen to their bodies when they are full.
- ✓ We encourage children to try foods at each snack.
- ✓ Snack times are relaxed, calm and with shared conversation.
- ✓ We do not regularly serve dessert.
- ✓ Parents are encouraged to celebrate their child's birthday with a special snack. Please consider a healthy option.
- ✓ Candy and gum are not allowed.

Websites for Parents:

<http://www.eatright.org/resources/for-kids/>

<http://www.superhealthykids.com>



## **Contact Information**

Trinity Elementary West, 145 3<sup>rd</sup> Ave West  
Dickinson, ND - 701-225-8094  
Trinity Elementary East, 515 3<sup>rd</sup> St. East  
Dickinson, ND – 701-225-9463

Titan Tots Preschool 2 and 3 day Class Teacher:  
Mrs. Leigh Wittenberg –  
[leigh.wittenberg@k12.nd.us](mailto:leigh.wittenberg@k12.nd.us)

Titan Tots Preschool West 4 day Class Teacher:  
Mrs. Michelle Leintz -  
[michelle.leintz@k12.nd.us](mailto:michelle.leintz@k12.nd.us)

Titan Tots Preschool East 4 day Class Teacher:  
Mrs. Niki Hayes – [niki.hayes@k12.nd.us](mailto:niki.hayes@k12.nd.us)

Trinity Elementary Principal:  
Mrs. JoLyn Tessier – [jolyn.tessier@k12.nd.us](mailto:jolyn.tessier@k12.nd.us)

Trinity West School Secretary:  
Mrs. Tanya Tessier – [tanya.tessier@k12.nd.us](mailto:tanya.tessier@k12.nd.us)

Trinity East School Secretary:  
Mrs. Deanna Jilek – [deanna.jilek@k12.nd.us](mailto:deanna.jilek@k12.nd.us)

Dickinson Catholic Schools President:  
Mr. Steve Glasser – [steve.glasser@k12.nd.us](mailto:steve.glasser@k12.nd.us)

DCS Business and Enrollment Office:  
Mrs. Tina Johnson, Business Manager –  
[tina.johnson@k12.nd.us](mailto:tina.johnson@k12.nd.us)

Mrs. Pam Wegleitner, Business Assistant –  
[pam.wegleitner@k12.nd.us](mailto:pam.wegleitner@k12.nd.us)

## **TITAN TOTS PRESCHOOL SCHOOL SUPPLY LISTS**

### **Mrs. Leintz (4 day Preschool west):**

1 BOXES CRAYOLA MARKERS (basic colors, broad)  
1 BOTTLE ELMER'S GLUE, WHITE  
1 FOLDER  
1 COMPOSITION NOTEBOOK  
SCHOOL BAG  
1 BOX OF STRAWS  
1 PACKAGE OF NAPKINS  
1 LARGE BAG OF SKITTLES  
1 ROLL OF PAPER TOWELS

### **Mrs. Hayes (4 day Preschool east):**

SCHOOL BAG  
1 BOX CRAYOLA MARKERS (basic colors, broad)  
1 BOTTLES ELMER'S GLUE, WHITE  
1 GLUE STICK  
1 FOLDER  
PAINT SHIRT (large old t-shirt)  
1 BOX OF KLEENEX  
1 PKG OF NAPKINS  
1 ROLL OF PAPER TOWELS

### **Mrs. Wittenberg (2 & 3 day Preschool):**

1 BOTTLE ELMER'S GLUE, WHITE  
1 GLUE STICK  
1 FOLDER  
SCHOOL BAG  
1 BOX OF KLEENEX  
1 ROLL OF PAPER TOWELS  
1 LARGE BAG OF SKITTLES  
1 PACKAGE OF NAPKINS

\*PLEASE DO NOT LABEL SUPPLIES