



**HOLY CROSS ISLAND SCHOOL  
PARENT HANDBOOK  
DANIEL ISLAND, SC  
2019-2020**



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Dear Parents,

August 26, 2019

Welcome to Holy Cross Island School – aka – “HIS school!” This parent handbook is designed to help you learn all there is to know about our program. Involved, informed parents are essential to a thriving school, so please read it in its entirety, and don’t hesitate to let us know if you have any questions or concerns not answered here.

Also, if your family is looking for a Church to call home, we invite you to come to Holy Cross. To help you know more about us, we have included below our church’s vision statement. This vision helps us to be a growing, friendly, family-oriented church where God’s love is demonstrated, Jesus Christ is glorified, and the Good News is shared with others.

Thank you so much for allowing us to be a part of your child’s precious preschool years. May God bless you and your family!

In Christ,



Sue Cuthbert  
Executive Director



Marlo Greene  
Director, Daniel Island



Tiffiny Kitchin  
Assistant Director,  
Daniel Island

## WHO WE ARE AT HOLY CROSS

**IDENTITY:** Holy Cross is a community living for Christ in the power of the Spirit.

**MISSION:** To make disciples who make disciples of Jesus.

**VISION:**

- Growing disciples through Life Groups.
- Strengthening marriages.
- Equipping parents to disciple their children.
- Reaching beyond ourselves to love and serve others.
- Go Home: serving family and friends.
- Go Out: serving Holy Cross and serving the local community.
- Go Off: serving those beyond our local community in our nation and the world.

## MISSION

The mission of Holy Cross Island School (“HIS School”) is to provide a fun and educational place for children to grow and learn in an environment that teaches and practices the love of Jesus Christ as a ministry of the Church of the Holy Cross.

## VISION

“I have come that they may have life, and have it to the full.”  
JOHN 10:10

## OFFERINGS AND HOURS

One’s Class – offered on Monday/Wednesday/Friday or Tuesday/Thursday for children who are one by September 1, 2019. Class is from 9-11:45am. Drop off begins at 8:45am. Pick up runs from 11:45am – 12:00pm.

Two’s Class – offered on Monday/Wednesday/Friday or Tuesday/Thursday for children who are two by September 1, 2019. Class is from 9-12:15pm. Drop off begins at 8:45am. Pick up runs from 12:15 – 12:30pm.

Three’s Class – offered on Monday/Wednesday/Friday or Tuesday/Thursday for children who are three by September 1, 2019. Class is from 9-12:15pm, with an extended day option until 1:45pm. Drop off begins at 8:45am. Pick up runs from 12:15 – 12:30pm. Extended day pick up runs from 1:45-2pm.

Four’s Class – offered Monday- Friday or Monday-Thursday for children who are four by September 1, 2019. Class is from 9-12:15pm with an extended day option until 1:45pm. Drop off begins at 8:45am. Pick up runs from 12:15 – 12:30pm. Extended day pick up runs from 1:45-2pm.

Afternoon Allstars Three's/Four's – offered Monday-Thursday for children who are three/four by September 1, 2019. Class is from 12:15 – 3:00pm. Drop off begins at 12:00pm. Pick up runs from 3:00 – 3:15pm.



# CLASS DESCRIPTIONS

## ONE'S CLASS

Holy Cross Island School offers a special program for our littlest preschoolers. Children spend the morning enjoying free play, story time, introduction to art and music, snack and outside time. The children are loved through the process of separating from parents and learning how to play with other little friends. Children in the Mon/Wed/Fri class will participate in Chapel on Wednesdays. Children in the Tues/Thurs class will participate in Chapel on Tuesdays. This class is offered from 9am to 11:45am with 2 and 3 day options. The ratio of teacher to child in this class is 1:3.

## TWO'S CLASS

In the twos we offer free play, story time, music and dance, art and creative expression, snack and outside play. The children are introduced to the Bible, ABCs, 123's, spatial awareness, and the five senses. In the twos the children are loved through the process of building and encouraging independence and cooperation. Spanish is taught once weekly for 20 mins by Sra. Andonia. Children in the Mon/Wed/Fri class will participate in Chapel on Wednesdays. Children in the Tues/Thurs class will participate in Chapel on Tuesdays. This class is offered from 9am to 12:15pm. Children end their day with lunch prepared and sent from home. The ratio of teacher to child in this class is 1:5.

## THREE'S CLASS

Class begins with free play followed by circle time with weekly & daily lesson introduction, weather, classroom job assignments, and agenda review. The lessons are centered on Bible stories, verses & truths that also teach academics. Play centers reinforce the lessons and other skills the teachers are working on (fine motor, sequencing, letter/number recognition, spatial awareness, etc) to help the children learn through play. Spanish is taught once weekly for 30 mins by Sra. Andonia. Children in the Mon/Wed/Fri class will participate in Chapel on Wednesdays. Children in the Tues/Thurs class will participate in Chapel on Tuesdays. The day concludes with lunch prepared and sent from home. This class is offered from 9am to 12:15pm with an option to enroll in extended day which ends at 1:45pm. The ratio of teacher to child in this class is 1:6.



## FOUR'S CLASS

The fours will be preparing for a successful transition into primary school, while still enjoying the pretend play and creative learning aspects of their age. Each week they will study stories from the Bible to learn about God's character. They will study letters through vocabulary, explore science, nature and world culture, and learn numbers and math concepts all in a loving environment. Handwriting and phonemic awareness are taught through *Handwriting Without Tears* curriculum. Play centers reinforce the lessons and other skills the teachers are working on (fine motor, sequencing, spatial awareness, etc) to help children learn through play. The fours also enjoy snack, story time, and lunch. Spanish is taught once weekly for 30 mins by Sra. Andonia. Children in the Mon-Fri class will participate in Chapel on Wednesdays. Children in the Mon-Thurs class will participate in Chapel on Tuesdays. This class is offered from 9am to 12:15pm with an option to enroll in extended day which ends at 1:45pm. The ratio of teacher to child in this class is 1:7.

## EXTENDED DAY

Offered Monday through Thursday for children enrolled in our 3 or 4 year old classes. Our Extended Day program allows your child the opportunity for further enrichment and play in their school day. The Extended Day program adds an hour and a half to your child's school day, concluding at 1:45pm. All children should be picked up no later than 2pm. Enrichment programs this year include:

- Monday: Hands on Science with Ms. Cara
- Tuesday: Fit/Fun with Ms. Paula
- Wednesday: Art from the Heart with Miss Laurin
- Thursday: Bible in Motion with Ms. Suzanne
- Friday: Hooked on Books with Ms. Rachel

The Extended Day program is always a hit with the kids because they get to keep playing while everyone else goes home! This class is a separate class that you must register for at enrollment. If you wish to add the program at any point during the school year, please contact the Director.



# 2019 - 2020 HIS DANIEL ISLAND AM CALENDAR

Thurs, Aug 29	Parent Orientation, 5:30pm All T'TH Classes & M-TH 4s 5:30pm Parent Orientation, 7:00pm All MWTF Classes & M-F 4s 7:00 pm
Fri, Aug 30	Meet the Teacher, Drop-In 9:00-10:30am All T'TH Classes & M-TH 4s Meet the Teacher, Drop-In 10:30-12:00pm All MWTF Classes & M-F 4s
Tues, Sept 3	First Day of School, 8:45am – 12:30pm, Extended Day 12:30– 2pm
Wed, Sept 25	BCSD Early Release, No lunch, No Extended Day, 11:00-11:15am Dismissal
Fri, Oct 25	Teacher Workday, NO SCHOOL
Wed, Oct 30	BCSD Early Release, No lunch, No Extended Day, 11:00-11:15am Dismissal
Wed, Nov 20	BCSD Early Release, No lunch, No Extended Day, 11:00-11:15am Dismissal
Thurs, Nov 21	Harvest Luncheon 11:00am, All T'TH Classes, Afternoon Alktars, and M-TH 4s Early Release- Extended Day
Fri, Nov 22	Harvest Luncheon 11:00am, All MWTF Classes and M-F 4s Early Release- Extended Day
Wed, Nov 27-29	Fall Break, NO SCHOOL, Happy Thanksgiving
Wed, Dec 11	BCSD Early Release, No lunch, No Extended Day, 11:00-11:15am Dismissal
Wed, Dec 18	Christmas Program & Parties 11:00am MWTF Classes & M-F 4s Early Release – No Extended Day
Thurs, Dec 19	Christmas Program & Parties 11:00am T'TH Classes, Afternoon, & M-TH 4s Early Release – No Extended Day
Fri, Dec 20-Mon Jan 6	Winter Break - NO SCHOOL, Merry Christmas!
Tues, Jan 7	School Resumes
Mon, Jan 20	Martin Luther King Day- NO SCHOOL
Fri, Feb 14	Teacher Workday, NO SCHOOL
Mon, Feb. 17	President's Day- NO SCHOOL
Wed, Feb 26	BCSD Early Release, No lunch, No Extended Day, 11:00-11:15am Dismissal
Fri, March 13	BCSD Teacher Workday, NO SCHOOL
Wed, March 25	BCSD Early Release, No lunch, No Extended Day, 11:00-11:15am Dismissal
Wed, April 8	Egg Hunt & Parties 11:00am, All MWTF & M-F Classes Early Release – No Extended Day
Thurs, April 9	Egg Hunt & Parties 11:00am, All T'TH Classes, Afternoon & M-TH 4s Early Release – No Extended Day
Fri, April 10-Fri, April 17	Spring Break, NO SCHOOL, Happy Easter
Mon, April 18	School Resumes
Wed, May 20	End of the Year Parties & Graduation, 11am, No Extended Day Last Day of School for all MWTF Classes & M-F 4s
Thurs, May 21	End of the Year Parties & Graduation, 11 am, No Extended Day Last Day of School for all TTH Classes & M-TH 4s & Afternoon
Fri, May 22	Teacher Workday-No Students





# 2019 - 2020 HIS DANIEL ISLAND PM CALENDAR

Thurs, Aug. 29	Parent Orientation, 5:30pm Afternoon Allstars
Fri, Aug. 30	Meet the Teacher, Drop-In 12:30-1:30pm
Tues, Sept. 3	First Day of School, 12:00-12:15 drop off, 3:00-3:15 pick up
Fri, Oct. 25	Teacher Workday, NO SCHOOL
Thurs, Nov. 21	Harvest Luncheon 11:00am, All TTH Classes, Afternoon Allstars, and M-TH 4s Early Release-No Extended Day
Wed, Nov. 27-29	Fall Break, NO SCHOOL, Happy Thanksgiving
Thurs, Dec. 19	Christmas Program & Parties 11:00am TTH Classes, Afternoon Allstars, & M-TH 4s Early Release
Fri, Dec. 20-Mon Jan. 6	Winter Break - NO SCHOOL, Merry Christmas!
Tues, Jan. 7	School Resumes
Mon, Jan. 20	Martin Luther King Day- NO SCHOOL
Fri, Feb. 14	Teacher Workday, NO SCHOOL
Mon, Feb. 17	President's Day-NO SCHOOL
Fri, March 13	BCSD Teacher Workday, NO SCHOOL
Thurs, April 9	Egg Hunt & Parties 11:00am, All TTH Classes, Afternoon Allstars & M-TH 4s Early Release
Fri, April 10-Fri, April 17	Spring Break, NO SCHOOL, Happy Easter
Mon, April 18	School Resumes
Thurs, May 21	End of the Year Parties & Graduation, 11 am, Last Day of School for all TTH Classes & M-TH 4s & Afternoon Allstars
Fri, May 22	Teacher Workday-No Students



## ENROLLMENT PROCESS

During the month of January, registration begins and is open to all. HIS School does not discriminate against prospective students/families on the basis of race, religion, gender or income. Priority placement is given first to returning students and siblings of returning students, second to Church of the Holy Cross members, and third returning wait list, and fourth to the general public. After placing the returning students and their siblings, remaining openings will be filled by church members, returning wait list, and then offered to the general public. If at any point there are more applicants than openings a lottery will be used to decide placement. The director of HIS School has the discretion to balance the classes by gender.

**Registration Fees:** The registration fee (equal to 1 month tuition) must be paid in full in order to reserve your child's place in the program. This non-refundable fee does not apply to tuition. Please do not submit payment for registration fees until you have been notified by letter of your child's placement.

**Withdrawal:** If you need to withdraw your child from the program for any reason, please give a 30-day written notice. This allows us ample time to fill the space being vacated by your child. You are responsible for paying tuition through the end of the 30-day notice. Pre-paid tuition will be refunded in a prorated amount, to the extent that the prepaid tuition covered a period of time beyond the 30-day notice. There is a 1 month tuition penalty for withdrawal after August 1st.



# TUITION

- One's TTH class tuition is \$195 per month.
- One's MWF class tuition is \$275 per month.
- Two's TTH class tuition is \$220 per month.
- Two's MWF class tuition is \$300 per month.
- Three's TTH class tuition is \$220 per month.
  - Extended day is an additional \$125 per month.
- Three's MWF class tuition is \$300 per month.
  - Extended day is an additional \$150 per month.
- Four's M-TH class tuition is \$350 per month.
  - Extended day is an additional \$175 per month.
- Four's M-F class tuition is \$380 per month.
  - Extended day is an additional \$200 per month.
- Afternoon Allstars M-TH class tuition is \$310 per month.

Starting in August, nine (9) tuition payments will be due the first of every month, August 1 – May 1, excluding February. Because registration fees are due in February for returning students, we have decided to extend our returning families a financial benefit so that you are not paying registration fees and monthly tuition together in one month. We begin fee payments in August, even though school does not start until September, so that we are able to purchase all materials/supplies necessary to offer your child the very best on his/her first day! Because you pay one month prior to the start of school, we are able to offer the financial benefit for the month of February mentioned above.

There are two ways you can pay tuition:

1. **Annual Tuition:** Families wishing to pay their child's tuition upfront for the year will receive a 5% discount if paid in full by check only no later than August 1, 2019. Please note that families with siblings will not also receive the additional sibling discount if opting for the annual payment discount. Checks should be mailed to Holy Cross Island School, PO Box 506, Sullivan's Island, SC 29482.
2. **Set-Up Recurring Monthly Payments:** Monthly tuition payments will only be accepted by establishing a recurring payment with your debit/credit card on the Holy Cross "ACS Churchlife" system. You must set this up ON or BEFORE August 1, so that it will process your first payment on August 1. Those paying monthly will incur a 3% processing fee. The system accepts Visa/MC, Discover & electronic check. Go to [WWW.HOLYCROSS.NET/CHURCHLIFE](http://WWW.HOLYCROSS.NET/CHURCHLIFE).



## DROP-OFF AND PICK-UP

Safety is our top priority at HIS School. We work extra hard to ensure that your child's arrival and departure is as safe as possible, but we need your help with this great effort. In accordance with **DSS Regulation No. 114-524.A (2)**, we must have procedures to account for the presence of each child as they enter or exit the premises, enter or exit a vehicle, or move to new locations in or around the school. In addition to the information below, throughout the day teachers will carry a roster with them for tracking purposes to verify that each child is accounted for as they leave and return.

### **Drop-off**

Drop-off runs every morning from 8:45-9:00am. Parents should park in the gravel lot, enter through the side door of the church, and personally escort their child into their classroom.

### **Pick up**

Pick-up runs from 11:45am-12:00pm for our 1s classroom. Pick-up for our 2s, 3s, and 4s runs from 12:00-12:45pm. Like for drop-off, please park in the gravel lot and enter through the side door of the church to pick your child up from their classroom.

If you are running late, please call or text the Director, Marlo Greene, at (205) 541-1243 or Assistant Director, Tiffiny Kitchin, (702) 756-5679. Your child can become very anxious if he/she is the last one picked up. There will be a \$20 late charge for habitual offenders.

Please let your teacher know in writing of any changes to your child's regular mode of transportation. We will not allow your child to leave the school without proper notification and authorization as noted on the Child Pick-Up Authorization form.



# EMERGENCY PROCEDURES

## **Minor Incidents at School**

All teachers are CPR and First Aid trained and certified. There is a first aid kit for minor infliction in every classroom.

## **Allergies**

Parents must inform the school of any and all known food and medical allergies. Space is provided for this on the enrollment application. If a child has a food allergy, a special “allergy alert” will be posted in the classroom, and will include the child’s name and photo, a description of the allergy, and any special treatment instructions.

**When special occasion treats or crafts are planned, teachers will communicate with parents of children with allergies so they can plan accordingly.**

## **Illness**

In an effort to keep our classrooms as healthy as possible, we present these guidelines for you to follow. For further details or instruction, please see the Childcare and School exclusion Lists on the SC DHEC website at: [www.scdhec.gov/health/disease/exclusion.htm](http://www.scdhec.gov/health/disease/exclusion.htm).

If your child appears tired or possibly ill, please err on the side of caution and keep him/her home. Please do not bring your child to school or we will contact you to pick your child up from school, if your child develops:

1. Illness that prevents the child from participating comfortably in program activities.
2. Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
3. The child with symptoms or other manifestations of possible severe illness which may include but are not limited to:
  - a. Fever over 101F (oral or tympanic) or 100F (auxiliary) or 102F (rectal)
  - b. Unusual lethargy, tiredness or lack of energy
  - c. Irritability
  - d. Persistent crying
  - e. Difficulty breathing
4. Mouth sores with drooling, unless the child’s health care provider states that the child is noninfectious.
5. Streptococcal pharyngitis (strep throat), until afebrile and at least 24 hours after treatment has been initiated.



6. Vomiting within the previous 24 hours, unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
7. Diarrhea or watery stools of abnormal color and frequency within the previous 24 hours, until symptoms are resolved or medical evaluation indicates that inclusion is acceptable.
8. Stools that contain blood or mucus. Infections with E. Coli, Shigella, Salmonella, and Giardia must be treated until symptoms are resolved.
9. Scabies or head lice. Lice are commonly disseminated in school age children, regardless of cleanliness. If your child acquires lice or scabies, please do not return your child to school until treatment has occurred and the child is free of lice/nits. The following procedures have been put in place in order to eliminate head lice from the school. This is for the benefit of the entire student/teacher/parent community.
  - a. If a child is infested with head lice and it is detected at school, the parent will be notified immediately. We ask that this child be picked up as soon as possible.
  - b. If a child is infested with head lice and it is detected at home, parents are responsible for notifying the school immediately if head lice or nits are found on any family member in their household. They will be obligated to follow any necessary procedures to eliminate infections in the home.
  - c. The child should be treated with Nix or a similar product.
  - d. Those children with an infestation will be checked daily until it is controlled. All other children in the classroom should be checked weekly.
10. Ringworm, until appropriate oral or topical treatment is initiated.
11. Pinkeye or conjunctivitis.
12. Impetigo, until 24 hours after treatment has been initiated.
13. Rash with fever or behavioral change, until a physician has determined the illness is not a communicable disease.

**Please have a back-up plan for illness so that your child can be picked up as soon as possible if he/she becomes ill and needs to go home. Your child must be symptom-free for at least 24 hours before returning to school (and fever-free for 24 hours, without the use of fever-reducing medications).** Please dispense any medication your child needs at home. HIS School will not administer medication. If your child needs to stay at home due to illness, we ask that you please text or call the school's Director, Marlo Greene, at (205) 541-1243, at your earliest convenience.



## **Immunization**

Parents must provide an up-to-date copy of their child's immunization records on or before the first day of school. This is a DHEC requirement that must be on file for your child to attend school.

## **Active Shooter Policy**

The following is a summary of the current Active Shooter Plan maintained and followed by the preschool:

The entrance doors are **locked at 9:05am and again at 12:35pm.** Classroom lights are left on at all times during school hours unless napping or other "special" activities warrant turning the lights off. **Each classroom has a door lock that stays locked at all times.** School and Church staff have keys on hand to access doors as needed. According to the Dept of Homeland Security, no locked door has been breached during a school or church shooting incident to date. Each classroom has a "blind corner" designated in the classroom which is not visible through the glass on the classroom door.

In the event of an unauthorized entry, teachers are notified using a predetermined code:

- all classroom doors are closed (therefore locked)
- children are gathered in the "blind corner" of the classroom
- children are kept quiet
- the "all clear" acknowledgement comes when a staff member verbalizes "all clear," uses a code word, and proceeds to unlock the classroom door from the outside
- should the fire alarm sound while "in hiding" teachers will stay in place with the children until a staff member unlocks the door and gives instruction

## **Medical Emergencies**

All teachers are CPR and First Aid trained and certified. Teachers are trained to recognize signs and symptoms of conditions or illness that requires immediate emergency medical treatment (including: loss of consciousness, semi-consciousness, breathing difficulties, severe bleeding, unequal pupils, seizure, neck or back injury, continuous clear drainage from nose/ears after a blow to the head, severe headache, stiff neck or pain when head is moved, hives that appear quickly, very sick child who seems to get worse quickly, repeated forceful vomiting, vomiting blood, severe abdominal pain that causes a child to double over, abdominal pain after a blow to the abdomen, possible broken bones, and/or shock). In the event of such symptoms or conditions we will:



1. Call 911 immediately so that the child may be transported to the local hospital of your choice as stated on your child's Emergency Information Form by a preschool/ church staff member or by ambulance.
2. Parents will then be notified immediately after calling 911.
3. Trained staff will provide first aid until emergency personnel arrive.
4. The child's Emergency Information card will be transported with the child.

### **Fire Safety Plan:**

The following is a summary of the current Fire Safety Plan maintained, practiced (using monthly Fire Drills) and followed by the preschool.

1. As soon as a fire is discovered, pull Fire Alarm or call "**CODE RED**" if alarm does not work.
2. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area away from the building. Escape routes can be found by each classroom door. The Director will check all bathrooms and any other rooms or areas. At evacuation, a count of each classroom is recorded and given to the Director.
3. Report Fire to 911 once outside using cell phone. Tell 911, "There is a fire at Holy Cross Island School, 299 Seven Farms Drive, Daniel Island, SC 29492." If cell phone does not work, the Director or Lead Teacher will call from the church office phone or neighbor's phone to report fire to 911. Do not re-enter the building until permission is given by the fire officials. Notify parents to pick up children as soon as safety permits.

### **Inclement Weather Policy:**

In the event of inclement weather, HIS school will follow any delays posted for Berkeley County School District. **If Berkeley County has a delay of 2 hours or more, HIS school will be closed.** In the event of extreme weather conditions while at school (tornado, hurricane, etc) children and staff will move to the inner hallways of the building, assuming crouched positions with hands over their heads. Should management decide that it is in the best interest of safety to remove the children from the building, we will follow the Fire Safety Plan evacuation procedures. These procedures will be practiced in advance in a method that is designed to inform the children without fear.





## COMMUNICATION

Communication is of the utmost importance as we work together in the best interest of your child. Classroom communication (including curriculum and special events) will be managed through your child's teacher. In addition, she will make a point to share with you anything that occurs in the classroom that might be having an effect on your child. This could include things such as a substitute teacher being present, a new student, a change in the daily schedule, or the way a child gets along with others. **If at any time you feel something may be going on at school that is impacting your child in any way, please do not hesitate to discuss it with your child's teacher and/or the director.**

In a similar fashion, we ask that you share with your child's teacher any happenings at home that might alter your child's behavior. Such happenings might include illness or hospitalization of a family member, moving plans, birth of a new sibling, death in the family, death of a pet, parent separation, visitors staying with the family, or any other event that may cause stress, tension or changes in the family dynamic. We at HIS school can be of comfort to a troubled child if we know what we are dealing with.

**If you would like to have a discussion with your child's teacher about his/her classroom performance, please select a time other than the drop-off or pick-up time. It is critical during this time that teacher's focus on getting your children home safely. All teachers are available by email and/or phone after school hours. And, at any time, we are happy to set up a meeting to discuss your child's preschool progress in person.**

Finally, communication with our Heavenly Father is a priority here at HIS school. Our staff meets daily, each morning, to lift our day and your children in prayer!!



# MISCELLANEOUS

## **School Dress Code:**

Please dress your children in comfortable play clothes and shoes, suitable for running and active play. All children must wear **closed-toe** shoes to school. We recommend you dress them in washable play clothes, as they will be using paint, glue, markers and other “messy” toys regularly. Because occasional accidents are inevitable, even with our 4-year-olds, and children are more comfortable when they can change into their own clothing, we ask that you please bring a spare set of clothing. Each classroom chooses to manage this differently – some will keep a spare set on hand and some ask you to pack it daily. Please confirm with your teacher the way she would like to handle spare clothing.

## **Field Trips:**

Classes will periodically go on field trips throughout the year. Parents are notified of each trip in advance by newsletter, email and/or teacher permission slips giving details concerning the outing. Parent helpers and drivers are needed for successful field trips and are solicited in the field trip permission slip. Your child will not be able to participate in a field trip without a signed permission slip from a parent. Children in our 1s and 2s classes are invited to participate in these trips, however a parent/guardian chaperone is required for participation. Children in our 3s & 4s classes are under supervision of the HIS School staff and volunteer parents/guardians who opt to accompany the groups. As safety is our top priority at HIS school we will continue our classroom tracking procedures on field trips to account for the presence of each child during the loading and unloading process at each field trip location/destination, in accordance with **DSS Regulation No. 114-524.A (2)**. All children are required to use appropriate car and booster seats as required by SC law (SC Child Passenger Restraint Law at [buckleupsc.com/cps/laws.htm](http://buckleupsc.com/cps/laws.htm)).

## **Birthdays:**

Parents are welcome to bring special treats to their child’s class to celebrate a birthday. Please arrange such events in advance with your teacher to ensure that the treats are appropriate for the entire class. Also, please do not distribute birthday party invitations at school, unless the entire class is invited to the party. Student addresses are available in the school directory for invitations to be mailed.

## **Approved Sweet Treats:**

Fruit          Yogurt          Mini Cupcakes          Mini Muffins          Popsicles  
Graham Crackers          Grapes (cut length-wise)          Rice Krispy Treats  
Cookies (w/o icing, 1 per child)          Individual ½ cup servings of ice cream



## **Birthday Chapel:**

Birthday Chapel is a fun way to allow the school and your family to celebrate your child's birth together in a worship environment. The kids love their Birthday Chapel! Birthday Chapels will be announced for the month of your child's birthday. Typically, this falls near the end of the month. You will receive an email notification of your child's Birthday Chapel. Please come and bring the family. We will sing, pray and give a small gift to celebrate your child. Summer birthdays will be celebrated either at the beginning of the school year (September Birthday Chapel) or at the end of the school year (May Birthday Chapel).

August & September: Sept 17 & 18

November: Nov 12 & 13

January: Jan 14 & 15

March: March 17 & 18

May, June, July: May 12 & 13

October: Oct 16 & 17

December: Dec 10 & 11

February: Feb 11 & 12

April: April 28 & 29

## **Potty Training:**

All children in our 3's and 4's classes are expected to be **fully potty trained** before attending school. Our classrooms are not equipped with facilities needed for hygienic cleaning after soiling. We ask each family to provide an extra clothing supply (including socks) per child in the event of an accident. If a child has more than the occasional accident, we will ask you to keep your child at home for a period of 1-2 weeks to allow you to work on potty training.

All children in our 1's and 2's program will receive a class-specific **potty-training policy** at the Parent Orientation time with their child's classroom teacher. This policy has been created in collaboration with other similar programs in our community and is the most effective for you, your child, his/her classroom peers, and our teachers.

## **Snack/Lunch:**

Each class will have a morning snack time. Teachers will manage the distribution of snacks sent from home, either through a parent rotation provided for all children in the class or each child providing his/her own daily snack – please confirm with your teacher her policy. Water is provided in all classrooms during snack time and lunch. Some teachers will request that you send a sippie cup of water with your child's name labeled–please confirm with your teacher her preference. Children in the 2's, 3's & 4's participate in lunchtime. Lunch is provided from home daily and should contain healthy options that your child is familiar with and will eat. Please be sure to exclude any items that pose a threat to children in the class with allergies. Thank you!



**Pizza Days:**

As a fundraiser for the preschool, we will offer “pizza days” twice a month to our 2,3 & 4 year old classes. Participation is optional. Each child wishing to participate must bring in \$5 cash on or before pizza day. For those families not participating, please pack a lunch from home as usual. We hope this will come as a nice “break” from packing lunch, be fun for the kids, and help the school raise funds for improvements. We thank you in advance for your support!! The following are the designated Pizza Days for the 2019-19 school year.

**Tues/Thurs AND Mon-Thurs 4s,  
& Afternoon Allstars**

September 12 & 26  
October 3 & 17 & 31  
November 14  
December 5  
January 9 & 23  
February 6 & 20  
March 5 & 19  
April 2 & 23  
May 7

**M/W/F AND Mon-Fri 4s**

September 13 & 27  
October 4 & 18  
November 1 & 15  
December 6  
January 12 & 24  
February 7 & 21  
March 6 & 20  
April 3 & 25  
May 8



## **Special Celebrations, Charities & Fundraisers**

Throughout the year we extend extra efforts to celebrate holidays and provide support to our community. In addition, we offer hassle-free fundraisers so that the school can maintain our equipment/supplies and upgrade where possible. Below is a list of these activities. Dates are provided (where possible) for your calendar. We hope that you will join us when you can! Generally speaking, the TTH, and the Afternoon Allstars classes are together. The M-Th 4s classes are together and the MWF and M-F 4's classes are together.

**When providing a sweet treat for the class during these celebrations, please refer to our Approved Sweet Treats list found on page 18 of this Parent Handbook.**

DI Fire Department Visit & "Stock the Firehouse" Food Drive – October 7, 8 & 9

Pumpkin Patch – October 21 & 22

Halloween Costume Parade & Party: October 30 & 31

Operation Christmas Child – November 21 & 22

Thanksgiving Harvest Luncheon: November 21 & 22 at 11:00am

Christmas Program & Parties – December 18 & 19 at 11:00am

Valentine's Day Party – February 12 & 13

Donuts with Dudes – February 27 & 28 at 9:00am

School Picture Day – March TBD

St. Patrick's Day Celebrations – March 16 & 17

Easter Egg Hunts & Parties – April 8 & 9 at 11:00am

Tea with Me – April 30 & May 1 at 9:00am

Original Works Orders Due – TBD

Graduation/End of the Year Parties – May 20 & 21 at 11:00am





# HOLY CROSS ISLAND SCHOOL

## DANIEL ISLAND • SULLIVAN'S ISLAND



Dear Parents,

The Holy Cross Island School 2019-19 Parent Handbook is designed for you. It is our best attempt to communicate our vision, offerings, policies and procedures with you. Please read it carefully so that we know you are fully aware of its content. Should you have any questions, contact the Director Marlo Greene at [MARLO@HOLYCROSS.NET](mailto:MARLO@HOLYCROSS.NET).

**I hereby affirm that I have read the Holy Cross Island School 2019-19 Parent Handbook in its entirety and will comply with the school's policies and procedures as they are stated in this Handbook.**

**I acknowledge the following documents are required to be in my child's folder prior to his or her first day of school.**

- DHEC Immunizations
- Potty Training Policy
- Emergency Card
- Pick Up Authorization
- Discipline Policy
- 1's Outside Time Policy
- Field Trip Permission Policy

Child's Name

Class

Parent's Signature

Date





Church of the Holy Cross  
(843) 883-3586 • [WWW.HOLYCROSS.NET](http://WWW.HOLYCROSS.NET)