



**HOLY CROSS ISLAND SCHOOL  
PARENT HANDBOOK  
SULLIVAN'S ISLAND, SC  
2022-2023**

The Church of the Holy Cross- PO Box 506 - Sullivan's Island, SC 29482 - 843-883-3586



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Dear Parents,

September 1, 2022

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,



Karen Miller  
Campus Director,  
Sullivan's Island



Laurin Ward  
Assistant Director,  
Sullivan's 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, 2021. Class is from 9-11:45am. Drop off begins at 8:45am. Pick up runs from 11:45am – noon.

Two’s Class – offered on Monday/Wednesday/Friday, Tuesday/Thursday, and Monday-Thursday for children who are two by September 1, 2021. 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, Tuesday/Thursday, or Monday-Friday for children who are three by September 1, 2021. 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, 2021. 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.



# 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, music, snack, and outside time. A major goal is for our children to feel loved and secure which helps with the process of separating from parents and learning how to play with other little friends. This class is offered from 9:00am to 11:45am with 2 and 3 day options. Our Tues/Thurs, 2 day option, is for our younger one's, ages 12-17 months. The ratio of teacher to child in this class is 1:4. Our Mon/Wed/Fri, 3 day option, is for our older one's, age 18-23 months. The ratio of teacher to child in this class is 1:4. Children in the Tues/Thurs class will participate in Chapel on Thursdays. Children in our Mon/Wed/Fri class will participate in Chapel on Wednesdays.

## TWO'S CLASS

In the two's we offer free play, story time, music and dance, art and creative expression, snack and outside play. The children are introduced to the Bible, ABC's, 123's, spatial awareness, the five senses and Spanish. In the twos the children are loved through the process of obedience and potty training. Children in the Tues/Thurs and Mon-Thurs class will participate in Chapel on Thursdays. Children in the Mon/Wed/Fri class will participate in Chapel on Wednesdays. This class is offered from 9:00am to 12:30pm. Children end their day with lunch prepared and sent from home. The ratio of teacher to child in the MWF, TH, & M-Th 2s class is 1:6.

## THREE'S CLASS

The three's class begins with free play followed by circle time with weekly & daily lesson introduction, calendar, 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. Special areas include Spanish and Chapel. The T/TH 3s attend chapel on Thursdays. The MWF & M-F 3s attend chapel on Wednesdays. 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. The ratio of teacher to child in this class is 1:6.



## FOUR'S CLASS

The four's 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 *Explode the Code* 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 four's also enjoy snack, story time and lunch. Special areas include Spanish and Chapel. M-F 4B and the M-F 4C will attend Chapel on Thursdays, while M-F 4A will attend Chapel on Wednesdays. 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 Friday 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.

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.

Extended Day will not be held on the following days:

- September 28
- October 7, 20
- November 7
- December 16
- February 3, 17
- March 10
- May 12, 22, 23



## 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.

**Classroom / Extended Day Placement Changes:** There will be a \$25 fee assessed after August 1 for any changes in your child's placement to cover administrative costs.





# TUITION

- One's TTH class tuition is \$267 per month.
- One's MWF class tuition is \$353 per month.
- Two's TTH class tuition is \$290 per month.
- Two's MWF class tuition is \$388 per month.
- Two's M-TH class tuition is \$452 per month.
- Three's TTH class tuition is \$290 per month.
  - Extended day is an additional \$145 per month.
- Three's MWF class tuition is \$388 per month.
  - Extended day is an additional \$215 per month.
- Three's M-F class tuition is \$505 per month.
  - Extended day is an additional \$260 per month.
- Four's M-TH class tuition is \$452 per month.
  - Extended day is an additional \$245 per month.
- Four's M-F class tuition is \$505 per month.
  - Extended day is an additional \$260 per month.

Starting August 1st, nine (9) tuition payments will be due the first of every month, August 1 – April 1. 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!

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 or ACH number online only no later than August 1, 2022. Please note that families with siblings will not 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 scheduled payment with your debit/credit card on the Holy Cross online 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 if using a credit card. The system accepts Visa/MC, Discover & electronic check.



## 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 for 3s & 4s:**

The staff will manage a car line in the morning from 8:45 to 9:00am everyday for children in the 3s & 4s classes. Car line will enter on the Jasper side of the church on the southernmost entrance. Parents are highly encouraged to use the car line for drop off as it makes for a smooth transition from parent to school.

### **Pick up for 3s & 4s:**

The staff will manage a car line at the end of school from 12:15-12:30pm everyday for the 3s & 4s classes, and again for our extended day children from 1:45pm to 2pm. If participating in car line, please remember to display your child's car line name on the passenger's side windshield so that we can have your little one ready for you as quickly as possible. **Holy Cross Island School is not responsible for ensuring your child is properly secured in their car seat/seat belt.**

### **Drop Off for our 2s:**

Park in the gravel lot on Middle Street between 8:45 to 9:00am and bring your child up the ramp to the front door of the school. One of our 2s teachers will be there to greet you and take your child to their classroom. This helps cut down on our carline and helps to get all kids in their classes to start their day by 9:00.

### **Pick Up for our 2s:**

Park in the gravel lot on Middle Street between 12:15 to 12:30pm and walk to the top of the ramp where a teacher will bring your child out to you. Have your placard with you for safety reasons and please do not crowd around the door! If you have any questions about your child's day, ask your child's teacher to give you a call to discuss. We want dismissal to run smoothly, and we don't want to hold up the other families.



## DROP-OFF AND PICK-UP

### **Drop-Off for our 1s:**

Parents will park in the gravel parking lot on Middle Street between 8:45 to 9:00am and bring your child up the steps to the back door, closest to the playground. One of the teachers will be there to grab your child and take them into their class.

### **Pick-Up for our 1s:**

Park in the gravel lot on Middle Street between 11:45 to 12:00pm and come to the back door to pick up your child. The door will be closed as it is a safety hazard to leave it open. There is a bell at the back door that you can ring when you arrive, and a teacher will bring your child out to you. If you have any questions about your child's day, please ask the teacher to give you a call later in the day. We want dismissal to run smoothly, and we don't want to hold up the other families.

If you are running late, please call the school at (843) 883-3586, the Campus Director, Karen Miller, at 843-297-7899 or Assistant Director Laurin Ward, at 843-323-9380. 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 stated on the Child Pick-Up Authorization form.

**Please do not text, email, or talk on your phone or other device while dropping off or picking up your child. This rule is absolutely critical to the safety of our children!!**



# SECURITY

## **Preschool Entry/Access Card**

Holy Cross Island School entry is managed by an electronic security solution. Specifically, we seek to control access to the preschool by:

- Restricting access to designated preschool areas
- Programming scheduled door locks/unlocks according to our school arrival and departure times
- 24-hour monitoring

# EMERGENCY PROCEDURES

## **Minor Incidents at School**

All teachers are CPR and First Aid trained and certified. There is a first aid kit for minor incidences 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).



# EMERGENCY PROCEDURES

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 will 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.



# EMERGENCY PROCEDURES

**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, Karen Miller, at 843-297-7899 or Assitant Director, Laurin Ward at 843-323-9380, at your earliest convenience.

## **COVID Statement**

Holy Cross Island School will consult the CDC and DHEC web pages for guidance for case by case exclusions and quarantines. We will continue to monitor these websites throughout the year for any changes and updates that need to be made to our policy.

## **Potential Shut-down Scenario, refunds:**

Should we deem it necessary to shut down normal daily school operations, by order of the CDC or other public health agency, the Bishop, Governor or Rector, we will proceed as follows:

Online or virtual learning platform for our 3s & 4s & classes with supplemental learning packets.

Learning packets for our 1s & 2s classes.

Refunds will not be issued unless the above services are no longer provided. It is always a parent's option to withdraw their child from school, noting the 1-month penalty after August 1st and a potential loss of priority placement for the 2022-23 school year if their child's spot is replaced by a new student.

The school in conjunction with the Church of the Holy Cross will seek to refund and/or aid those who find themselves in financial hardship due to the school's closing.

## **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. If we do not have one on file by September 30 your child will not be able to attend school until we receive one. Please note that some pediatricians may take over a week to get this information to you. You can email a copy to LAURIN@HOLYCROSS.NET



# EMERGENCY PROCEDURES

## **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 all times**. 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, anyone should call out CODE BLUE! This does not need to come from administration. Then follow these steps:

- Run

- Leave all belongings behind.

- Go to the reunification site.

- Call 911.

- Hide

- Shut, lock, and barricade the door.

- Cover glass windows.

- Go to blind spot.

- Wait for the all clear from an officer.

- Fight

- Throw objects such as chairs, toys, staplers at the intruder.

## **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:





# EMERGENCY PROCEDURES

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, 2520 Middle Street, Sullivan's Island, SC 29482." 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 Charleston County School District. **If Charleston 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 effecting 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!!

All child and staff records are kept confidential and made available for review by DSS only in the event of an investigation.



# 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



## MISCELLANEOUS

### **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. 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).

### **Potty Training:**

All children in our 3s and 4s classes are expected to be **fully potty trained** before attending school. Our classrooms are not equipped with facilities needed for hygienic cleaning after soiling. Pull-ups are not permitted in any classrooms. 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 1s and 2s program will receive a class-specific **potty-training policy** in their folder at parent orientation. 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 snacks through a parent rotation or will have you send in a snack daily for your child. 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 & 5K 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!



# MISCELLANEOUS

## **Pizza Days:**

As a fundraiser for the preschool, we will offer “pizza days” twice a month to our 2s, 3s, & 4s, classes. Participation is optional. We are excited to offer a new way to pay for your pizza! You can choose to pay by semester or by year using our online system. Semester pizza dues are \$25 for first semester and \$40 for second semester. Yearly pizza dues are \$65. To pay online, go to [HOLYCROSSISLANDSCHOOL.COM](http://HOLYCROSSISLANDSCHOOL.COM) and select "How to pay fees and tuition." If paying for a single pizza day, please send in \$5 in cash or check. 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 dates for the designated Pizza Days are in the event/celebration calendar for the 2022-23 school year.

## **Thursdays**

Sept 15, 29

Oct 13, 27

Nov 10 (Spirit Pizza)

Dec 1

Jan 5, 19

Feb 9, 23

Mar 2, 16 (Spirit Pizza)

Apr 20

May 4, 18

## **Fridays**

Sept 16, 20

Oct 14, 28

Nov 11 (Spirit Pizza)

Dec 2

Jan 6, 20

Feb 10, 24

Mar 3, 17 (Spirit Pizza)

Apr 21

May 5, 19



# 2022-23 HIS SULLIVAN'S ISLAND SCHOOL CALENDAR

Thurs, Sept. 1	Parent Orientation, 3 pm MWF 1s, 2s, 3s, M-F 3s & M-F 4A Parent Orientation 5 pm T/TH 1s, 2s, 3s, M-TH 2s, M-F 4B, & M-F 4C
Fri, Sept. 2	Meet the Teacher, 9-10:30 am MWF 1s, 2s, 3s, M-F 3s, & M-F 4A (Drop In) Meet the Teacher, 11am-12:30pm T/TH 1s, 2s, 3s, M-TH 2s, M-F 4B, & 4C (Drop In)
Tues, Sept. 6	First Day of School AM Car Line 8:45-9:00am; PM Car Line 12:15-12:30pm; Extended Day Car Line 1:45-2pm
Fri, Sept. 23	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Thu, Oct. 7	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Thu, Oct. 20	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Fri, Oct. 21	CCSD Teacher Workday: NO SCHOOL
Mon, Nov. 7	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Tues, Nov. 8	Election Day; NO SCHOOL
Nov. 21-25	Fall Break, NO SCHOOL (21 & 22 weather make-up days if needed)
Fri, Dec. 16	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Dec. 19 – Jan. 3	Winter Break - NO SCHOOL, Merry Christmas!
Tue, Jan. 4	School Resumes; Registration for 22-23 Begins!
Mon, Jan. 16	MLK Day, NO SCHOOL
Tues, Jan. 17	CCSD Teacher Workday: NO SCHOOL
Fri, Feb. 3	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Thu, Feb. 17	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Mon, Feb. 20	CCSD NO SCHOOL (President's Day)
Fri, Mar. 10	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Thu, Mar. 24	CCSD Teacher Workday: NO SCHOOL
Fri, Apr. 7	NO SCHOOL; Good Friday
Apr. 10-14	Spring Break: NO SCHOOL
Fri, May 12	CCSD 1/2 Day; All students dismissed at 11:45am (no lunch or extended day)
Mon, May 22	End of the year Parties & Last Day of school for MWF 1s, 2s, 3s, M-F 3s, M-F 4A
Tues, May 23	End of the year Parties & Last Day of school for TTH 1s, 2s, 3s, M-Th 2s, M-F 4B & 4C
Tue, May 24	All four classes graduate at 11:00 in the Great Hall (Last Day of school)



## EVENTS FOR MWF 1, 2, 3, M-F 3, & M-F 4A

Sept. 16 & 30	Pizza Days
Sept. 21	Birthday Chapel celebrating August and September
Oct 5	Operation Christmas Child Kick Off
Oct 12	Birthday Chapel for October
Oct. 14 & 28	Pizza Days
Oct 27	Halloween Costume parades 9:00 AM
Nov 11	Spirit Pizza Day (wear HIS School gear and get free pizza!)
Nov 16	Chapel Blessing of the Operation Christmas Child Boxes
Nov 18	Harvest Festival
Nov 30	Birthday Chapel for Nov. and Dec. Birthdays
Dec 2	Pizza Days
Dec 12	Pj and Movie Day
Dec 14	Christmas Programs and Parties 10:30 AM
Jan 6 & 20	Pizza Days
Jan 18	Birthday Chapel celebrating January
Jan 25	Donuts with Dudes at 9:00 AM
Feb 1	Fun Run Kick off for the Littlest Lamb Institute
Feb 8	Kids Teeth
Feb 10 & 24	Pizza Days
Feb 13	Valentine's Day Parties
Feb 15	Birthday Chapel celebrating March
Feb 24	Fun Run!
Feb 27 - Mar 3	Dr. Suess & Spirit Week
Mar 3	Pizza Day
Mar 15	Birthday Chapel
Mar 17	Spirit Pizza Day
Mar 27	Wear your Scribble T-shirt to school
Mar 31	Pizza Days
April 3	Easter Egg Hunts and Celebrations
Apr. 7	School Pictures
Apr 19	Birthday Chapel celebrating April
April 26	Muffins with Me at 9:00 AM
May 5 & 19	Pizza Days
May 10	Birthday Chapel celebrating May, June, July
May 22	End of the Year Celebrations and Last Day of School
May 24	Fours Graduation and celebration starting at 11:00 AM



# EVENTS FOR TTH 1, 2, 3, M-TH 2, M-F 4B & M-F 4C

Sept. 15 & 29	Pizza Days
Sept. 22	Birthday Chapel celebrating August and September
Oct 6	Operation Christmas Child Kick Off
Oct. 13 & 27	Pizza Days
Oct 12	Birthday Chapel for October
Oct 27	Halloween Costume parades 9:00 AM
Nov 10	Spirit Pizza Day (wear HIS School gear and get free pizza!)
Nov 15	Chapel Blessing of the Operation Christmas Child Boxes
Nov 17	Harvest Festival
Dec 1	Birthday Chapel for Nov. and Dec. Birthdays
Dec 1	Pizza Days
Dec 13	Pj and Movie Day
Dec 15	Christmas Programs and Parties 10:30 AM
Jan 5 & 19	Pizza Days
Jan 19	Birthday Chapel celebrating January
Jan 26	Donuts with Dudes at 9:00 AM
Feb 2	Fun Run Kick off for the Littlest Lamb Institute
Feb 9 & 23	Pizza Days
Feb 7	Kids Teeth
Feb 14	Valentine's Day Parties
Feb 16	Birthday Chapel
Feb 23	Fun Run!
Feb 27 - Mar 3	Dr. Suess & Spirit Week
Mar 2	Pizza Day
Mar 16	Spirit Pizza Day
Mar 16	Birthday Chapel
Mar 28	Wear your Scribble T-shirt to school
Mar 30	Pizza Days
April 4	Easter Egg Hunts and Celebrations
Apr. 6	School Pictures
Apr 20	Birthday Chapel
April 25	Muffins with Me at 9:00 AM
May 4 & 18	Pizza Days
May 11	Birthday Chapel celebrating May, June, July
May 23	End of the Year Celebrations and Last Day of School
May 24	Fours Graduation and celebration starting at 11:00 AM







# HOLY CROSS ISLAND SCHOOL

## DANIEL ISLAND • SULLIVAN'S ISLAND



Dear Parents,

The Holy Cross Island School 2022-23 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 Karen Miller at [KAREN@HOLYCROSS.NET](mailto:KAREN@HOLYCROSS.NET).

**I hearby affirm that I have read the Holy Cross Island School 2022-23 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:**

- Liability Release Form  
*\*should also be reviewed and signed by all caretakers*
- DHEC Immunizations
- Potty Training Policy (*ones and twos classes only*)
- Emergency Card x2
- Pick Up Authorization
- Discipline Policy
- Field Trip Permission Policy
- DSS General Record

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_



(843) 883-4653 • [HOLYCROSSISLANDSCHOOL.NET](http://HOLYCROSSISLANDSCHOOL.NET)  
(843) 883-3586 • [HOLYCROSS.NET](http://HOLYCROSS.NET)