

Holy Childhood Catholic School



2025-2026 Preschool Handbook for 3 & 4 Year Olds

Telephone: 618-566-2922

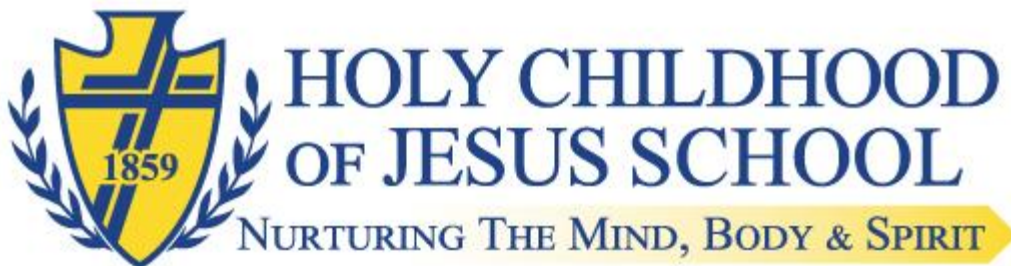
Website: www.holychildhoodschool.com

Jessica Graul, Pre-K Teacher jsgraul@holychildhoodschool.com

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Jody Cozzi, Preschool Teacher jody.cozzi@holychildhoodschool.com

Tiffany Simon, Extended Care Director tssimon@holychildhoodschool.com



Dear Parents,

It is our honor to welcome you and your family to Holy Childhood Preschool. It is very important that you understand the Holy Childhood Preschool program is devoted to providing the utmost education for your child. We ensure that your child's learning environment is full of opportunities for your child to grow spiritually, academically, and emotionally.

Please read this Preschool Handbook and become familiar with it. Should you have any questions or concerns, feel free to contact us. You can reach us at school at 618-566-2922 or e-mail us at our email addresses listed below.

Thank you for choosing Holy Childhood Preschool as the beginning of your child's education.

In His Service,

Miss Jessica Graul, Pre-K Teacher jsgraul@holychildhoodschool.com
Mrs. Ronda Beck, Pre-K Teacher rabeck@holychildhoodschool.com
Mrs. Jody Cozzi, Preschool Teacher jody.cozzi@holychildhoodschool.com
Mrs. Tiffany Simon, Extended Care Director tssimon@holychildhoodschool.com

A

Absences

If your child will be absent from school, please call the school office before 8:00 a.m. at 618-566-2922 and let them know.

Admission

The choices for preschool for 3-year-old children (must be 3 years of age by September 1st) are:

- Monday through Friday – 5 full days
- Tuesday and Thursday – 2 full days
- Tuesday and Thursday – 2 half days

The choices for preschool for 4-year-old children (must be 4 years of age by September 1st) are:

- Monday through Friday – 5 full days
- Monday, Wednesday, Friday – 3 full days
- Monday, Wednesday, Friday – 3 half days.

Holy Childhood of Jesus Catholic School, in following the policy of the Diocese of Belleville, admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate based on race, color, sex, national and ethnic origin in administration of their educational policies, admissions policies, scholarships and local programs and athletic and other school-administered programs. (DP #5111.1)

Holy Childhood of Jesus Catholic School has established a priority list for registration availability. The following list will be put into action if classes are at maximum capacity. If maximum levels are reached, a waiting list will be started.

First Priority– Those with children at HCS; students currently enrolled in HCS 3-year-old Preschool.

Second Priority– Those who are parishioners of Holy Childhood Church and cooperating parishes.

Third Priority—Those who are practicing Catholics from another parish.

Fourth Priority –Those who are of other faiths.

In order to be added to the registration list, an application and/or enrollment must be completed online in FACTS (information and link located on our website home page, holychildhoodschool.com.)

All children must be completely toilet trained. This means that the child knows how to go to the bathroom without being reminded to do so and does not wear pull-ups. Accidents will be handled with a minimum of attention. **Please provide an extra set of clothes for emergencies.**

After Care

If you are interested in having your full day Preschool 3-Year-Old or full day Pre-K student attend After Care, please fill out "After Care" section when completing enrollment in FACTS or please see the office for the required paperwork.

Aides

Our preschool aides are Mrs. Bonni Wolters, Mrs. Kari Berthe, Mrs. Tiffany Simon and Miss Britlyn Kinzel.

Arrival

Students should not arrive before 7:30 a.m. and are not allowed in the classroom before 7:45 a.m. The school's lobby doors will open at 7:30 a.m. and students are to go to the cafeteria where they will be supervised by a teacher on duty. School officially begins at 7:50 a.m.

Please do not drop off your children at the curb. The teachers will be in the classroom greeting students and will not be available to guide your child to the classroom.

Attendance

Regular attendance is important and expected. Every child needs to form the habit of coming to school daily. A typical school day is filled with learning! Preschool children are not able to "make-up" the learning missed when they are absent from school. The children not only learn much from their experiences and discussions in class, but also begin to understand the concept of "responsibility". If your child is ill, please do not send him or her to school.

Please **DO NOT** send your child if he or she has any of the following symptoms:

Sore Throat	Vomiting within last 24 hours	Diarrhea
Rash	Respiratory Infection	Cold
Head Lice*	Fever within last 24 hours	Skin Sores
Swollen Glands	Earache	Mumps

* A permission to return slip from a doctor or the health department must be presented before the child can return to the classroom.

DO NOT bring your child to preschool if he/she has a communicable disease.

Chicken Pox

Strep Throat

Impetigo

Pink Eye

Measles

Scarlet Fever

Fifth's Disease

Pneumonia

If a child appears ill upon arrival at school, he/she will be sent home. If your child has a physical condition that may affect his/her learning or health, **please inform the teacher.**

If it is necessary for your child to be absent from school, please notify the school before class starts (618-566-2922). This is for your child's safety.

B

Backpacks

As part of our school supplies, please send your child to school with a backpack large enough to fit a folder.

Birthdays

Birthdays are a very special time for children! If you would like to send in treats for your child's birthday, please let us know a few days in advance so we can plan accordingly. Summer birthdays will be celebrated on or near their half birthday. Birthday invitations may ONLY be handed out at school if all children (or all of the same gender) in the classroom receive an invitation.

Book Orders

In Pre-K, book orders are sent home every month. Please make checks payable to: Scholastic Book Club.

C

Calendar, Holidays & Snow Days

The HCS yearlong calendar is posted on the school website. With a few exceptions, the preschool calendar will be the same as Holy Childhood of Jesus Catholic School.

Classrooms

All preschool classrooms are located downstairs.

Child Protection Training

Before a parent/grandparent etc. can volunteer in the classroom/school, he/she must complete an on-line Initial Child Protection Training course, along with other required paperwork required by the Diocese of Belleville. Every year thereafter requires an on-line refresher course.

Class Dojo

This is an app-based system we use as a primary means to communicate with parents.

Conferences

Parent teacher conferences will be held in the fall and in the spring.

Curriculum

The 3-Year-Old Preschool academic curriculum is "Experience Early Learning". They will be using "Catechist of the Good Shepherd" for their religion curriculum.

In Pre-K, the religion curriculum we use is "Stories of God's Love" by RCL Benziger. Our academic curriculum is based around the Letter of the Week and incorporates weekly or monthly themes.

D

Dinner Auction

Our annual dinner auction is always held the Saturday after Columbus Day in October. This is our biggest fundraiser for our school. For \$50 per ticket, you will get a catered dinner, drinks, snacks, and the chance to bid on MANY items from our silent and oral auction. Watch for information on attending, volunteering, or donating an item in our school newsletter in the fall.

Dismissal

Half Day T & Th 3-Year-Old Preschool students & half day MWF Pre-K students will be dismissed at 11:00 a.m. Full day 3 Year Olds and Full day Pre-K students will be dismissed at 2:30 p.m. on M, T, Th, F and 1:30 p.m. each Wednesday.

When picking up your HALF DAY STUDENT, please park on the street as the parking lot is blocked off for recess and PE. Teachers will walk students out to the parking lot at this time.

When picking up your FULL DAY 3 YEAR OLD PRESCHOOL STUDENT or FULL DAY PRE-K STUDENT, you may park on the parking lot, but please not in the front row. Doing

so blocks the children's view of the cars on the parking lot making it unsafe. Pick up for FULL DAY students is 2:30 p.m. We will walk students out to the parking lot at this time.

For the safety of your child and the children in the school, we ask that you observe our policy regarding pick-up of children. The teacher needs to have met and have the name of the child's guardian or baby-sitter who picks the child up. If that person should change for any reason, a phone call and note signed by the parent must be made to the teacher each day. She will not release a child to someone we do not know or have no authorization from a parent to release.

Bus transportation is ONLY available for Full Day Preschool 3-year-old students and Full Day Pre-K 4-year-old students.

E

E-mail

If you need to contact us during the school day, please e-mail us at:

jsgraul@holychildhoodschool.com

rabeck@holychildhoodschool.com

jody.cozzi@holychildhoodschool.com

tssimon@holychildhoodschool.com

Emergency Numbers / Contact Person

If you have any changes to your emergency phone numbers or contact persons, please notify the office and your child's teacher in writing.

F

Family Homework Projects

Throughout the year, we may assign a family homework project. This is a fun time for kids since they are "getting" homework! It also is great for taking some family time out of the hectic days to do something together.

Field Trips

Various field trip opportunities will be offered for PreK 4-year-old classes. A permission slip will be sent home and must be signed and returned to school in order for your student to attend.

Folders

Returning your child's folder each and every day is important. Not only does this get them in a daily routine, but it also allows papers and notes to go home easily.

G

Grievance Procedure

Should a problem or misunderstanding arise, the proper procedure to discuss the matter is as follows:

1. Contact the teacher requesting a conference.
2. If after discussing the matter with the teacher and no resolution seems possible, then the parents should contact the principal.
3. If there is still no agreement, the principal will make the final decision.

H

Health & Safety Policy

Holy Childhood Preschool aims to protect the health of each child as well as the health of the entire student body. Therefore, each child needs to have the following completed and returned by the first day of school:

- Registration and Information Forms (online)
- Medical Information forms, including an updated immunization record including a chicken pox vaccination, a completed physical form (signed by a physician), and a current TB test. The State of Illinois also requires a lead screening test.

Homework

No real homework will be given. However, there may be times when a Family Homework Project will be assigned. Please work at home with your child on practicing writing their first names and holding pencil and crayons correctly. Please practice cutting, coloring, and gluing as well. For Math, have your child count objects, identify shapes, and make patterns with 2 and 3 objects or colors. The most important thing to do with your child is read to them daily! While reading, you can discuss the story and illustrations, as well as look for letters and talk about those letter sounds.

HOPE

HOPE's (Holy Childhood Organization of Parents & Educators) goal is to promote the spiritual enrichment of its members and their families; to foster a closer union between the home and the school; to promote the physical welfare of the children in our school; and to support and give the necessary material aid for the maintenance and improvement of the school so that it may better carry out the purpose of educating our children. HOPE meets 4 times during the year on the first Thursday of the month at 6:30 p.m. in the cafeteria! Come join in the fun and see what is happening here at HCS!

I

Illness at School

If a child becomes ill during the school day, the procedure will be as follows:

The principal or secretary will call the parent/guardian at home or work. The student will remain in the office until picked up by the parent/guardian who will sign the sign-out sheet before leaving the office.

Insurance

Holy Childhood Preschool requires that all students have insurance coverage, and parents must sign a statement to this effect at the start of each school year (part of the online enrollment).

Internal Reporting Procedure for Abuse & Neglect

Please report any suspect of child abuse or neglect to the Principal or Pastor of Holy Childhood School/Parish. All guidelines mandated by DCFS and the State of Illinois will be followed.

L

Leader of the Day

In Mrs. Cozzi's 3-year-old classes & Mrs. Beck's Pre-K classes, we have implemented a Leader of the Day. This person is responsible for taking papers to the office, leading us in calendar and weather, being the line leader, and helping out in other ways as deemed necessary. In Miss Graul's Pre-K class, all students have a job each day and jobs change daily.

Learning Centers

Participating in learning centers is a central part of our curriculum. Our centers include: reading, math, writing, art, blocks, and dramatic play. Other centers such as Science experiments and STEM Activities will be added as needed.

Lunch

There is a hot lunch program at HCS that is offered ONLY for our FULL DAY Preschool 3 Year Olds and our FULL DAY Pre-K students. A nutritious lunch is served every day. Funds may be added to your student's lunch account through FACTS, our school's online student information system.

Every morning the full day students will either choose between "school lunch" or "lunch from home". Each child will then pick which main entrée they would like for the given day.

M

Medication

In keeping with state and federal laws, no school personnel, salaried or volunteer, is permitted to administer first aid or dispense medication to any student. Only immediate and necessary first aid measures will be administered, and parents will be notified of the action taken.

All medication to be taken by a student must be accompanied with the Medicine Consent Form giving explicit instructions and permission for the student to administer the medicine. Medicine must be in the original container and marked with the student's name. All medications will be kept in the school office and administered under a teacher's or other staff person's supervision.

Any student who is required to take oral medication during the school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken. (Form in office)
2. Written request and permission from the parent or guardian of the student that the school comply with the physician's orders. (Form in office)

3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

4. Every medication given must be recorded in the office in a medication log which includes date, time, dosage, and signature of person giving medication.

5. Only the principal or designated person shall be allowed to supervise a student taking prescription medicine. At no time shall the principal or designated person administer medicine to a student.

Mission Statement

Holy Childhood of Jesus Catholic School welcomes all students (Preschool – 8th grade) seeking growth in Christian faith.

We serve students from Mascoutah, Scott Air Force Base, and surrounding communities. Through our teachers, staff, and parents, we provide academic excellence while striving to serve all students' needs and challenging them to become responsible citizens in society. We provide an opportunity to grow in faith through a total educational experience which emphasizes academic excellence, personal responsibility, and service within a Catholic faith community.

N

Newsletter

In 3-Year-Old Preschool and in Pre-K, we will send home a weekly newsletter highlighting what we will be learning in all academic areas as well as listing upcoming events. Information from this is also posted on our webpage. Our school principal, Mr. Keefe, also sends out a weekly newsletter by email to all parents.

P

Parties

We will have 4 classroom parties/fun center days: Halloween, Christmas, Valentine's Day and Easter/Alleluia Parties. Sign up for the parties is held at Open House in August or within the first few weeks of school. The room parent will then notify the parents what they signed up to bring.

Philosophy

We hope to provide a loving, caring environment where your child may grow and become more aware of him/herself and the world. Through the many activities offered, we will try to create a positive self-image as well as expand the child's horizons mentally, physically, and emotionally. We believe children learn through exploring their environment, as well as interacting socially in a group setting. A positive self-image is enhanced as a child creatively expresses him/herself through drama, music, art and play.

Throughout our program we will also discover God's love for each of us, and as a Christian family, grow from that love. Bible stories, songs, and prayers will be shared. Through many experiences in our program, we can build from a foundation that learning is fun!

As educators in Holy Childhood Preschool, the faculty will attempt to fulfill the expectations of family caretakers and meet the needs of their children in the following way:

- By developing a firm foundation of spiritual values and character.
- By mastering the basic elementary subjects.
- By appreciating, understanding and practicing American ideals of democracy and citizenship.
- By developing global awareness and understanding.
- By encouraging a responsibility and stewardship toward God's creation, as is made known in all life and environment.

Principal

Our HCS School Principal is Mr. Tim Keefe. To contact him at school call 618-566-2922 or e-mail him at tkeefe@holychildhoodschool.com

Priority List

HCS Preschool has established a priority list for registration availability. The following list will be put into action if the class is at maximum capacity. If maximum levels are reached, a waiting list will be started.

First Priority: those with children at HCS, students already enrolled in our 3-year-old program, and those who are parishioners of HC Parish and partner parishes

Second Priority: those who are practicing Catholics from another parish

Third Priority: those who are of other faiths.

*As applications are completed online, they will be noted by the date they were submitted. This will aid us as we sort registrations into priorities.

Purpose

Holy Childhood Preschool has been created to provide exciting, stimulating, learning experiences for three- and four-year-old children. The developmentally designed program seeks to encourage each learner to develop emotionally, socially, physically, spiritually, and academically within a Catholic School atmosphere.

Q

Questions

Please feel free to stop in, send in a note, call, message us via class Dojo, or e-mail us if you have any questions or concerns.

Quick Goodbye's

Quick goodbye's lead to dry eyes.

R

Recess

All students will have a morning recess either on the playground or gym; those who attend full day Pre-K, will also have a recess in the afternoon.

Registration

Registration available in the spring online in FACTS.

Removal of Child from Program

Holy Childhood Preschool reserves the right to remove a child from our program due to continuous behavior problems, especially if the staff or the other children are at risk. If a child is having behavior problems, the school will encourage the parents and staff to work together. If there is a lack of cooperation from the parent or the plan or action is not making a difference in the child's behavior, the parent will be advised to seek outside professional help. Holy Childhood reserves the right to remove a child from our school.

Rest Time

For FULL DAY Preschool 3 Year Olds and FULL DAY Pre-K students, a rest time of about 1 hour and 30 minutes is given. A nap mat is required for all full-time students. If he/she would also like to bring in a small blanket to cover up with or a small "friend" to snuggle with, that is fine; however, we do not have the space in our classroom to store these items. So if your child wishes to bring these, they must stay in his/her backpack. For those students not napping, they are allowed to look at books while quietly lying on their mat.

Room Parent

This parent is responsible for contacting parents who have signed up for bringing in items for the parties.

Rules

Our classroom rules include: helping hands, looking eyes, listening ears, quiet voices, walking feet, and loving hearts.

S

School Closings

During times of inclement weather, we will follow the Mascoutah District #19 schedule. The procedure is:

1. Television broadcasts of school operating on a snow schedule or of school closings will be made as soon as we can contact the TV station. Channels providing notification are:

T.V. Channels 2 and 5

2. Families will receive an e-mail, phone call or text message to announce a school closing.

3. If no broadcast of closing or operating on a snow schedule for School District #19 is made, schools will be in session. Decision for closing of school will be made daily.

A. Schools will be closed only in cases of extreme circumstances.

B. Buses will operate where they are able to do so.

C. Parents must accept the responsibility for children who have left home and walked to school or gone to the point where they normally board the bus.

D. Parents must accept some responsibility during the day if it becomes necessary to dismiss early. Announcements will be made on the above television stations.

4. Individuals should not call the television station for information concerning school closings.

If Mascoutah District #19 is closed due to weather, then Holy Childhood of Jesus Catholic School generally will be closed.

School Pictures

Individual and class pictures are taken in the fall and individual pictures will again be taken in the spring. Spring pictures are optional.

School Supplies

Please bring your child's school supplies to Open House at the beginning of the year.

Secretary

Our school secretary is Mrs. Mary Elmore. Please contact her in the office if your child will be absent or if you have any questions in general regarding HCS. Please call 618-566-2922 or e-mail her at mary.elmore@holychildhoodschool.com

Snack

All students will receive a morning snack (animal crackers, goldfish, vanilla wafers, graham crackers, Teddy Grahams, etc.). Full time Preschool 3 Year Olds and full time Pre-K students will also receive another snack in the afternoon.

Special Person's Day

Our last day before Thanksgiving Break is Special Person's Day. Students may bring in a special person (parent, godparent, grandparents, special neighbor, etc.) to join in Mass, take a tour of the school, and to visit our annual Book Fair.

T

Teacher

Our 3-Year-Old Preschool Teacher is Mrs. Jody Cozzi.
Our two Pre-K teachers are Miss Jessica Graul and Mrs. Ronda Beck.

Tennis Shoes

Please send your child to school in tennis shoes. Anything other poses a problem with playing in the gym, getting rocks from the playground and them falling off while playing. It is also much safer for them. Tennis shoes with Velcro make it easier for students to put on/take off themselves if necessary.

Toys

Please do not send your child's toys with them to school. Not only do they cause problems with fighting over them, but the risk of them getting misplaced is very high.

U

Uniforms

All 3 year old & Pre-K students will wear school uniforms.

Girls:

Girls can either wear a jumper (must be navy/green plaid or solid navy blue), or solid navy blue or black pants (can have elastic waist band) or navy blue shorts or skorts (can have elastic waist band)

- *Shorts must be worn underneath jumpers. In winter months, leggings may be worn under uniforms in the classroom.*

Boys:

Boys will wear navy blue or black pants or may wear navy blue shorts (can have elastic waist band)

Shirts (Girls & Boys):

All students must wear collared long or short-sleeved shirts, knit shirts or turtlenecks.

Shirt colors: White, light blue, navy blue

Turtlenecks: White

- *Shirts may have HCS embroidered on them.*
- *Only plain white undershirts/t-shirts can be worn under uniform shirts.*

Sweaters (Girls & Boys)

Students may wear navy blue, red or white sweaters. Pullover, cardigan or a sweater vest may be worn in crew or V-neck styles.

- *A collared white shirt or turtleneck must be worn under the sweaters.*
- *HCS initials may be embroidered on the sweater.*

Sweatshirts (Girls & Boys):

Students in all grades will be allowed to wear approved type sweatshirts.

Sweatshirts approved to be worn include:

HCS sweatshirts
Fleece pullover sweatshirts with the HCS logo
HCS spirit wear sweatshirts
HCS warm-up jackets
Religious sweatshirts
Solid colored white, navy blue or red sweatshirts without logos

- *Zippered sweat jackets or fleece jackets are not allowed in the classroom.*
- *A uniform shirt with collar must be worn with all sweatshirts.*
- *Hoodie sweatshirts are not allowed in the classroom.*

Socks & Shoes (Girls & Boys):

Students must wear solid white, navy blue or black socks. Girl's tights in white or navy blue are permitted.

All students must wear tennis shoes in school.

Uniform Closet

HOPE sponsors a uniform closet located in the cafeteria for ALL families. Uniform items may be taken and/or outgrown items may be donated. The uniform closet is also FREE!



Variety Show

Each spring the 8th grade class hosts a variety show with a given theme. Each class is then required to come up with a dance to perform that evening. The Preschool 3-Year-Old Class and Pre-K Classes will be participating in this. Arrive at least 30 minutes prior to get a good seat.

Visitors

During school hours, visitors to HCS are admitted to the school through the new main entrance only. All entrances are locked. To be admitted, press the button on the intercom/microphone box at the new main entrance and someone in the office will release the door lock. Proceed directly to the school office upon entering the building. Visitors are asked to sign in and to wear a visitor's badge.

Volunteers

Volunteers are always welcome and needed; however, all volunteers MUST

complete an online Initial Child Protection Training course or refresher course and have all required Diocesan paperwork completed. Throughout the school year volunteers are needed in the cafeteria, library, and for playground duty.

Please note that any parent/adult who volunteers must complete these prerequisites:

1. Complete an *Initial Child Protection Training* course online through the Diocese of Belleville website.
2. Complete the *Child Protection Training Refresher Course* online each year that you plan to volunteer.
3. Complete the *Illinois Department of Children & Family Services Authorization for Background Check (CANTS)* online.
4. Complete the *Application for Volunteer Service*.
5. An online *criminal background check* is required for all volunteers.

Also, updates to the initial requirements are required. The intervals for updates are:

1. Refresher course – each year.
2. CANTS – every other year.
3. Online criminal background check – every 4 years.

You may call the school office for additional information.

W

Water Bottles

Please send in a sweat-proof water bottle with your child every day. Please make sure it is full of water every morning and their name is on it as well.

Webpage

You can find the Holy Childhood School website by visiting: www.holychildhoodschool.com. To view your child's classroom website, click on "Current Students", then on "Teacher Pages", to find the desired class webpage. Weekly information and upcoming events are posted here.

X

X-citing X-perience

Preschool is an X-citing X-perience for your child. He or she will come home tired!

X-tra Set of Clothes

On the school supply list, we ask that you please send in an extra set of clothes for your child. Please include a uniform shirt, uniform bottoms, underwear and socks. Whether your child has an accident or even just spills juice, the extra clothes come in handy.

Y

You

You are your child's first and most important teacher! Your support, as we work together to educate and care for your child, is greatly appreciated!

Your Ideas & Suggestions

If you ever have any new ideas, please let us know! We are always open to suggestions!

Z

Zzzzzz....

Please make sure that your child gets plenty of rest. Setting and keeping a bedtime schedule and routine is a wonderful gift you can give your child.