

TABLE OF CONTENTS

Director’s Letter of Welcome.....	2
Contact Information.....	3
Philosophy.....	3
Values.....	3
Our Staff.....	4
Preschool Board.....	4
Curriculum.....	5
Schedules.....	6
Toddlers	7
Two Year Olds	8
Three Year Olds.....	9
Four Year Olds.....	10
Field Trips.....	11
Children’s Belongings and Clothing.....	11
Lunches.....	12
Celebrations and Planned Parties.....	12
Preschool Operations.....	13
Inclement Weather.....	14
Discipline Statement and Policies.....	14
Registration and Additional fees.....	15
Tuition Overview.....	15
Health and Illness.....	16
Safety Policies.....	17
Parent Education and Involvement.....	18
Class Parent Leaders.....	18
HTGOP Calendar.....	19
Handbook and Discipline Policy Acknowledgement.....	20

DIRECTOR'S LETTER OF WELCOME

Dear Parents:

I am pleased to welcome you to Holy Trinity Greek Orthodox Preschool. You have chosen a school with a very dedicated and enthusiastic staff. Our goal is to give your child the best early childhood experience that a preschool can offer. While I have worked for many years in the early childhood field, I have never seen a program with the ability to incorporate two languages and religion like I have seen here. It is truly amazing how much the children can grow physically, cognitively, emotionally, and spiritually in this rich age appropriate environment.

We want to get to know each parent personally, so please feel free to visit your child's classroom and stop by the office. As parents, you are your child's first and most important teachers. Therefore, your questions, suggestions, and comments are welcomed and my door is always open to you. Together we will make your child's preschool experience very memorable.

Please take the time to read this handbook and abide by its policies in order for the school year to run smoothly and efficiently.

Thank you for your confidence in us as you entrust your child in our care. The teachers and I look forward to a wonderful and successful year.

Sincerely,

Georgia Nixon

Director

CONTACT INFORMATION

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PHILOSOPHY

Since a preschool experience is a child's first step into the world beyond the family, we strive to accept each child as a unique individual. We are aware of each child's emotional and educational needs and we will try to meet them with love and support. Our goal is to provide each child a challenging experience with opportunities to build relationships with other children and to enrich them with a variety of Greek language and Orthodox Christian centered activities. Our objective is to allow each child the opportunity to master the appropriate skills needed for school readiness.

At HTGOP, it is our goal to provide an environment with optimal growth within a developmentally appropriate framework. We are committed to the fulfillment of each child's developmental needs while respecting his/her individuality. It is our job to create a positive learning environment in which each child can grow to his/her full potential.

VALUES

The HTGOP admits children of any race, sex, color, nationality or ethnic origin and allows access to all the rights, privileges, and activities made available to the children of this school.

The HTGOP will encourage respect for oneself and of others through a Christ-centered curriculum, teaching the dogmas and holy traditions of our Orthodox faith.

Children will develop a positive self-image and attitude toward learning which includes:

- Self-control
- Developing a sense of autonomy and Christ-centered identity
- Developing a sense of belonging
- Understanding and respecting social and cultural diversity
- Building relationships of mutual trust and respect with adults and peers
- Acquiring knowledge and appreciation of the fine arts, humanities, sciences and Greek language and culture

OUR STAFF

HTGOP maintains very high standards for our staff. All staff members attend seminars and continued education throughout the year.

All staff members are required to have a background check before acceptance into the program. We do not tolerate any behavior in or out of school that is deemed immoral or unethical.

All staff members are given a yearly evaluation compiled of comments from parents, teaching partners, and observations from the director. Our staff is continuously coached throughout the year so please bring any concerns or suggestions to the director whenever possible.

Through this continued support we hope our staff will feel the same unconditional love and support that they give to your child.

“Children are born with wings. Teachers help them learn to fly!”

PRESCHOOL BOARD

The HTGOP is an integral part of the ministries of the Holy Trinity Greek Orthodox Cathedral. The policies of the preschool are governed by the Preschool Board and the Parish Council of the church. The board's purpose is to oversee the operations of the school and to serve as a liaison between the school and parents.

The board consists of Holy Trinity's church members and parent representatives. Parents are encouraged to express their views and suggestions to the board. Meetings are held monthly. If you have any questions or suggestions, please do not hesitate to contact a member. We ask that all grievances be submitted to the board in writing.

CURRICULUM

The curriculum at HTGOP relies heavily on Erik Erickson's stages of socio-emotional development and Jean Piaget's theories of how children think and learn on principals of physical development.

During the early childhood years, children deal with three of eight stages of socio-emotional growth. Children learn to trust others outside their families; to gain independence and self-control; and to take initiative and assert themselves in socially acceptable ways.

Teachers foster positive response in these three stages. The environment is set up to help children develop a sense of trust and belonging. Children can feel safe and encouraged to explore not only material but also their relationships with peers and adults. They feel important and valued when others listen to them, seek out their ideas, and allow them to express themselves.

By setting clear, age-appropriate expectations for behavior and by letting children know what is expected of them, teachers can engender success and minimize frustration. Children's concerns about doing things "right" diminish because they are encouraged to learn from their mistakes, to explore and to take risks.

Normal physical development relies on good health, proper nutrition, and a safe environment. Children need balanced meals and snacks that are high in nutrients and low in fats, salt and sugar. Thus, a safe environment is a prerequisite from promoting physical development. Children need an indoor and outdoor space where they can try out all their newly acquired skills without danger of injury.

As young children develop physically, they simultaneously develop socio-emotionally. As children learn what their bodies can do, they gain self-confidence. The more they accomplish, the more willing they are to try new and increasingly challenging tasks. Their positive attitude means that they are more willing to try out new physical skills without fear of failure.

SCHEDULES

SAMPLE SCHEDULE

The purpose of a schedule is to serve as an outline for your child's day. It is changed only due to special events or emergencies. This helps prepare the children for the unexpected and contributes to their physical health and emotional well-being. Each teacher will have their own specific schedule for their individual class.

9:15 - 9:30am	Arrival/Greetings
9:30 - 9:45am	Morning Activity
9:45 - 10:15am	Circle Time
10:15 - 11:15am	Center Time
11:15am - 12:00pm	Outside
12:00 - 12:45pm	Washing Hands, Lunch, Clean up
12:45 - 1:15pm	Children Depart

TODDLER TRANSITION SCHEDULE

Since this is the toddler's very first experience with preschool, in order for them to become secure with their school and teachers, the first month of school for toddlers will have a different schedule from the rest of the preschool. This will help the children adjust well to their environment and to help them realize that you will be back to pick them up.

- First Week: 9:15am - 11:15am. A snack will be served. Do not bring lunch to school.
- Second Week: 9:15am - 12:00pm. A snack will be served. Do not bring lunch at school.
- Third Week: 9:15am - 12:30pm. Bring lunch this week.
- Fourth Week: 9:15am - 1:15pm. Toddlers will be on regular school schedule.

If there are individual children having difficulty adjusting to their new environment, the teacher will work directly with those parents to reassess the daily schedule and make any necessary adjustments for that child.

In our experience it is easier for parents and children to deal with separation at the classroom door. If parents enter the classroom it is harder for the child to allow the parent to leave. Therefore, after the first week of school the teacher will greet each parent and child at the classroom door and the teacher will take the child into the class. This practice eases the separation anxiety.

TODDLERS

Two Day Program:	Monday and Wednesday
Age:	18 months old
Student/Teacher Ratio:	1:5
Tuition:	\$150 for Orthodox members \$175 for non-Orthodox members
Supply Fee:	\$25
Activity Fee:	This class does not take field trips

Class Overview

The goal of the toddler class is to provide a safe and loving environment for your child's first school experience. Emphasis is placed on following simple directions and learning social skills through play and interaction with others. Toddlers will participate in simple art, music activities and read stories daily. They will have supervised interaction on the playground. They will concentrate on the following:

- Playing in a group environment
- Separating from parents and enter into a constant environment
- Participating in outside play
- Beginning hands-on art activities
- Experiencing simple songs and finger play
- Doing simple puzzles

Unconditional love and re-direction are strongly emphasized in this class.

Please see the toddler transitional schedule in the schedule section.

TWO YEAR OLDS

Two Day Program:	Monday and Wednesday -or- Tuesday and Thursday
Age:	Two years old by August 31st
Student/Teacher Ratio:	1:6
Tuition:	\$150 for Orthodox members \$175 for non-Orthodox members
Supply Fee:	\$25
Activity Fee:	This class does not take field trips.

Class Overview

Our two year old program is very flexible and adapts to the changing skill level and needs of the class. We provide an inviting atmosphere that encourages fun as well as discovery. Our main goals are social interaction, a positive separation from parents, listening skills and potty training. They will concentrate on the following:

- Following the daily routine
- Beginning to learn to share
- Participating in "circle" time
- Painting, pasting, and coloring
- Beginning to recognize colors and simple shapes in Greek and English
- Following a one-step direction
- Assisting with the mastery of "toilet training"

THREE YEAR OLDS

Three Day Program:	Monday, Wednesday, and Friday -or- Tuesday, Thursday, and Friday
Age:	Three years old by August 31st
Student/Teacher Ratio:	1:7
Tuition:	\$205 for Orthodox members \$230 for non-Orthodox members
Supply Fee:	\$20
Activity Fee:	\$30

Class Overview

Our main goals in the threes' class consists of making an easy transition from home to school, developing good listening skills, learning to follow simple directions and independence. This class provides a time for your children to practice new-found independence as well as introducing them to limits and schedules. Gross and fine motor skills, communication, listening, and self-help are emphasized and encouraged.

- Introduction and recognition of the Greek language and alphabet
- Following simple instructions
- Sharing and playing with others
- Manipulating a paintbrush, cutting with scissors and experimenting with other art mediums
- Recognizing their first name in Greek and the names of others in their class
- Recognizing numbers 1 through 10 in Greek and English
- Knowing primary colors and basic shapes in Greek and English
- Mastering simple math manipulative
- Being self-reliant with their clothing
- Developing large motor skills through games and activities on the playground

FOUR YEAR OLDS

Five Day Program:	Monday through Friday
Age:	Four years old by August 31st
Student/Teacher Ratio:	1:8
Tuition:	\$300 for Orthodox members \$325 for non-Orthodox members
Supply Fee:	\$20
Activity Fee:	\$40

Class Overview

Our goal in the fours' class is to provide a kindergarten readiness program while encouraging creative free-play. Fours are exposed to the alphabet as well as early math skills; however, the mastering of these is not our main goal. Teachers will stress cooperative play, listening skills, self-reliance and self-control. We will provide a loving, caring, and stimulating environment which will encourage the development of happy, thoughtful, curious, self-confident children ready to enter grade school. We will also concentrate on the following:

- Further development of fine motor skills
- Knowing primary and secondary colors
- Identifying and naming the letters of the English alphabet
- Demonstrating phonetic awareness
- Printing own name correctly
- Mastering simple math skills (patterning, sorting, and one to one relationships etc.)
- Participating in the whole language experience
- Following complex instructions and sitting and listening
- Working on their own for a limited time as preparation for school
- Distinguishing differences through sight, hearing, and texture
- Developing an awareness of the world around through science
- Having good health habits and manners
- Recognizing simple patterns and relationships
- Acquiring knowledge of the Orthodox faith

FIELD TRIPS

Field trips are a special and exciting part of the preschool experience. The threes and fours will go on several field trips this year. Parent volunteers drive and supervise on field trips and are an essential part of making these trips a success. There will be sign up sheets for volunteers. Your participation is essential to making this a successful program. This is also a fun way to participate in your child's preschool years. Grandparents and nannies may volunteer in your place.

- Children must be in a car safety seat, the mother and driver must make those arrangements.
- Preschool staff is not allowed to install or to buckle a child into any seats
- Siblings are not permitted to attend any field trips

Permission slips will be sent home prior to each field trip and must be returned before the field trip. If the field trip has already left, the parents may take their child to the event once the signed slip has been turned in at the school.

If a parent does not wish for the child to participate in a field trip, the child will have to stay home on the day of the trip.

CHILDREN'S BELONGINGS AND CLOTHING

All personal toys should remain at home unless your child's teacher has requested something for show-and-tell. We discourage any toy weapons during show-and-tell. We cannot be responsible for any items your child brings to school.

Comfortable and washable play clothes and casual sturdy shoes are preferred at school. Please pay attention to the changing weather – we go outside regularly. In cooler weather be sure that your child wears a jacket/coat.

Each child should have a backpack large enough to hold:

- Standard folder with pockets (size 9 ½ x 11 ½)
- Child's lunch box/bag

Things to send to be kept at school:

- Toddlers and Twos – labeled diapers and a labeled change of clothing. Please change out spare clothes seasonally.
- Threes and Fours - change of clothing including underwear, shirt, socks, and shoes. Please change out spare clothes seasonally.

LUNCHES

All children need to be sent to school with a lunch that provides the basic food groups as well as a drink. Please include all necessary items – napkins, spoons etc. Send items that do not need to be refrigerated or heated. Please note that parents with children in the toddler room are asked to send their child's drink in a spill-proof cup. Cut grapes and hotdogs length wise and quartered because of potential choking hazards. All teachers will send back any uneaten food in the child's lunch bag. Teachers also reserve the right to withhold any sugary treat if they feel that the child has not consumed enough of his/her more healthy food.

Teachers will sit with the children during lunch time in order to provide them a positive role model. You are welcome to join your child during lunch. We especially encourage parents to have lunch with your child on special occasions and planned parties. Please notify your child's teacher of any lunch date so that they can make table arrangements.

CELEBRATIONS AND PLANNED PARTIES

At HTGOP we encourage your child to celebrate his/her birthday and name day. Please discuss such celebrations and parties with the teacher beforehand.

Parents that bring invitations to a party to be distributed to the classmates must include the entire class for the function, otherwise the teachers will not distribute them and they will be returned.

PARENTS ARE ASKED NOT TO BRING GOODY BAGS TO PRESCHOOL CELEBRATIONS OR BIRTHDAY GIFTS DUE TO MISSED PARTIES OCCURING OUTSIDE OF PRESCHOOL.

During certain Saint's days we will be attending church services. Please help your children recognize their name day and learn about their patron saint.

During the year there are holiday parties in the classrooms such as Easter, Greek Independence Day, and Valentine's Day. The class parent leader will be in charge of the list if you would like to volunteer for a particular party. The parents may supply the class with age appropriate crafts or a healthy nutritious snack and beverage.

PRESCHOOL OPERATIONS

The preschool program is in session Monday – Friday with hours from 9:15am to 1:15 pm.

DROP OFF

All children are to be taken to their classrooms by their parents and signed in every morning. Children will not be received before 9:10 am due to the teacher's planning time. When children are late it is disorderly to the class already in progress. Please have your child on time. Many activities are planned first thing in the morning and children who arrive late will miss out. If your child arrives after 9:30 am the entrance door will be locked. Please ring the bell to the right of the door and a staff member will open the door. Since class is in session, we ask you to sign your child in at the entrance door and allow the staff member to escort your child to class so as not to disrupt the class already in session.

When dropping off your child, say goodbye and reassure your child that you will be back to pick them up. We ask parents not to linger in the hallways or classrooms since this causes disruption to all the classes. If you need to speak with a teacher, please let them know and they will set up a mutually agreeable time to do so. If you would like to talk to other parents, please feel free to go upstairs to the social room.

PICK UP

We start pick up at 1:15 PM. Parents are asked to park on the side of the building near the preschool office. Please come to the sidewalk at the top of steps leading to office and wait for your child to be escorted up the steps to you. As soon as you receive your child we ask that you safely proceed to your car and not linger at the steps.

If you need to come in and get your child early, please arrive before 1:00 pm to avoid interruptions as children are preparing to end their day. If you are picking up early, please ring the bell to the right of the entrance door not the preschool office door and a staff member will get your child for you as you sign them out at the entrance. Please do not linger as the staff members are preparing the other children for dismissal.

After 1:00 pm you must wait at the top of the steps outside the preschool office until 1:15 pm in order to pick up your child. No one will be allowed into the school, including the office until this time.

Please notify any person who may be picking up your child from school that the teacher or director may ask for proof of identification before your child can be released to them.

Since it is necessary to keep staff members overtime, **children not picked up by 1:30pm will be charged \$1.00 per minute. This late charge will be added to your next month's tuition.** It is very important that your child is picked up promptly. Your child eagerly waits for you. Please remember to have a carpool buddy (another parent that can sit with your child until you arrive) in the event that you are running late.

If someone else is picking up your child, please notify the director. If an emergency arises requiring someone else to pick up your child, parents must inform the director in writing.

INCLEMENT WEATHER AND HOLIDAYS

The HTGOP will follow the Charlotte-Mecklenburg School System's decisions on school closing due to bad weather. **If CMS schools are closed, then HTGOP is closed.** We will also announce our closing on WSOC-TV. If Charlotte Mecklenburg schools are closed for an extensive period of time due to localized power outages and HTGOP has power, then it will be at the discretion of the Director to open the preschool. Parents will be notified by email by the Director. Bad weather days will not be made up.

For actual holiday dates, please see our school calendar.

DISCIPLINE STATEMENT AND POLICIES

Discipline statement

In our program discipline is defined as helpful guidance, the encouragement and support that teachers use to influence children as they learn and grow. It is different than punishment, obedience, rules, and restrictions. Discipline helps children learn things they need to know about getting along in the world and helps them develop self-control. We try in our discipline to be consistent, to anticipate trouble, and to let aggressive or disruptive children know that they are loved even when their actions are dealt with firmly.

Discipline Policies

1. Teachers are to plan with children for a positive and safe environment in which social, intellectual, and physical competencies can be developed and where there is a minimum opportunity for unacceptable behavior.
2. Teachers are to model appropriate behavior which includes both verbal and non-verbal statements for the children.
3. Teachers are to set limits which reflect realistic expectations for the age and developmental level of the child or children.
4. Disciplinary measures should be positive ones. Examples of positive measures include substitution of acceptable activities for unacceptable ones: diverting attention, physically removing a child from a troublesome situation.
5. Staff will confer with parents regarding repeated disruptive behavior.
6. The following disciplinary measures are prohibited:

Physical force:

- Spanking
- Slapping
- Pinching
- Shaking
- Pulling hair
- Jerking/yanking

Negative communication:

- Yelling/screaming
- Nagging
- Sarcasm
- Teasing
- Shouting
- Threatening remarks
- Abusive language

Denial of food at lunch or snack time

REGISTRATION AND ADDITIONAL FEES

The HTGOP serves children 18 months old through 5 years old. Class assignment is determined by the age of the child on or before August 31st with the exception of the toddler class where the child must be at least 18 months old when he/she begins. If there are openings in the toddler class when your child turns 18 months old, then we will gladly accept your child into the class.

A non-refundable registration fee is due when you register your child. The fee reserves a place for your child.

Registration fee:	\$75	(first child)
	\$50	(second child)

Registration for the fall of each year starts in February. Priority will be given in the following order:

1. Students currently enrolled and their siblings
2. Holy Trinity Church Members not currently enrolled
3. All other Orthodox Church members
4. Siblings of Alumni
5. General public

Returned Check Fee

There will be a \$25 charge for any returned check that is returned due to insufficient funds. If a check is returned, we will notify you immediately and ask that this be corrected when you bring your child to school the following day. After two returned checks, we will not be able to accept any more personal check for tuition and payment will have to be in cash or by cashier's checks only.

TUITION OVERVIEW

Tuition payments are due the first school day of the month. Please give payments to the director. Payments received after the 15th of the month will be assessed a \$15 late charge. Checks should be made payable to Holy Trinity Greek Orthodox Preschool or HTGOP. Please note the child's name for which you are paying on the check. The monthly tuition is a set amount despite holidays, inclement weather, or absences.

Withdrawal policy

One months notice must be given to the director in writing to withdraw your child from the program Full tuition will be charged for any month or partial month your child attends class.

The director reserves the right to withdraw any child from the program if:

- If an account is in arrears for more than a one month
- If a fee is not paid
- If a required form has not been submitted
- If a child is continuously disruptive to a class
- If a child is continuously absent
- If a parent or caregiver directs rude or abusive behavior, verbal or nonverbal towards any teacher, staff member or child, or parent of this program

HEALTH AND ILLNESS

All forms and documents must be provided before your child starts school. Your child will not be able to attend class until all forms are completed and turned into the office.

We will make every effort to observe good health practiced. All children are asked to wash their hands before they enter the classroom and throughout the day, particularly before and after meals, after using the bathroom and playing outside.

The health of your child is important to us. If your child becomes ill or is injured at school we will contact you. If we cannot reach you we will contact the next person listed on your emergency information form. Your child will be isolated and care for until you or your emergency contact comes to school. If a situation arises in which your child needs emergency care, we will refer to your emergency form and the hospital listed. You will be contacted ASAP. Please make sure to keep the numbers of your emergency contacts updated.

Please notify the school when you child becomes ill with any communicable disease. We will need to alert the other parents.

ILLNESS

Sick children (affected by any of the conditions listed below) need to remain home for 24 hours or until they are symptom free. A phone call to let us know why your child is absent is greatly appreciated.

- Fever – 99 degrees orally or 100 degrees rectally
- Respiratory symptoms – labored breathing, wheezing or continuous coughing
- Diarrhea – due to any reason
- Vomiting – due to any reason
- Sore throat
- Eye/nose drainage – this excludes clear drainage from nose due to allergies
- Rashes – this excludes diaper rash or eczema
- Chicken pox (all blisters must be scabbed over)
- Head lice – until all nits are gone
- Measles/mumps
- Pinworms
- Ringworms (until a 24 hour treatment has been given)
- Behavioral – if your child acts irritable or lethargic
- If your child must be kept indoors

Please remember that your child cannot reach his/her full potential and comfort level if they are ill or overly tired. Sending them to school sick or sleepy will only frustrate them and their teachers. Help keep our children happy and healthy by keeping them home when they are ill or tired. We will send any child home that exhibits any of the above symptoms.

ALLERGIES

Information regarding substances that your child is allergic to needs to be in writing on the medical form and registration form.

MEDICATIONS

If your child suffers from a chronic medical condition that requires the administration of medication during the school day or if your child requires special monitoring (diabetes, food allergies, bee or insect allergies, etc.) please contact the director.

SAFETY POLICIES

If your child is going home with a friend or someone other than the person whom normally picks up your child, we must have written authorization. Please also be advised that our staff will ask to see the driver's license of any other person picking up your child before we release him or her from school.

Please also be cautious and courteous when using our parking lot. Supervise your child at all times by holding his or her hand until reaching the safety of your vehicle.

Children are not to enter the building unaccompanied. We **will not** be responsible for children who have not been properly delivered into our care.

Never leave your child or your child's sibling unattended in your car while in our parking lot for any reason.

And remember please DRIVE SLOWLY in and out of the parking lot and please refrain from using your cell phone during drop off and pick up.

CHILD ABUSE

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. All cases will be reported to the director before reporting to the proper authorities.

PARENT EDUCATION AND INVOLVEMENT

Our main goal at HTGOP is to promote a healthy happy child. One of the best ways to accomplish this is by having open communication between our staff and parents. If you have problems or concerns, please bring it to the attention of the teacher or the director. If you have a concern or problem with the Director, please contact a school board member.

We encourage you to help or visit your child's classroom at any time. We do have an open-door policy; however please make sure that your child's teacher is aware of your intention to help or to visit in order to maximize your involvement with the class. If you are visiting please come in quietly and observe but do not engage the teachers in conversation.

We will have parent-teacher conferences once a year or more often upon request. This will be a time where your child's teacher can let you know how he/she is adjusting to school and to discuss the developmental progress that he/she has made so far in the year. It is also a time for parents to share information with teachers about the child and the family. We ask that you make arrangements for siblings to be watched during your scheduled conference time. Toddler classes do not participate in parent-teacher conferences.

Changes at home can affect your child's behavior at school. Please always share any information that will help us to provide a warm, loving, and accepting environment. All information is strictly confidential.

CLASS PARENT LEADERS

We encourage a parent to volunteer as the classroom lead parent. This person serves as an essential liaison between the parents and the school. This person plays a very important part in organization of fundraisers, parties, graduation and ongoing information and reminders throughout the year. This person must be readily available via email as this is the best way to communicate with everyone.

HTGOP CALENDAR 2010 -2011 SCHOOL YEAR

August 31	Mandatory Parent Orientation 6:00pm
September 1	Mandatory Parent Orientation 11:00am
September 13	Teachers return
September 20	Open House 10:30am Agiasmos 11:00am
September 21	First day of classes for Tuesday/Thursday classes and Four year olds
September 22	First day of classes for Monday/Wednesday classes
September 26	Bake Sale
October 28	No School – Teacher Workday
November 7	Yiayia’s Kouzina luncheon
November 24-26	No School – Thanksgiving Break
December 17	Christmas Party – Father C Hall 11:00am
December 20 – January 1	No School – Christmas Break
January 3	Classes Resume
January 17	No School – Martin Luther King Holiday
January 18	Doughnuts for Dad – Tuesday/Thursday classes and Fours
January 19	Doughnuts for Dad – Monday/Wednesday classes
February 21	No School – Teacher Workday
February 22	Parent/Teacher conferences begin
April 18-25	No School – Spring Break/Easter Monday
April 26	First day of class after break
May 10	Muffins for Mom - Tuesday/Thursday classes and Fours
May 11	Muffins for Mom - Monday/Wednesday classes
May 27	Family Picnic - Latta Park 10:30am
May 30	No School – Memorial Day
June 3	Last Day of School

HTGOP HANDBOOK & DISCIPLINE POLICY ACKNOWLEDGMENT FORM

(PLEASE SIGN AND RETURN TO PRESCHOOL OFFICE)

Praise and positive reinforcement are effective methods of behavioral management of children. When children receive positive, understanding interactions from adults and others, they develop good self- concepts, problem solving abilities, and self-discipline.

True discipline is aimed at building up within the child what we call a conscience, which is a God-given concept. This is the self-discipline which will one day keep the child doing what he/she should and behaving as he/she ought, even when there is nobody to tell him/her what to do or to notice if he/she does wrong.

Play is a valuable tool that enables our children to reach their fullest potential. Based on this belief of how children learn and develop values the HGTOP will practice the following.

- We will listen to children.
- We will respect children's needs, desires, and value their feelings.
- We will praise and encourage children, refraining from material rewards, as material rewards lead to "bribery".
- We will set reasonable limits for the children.
- We will be positive.
- We will provide alternatives for inappropriate behavior for the children.
- We will use "do not" for actual safety rules only.
- We will be clear and specific.
- We will always tell a child why.
- We will be consistent in our principles by modeling appropriate behavior for children.
- We will explain things to children on their developmental level.

HTGOP will, as a standard practice, explain things to children on his or her individual developmental level.

I have read the Parent's handbook, which include HTGOP policies as well as the discipline statement, and concur with its philosophies.

Parent Signature: _____ **Date:** _____