

General Information

Holy Trinity Greek Orthodox Preschool
600 East Blvd
Charlotte, NC 28203
704-333-4961 / Fax 704-335-5440

Holy Trinity Preschool is an integral part of the ministries of Holy Trinity Greek Orthodox Cathedral. The policies of the Preschool are determined by the Preschool Board and the Parish Council of the church.

Our program begins each year one week after the annual Yiasou Greek Festival in September. The 2006 – 2007 school year begins on **Tuesday, September 19, 2006.**

The Preschool program is in session Monday through Friday from 9:15am until 1:15pm.

Our school year is completed on **Friday, June 8, 2007.** Holy Trinity Greek Orthodox Preschool serves children age 18 months old through 5 years old (Classes are determined by the age of the child on or before October 15 with the exception of the toddler class where the child must be at least 18 months old when he/she begins.

Church Staff

Reverend Michael Varvarelis
Reverend Efstathios Varvarelis
Mr. James Pappas
Ms. Pat O'Neil and
Ms. Frances Scarpas
Mrs. Helen Karras
Mrs. Georgia Nixon

Holy Trinity Cathedral, Dean
Holy Trinity Cathedral, Priest
Holy Trinity Cathedral, Administrator

Sunday School Directors
Holy Trinity Cathedral, Adm. Assistant
Holy Trinity Preschool, Director

PHILOSOPHY

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

At Holy Trinity Greek Orthodox Preschool, it is our aim to provide the environment for optimal growth within a developmentally appropriate framework. We are committed to 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.

The Holy Trinity Greek Orthodox Preschool is committed to enriching children's skills by encouraging an integrated learning approach across disciplines. To achieve this, qualified personnel will facilitate the learning process based on the children's interest through on-going projects and play.

Statement of Faith

As Orthodox Christians, we are devoted to, adhere to, and accept as our Statement of Faith, the Nicene Creed as accepted by the Holy Synod of Ecumenical Patriarchate.

NICENE CREED – STATEMENT OF FAITH

I BELIEVE IN ONE GOD, FATHER ALMIGHTY, CREATOR OF HEAVEN AND EARTH, AND OF ALL THINGS VISIBLE AND INVISIBLE.

AND IN ONE LORD, JESUS CHRIST, THE ONLY BEGOTTEN SON OF GOD, BORN OF THE FATHER BEFORE ALL AGES: LIGHT OF LIGHT, TRUE GOD OF TRUE GOD, BEGOTTEN, NOT MADE, OF ONE ESSENCE EITH THE FATHER, THROUGH WHOM ALL THINGS WERE MADE.

FOR US AND FOR OUR SALVATION HE CAME DOWN FROM HEAVEN AND WAS INCARNATED BY THE HOLY SPIRIT AND THE VIRGIN MARY AND BECAME MAN.

HE WAS CRUCIFIED FOR US UNDER PONTIUS PILATE, SUFFERED AND WAS BURIED.

ON THE THIRD DAY, HE AROSE ACCORDING TO THE SCRIPTURES; HE ASCENDED INTO HEAVEN AND IS SEATED AT THE RIGHT OF THE FATHER.

HE SHALL COME AGAIN IN GLORY TO JUDGE THE LIVING AND THE DEAD. OF HIS KINGDOM THERE SHALL BE NO END.

AND IN THE HOLY SPIRIT, THE LORD, THE GIVER OF LIFE, WHO PROCEEDS FROM THE FATHER, WHO TOGETHER WITH THE FATHER AND THE SON IS WORSHIPED AND GLORIFIED, WHO SPOKE THROUGH THE PROPHETS.

AND I BELIEVE IN ONE, HOLY, CATHOLIC, AND APOSTOLIC CHURCH.

I ACKNOWLEDGE ONE BAPTISM FOR THE REMISSION OF SINS.

I WAIT FOR THE RESURRECTION OF THE DEAD AND THE LIFE OF THE AGES TO COME.

AMEN.

VALUES

The HTGOP will encourage respect for oneself and of others by focusing on a Christ-centered curriculum, teaching the dogmas and Holy Traditions of our Orthodox Faith.

- Children will develop a positive self-concept and attitude toward learning that includes:
- Self-control
- Developing a sense of autonomy and Christ-centered identity;
- 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.

PRESCHOOL BOARD AND PARISH COUNCIL

The Preschool board and Holy Trinity Greek Orthodox Parish Council govern the Preschool. These boards make all final decisions on Center policy.

TUITION AND FEES

Tuition payments are due the **first school day of each month**. Please give payments to the director in person, drop in mail slot at office or by mail. **Any payment received after the 15th of the month will be assessed a \$15 late charge added to that month's tuition.**

Unpaid tuition and late fees must be paid in full before a child can be registered for the following school year. If a child is graduating from the program, all unpaid fees must be satisfied in order for the child to participate in the graduation ceremony.

When writing your tuition check, please note on the bottom of the check the name of the child (ren) for whom you are paying. The tuition is a set amount for each month despite holidays, inclement weather, or absences.

Checks should be made payable to Holy Trinity Greek Orthodox Cathedral Preschool (HTGOC Preschool).

If the bank returns a tuition check, you are responsible for a \$25 NSF fee. Please add this amount to your next month's tuition payment. After two NSF checks, we will not be able to accept anymore personal checks for tuition, and payments will be accepted in cash or by a cashier's check only.

Our tuition fees are:

	Holy Trinity Members	Eastern Orthodox Members	Non- Orthodox
Toddlers 2 days/week	\$135	\$155	\$160
Twos 2 days/week	\$135	\$155	\$160
Threes 3 days/week	\$190	\$210	\$215
Fours/Fives 5 days/week	\$280	\$300	\$305

PAYMENTS ARE MONTHLY! When an additional sibling enrolls simultaneously in the program a 10% discount of tuition will apply to the second sibling and each additional sibling thereafter.

To be considered a Holy Trinity member the guardians must be in good standing as defined in **Article III** of the **Holy Trinity local by-laws**.

REGISTRATION

A non-refundable registration fee is due when you register your child. This fee holds a place for your child and helps buy supplies for their classroom.

Registration Fee: \$75.00 (first child)
 \$50 (second child)

Registration for the fall of each year starts in February. The first week is open to students currently enrolled and their siblings. The following week is open to Holy Trinity Church members not currently enrolled. Then we open registration to all other Orthodox Church members and the week after that we are open to the non-Orthodox community.

Classes are formed according to the age of the child as of October 15th of that year with the exception of the Toddler class. If there are openings in the toddler class after your child is 18 months old, then we will gladly accept your child into this class.

ACTIVITY FEE-

As part of our curriculum there will be a field trip once or twice a month in house or a short drive from school for our 3, 4/ 5 year olds. (See field trip on page 13) At the beginning of the year these classes will be notified as to what the activity fee will be for that year (not to exceed \$60) which covers all field trips.

STUDENT ENROLLMENT FORMS

Parents who enroll their child (ren) at HTGO Preschool are required to have the following forms completed and return to the Director before the beginning of the school year.

- 1.Enrollment Form
- 2.Child's Medical Form
- 3.Emergency Form
- 4.Signed Parent Handbook/Discipline statement
- 5.Restricted Pick Up Form
- 6.Medical Release

SCHOOL HOURS

Preschool hours are from 9:15am to 1:15pm. Please have your child here on time. Many activities are planned first thing in the morning and children who arrive late will miss out. We also ask you to be prompt in picking up your child, at 1: 15pm. **Children not picked up from the Preschool by 1:30pm will be charged a \$1.00 per minute late fee. This must be paid at the time you pick up your child.**

Attendance

Regular attendance is encouraged. There will be no tuition refunds or make-up days for absences. All monthly tuition payments must be made in order to continue enrollment, regardless of attendance. Closings due to inclement weather are not made up.

WITHDRAWAL POLICY

We ask for a two week notice to be given to the Director if you need to withdraw from the program. Full tuition will be charged for any month or partial month your child attends. If a two-week notice is not given, the subsequent month's tuition will be charged in full.

The Director reserves the right to withdraw any child under the following conditions:

1. If an account is in arrears for more than one month.
2. If any fee is not paid by the parent.
3. If an immunization record, a medical form and/or prescribed allergic medication(s) is not submitted for the child.
4. If a child is continuously disruptive to a class or continuously absent from a class.

SAFE ARRIVAL AND DEPARTURE

DROP OFF:

Holy Trinity Preschools hours are from 9:15am – 1:15 pm. All children are to be taken to their classrooms by their parents and signed in every morning. During sign-in, please indicate if there are any changes in location or phone number where you can be reached in case of an emergency. **If someone else is to be picking up your child, please notify the director in writing. During the day an emergency may arise necessitating someone else picking up your child, if this happens parents must call and inform the Director.**

Children will not be received before 9:10am due to the teachers' planning time. We ask all parents to have children at school on time. When children are late it is awkward for the children and for the teachers who have already begun teaching activities. If your child arrives **after 9:45am** 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 other children.

Please 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 would like 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 with other parents, please feel free to go upstairs to the social room.

PICK UP.

Classes are over at 1:15 pm. At 1:15pm we will start car pool pick up. Parents are asked to pull around the circle in the parking lot and stop in front of the director's office. We will escort your child out to the car and buckle them in their car seat. As soon as your child is safely in their car seat please proceed. **If you would like 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 doorbell to the right of the entrance door and a staff member will get your child for you as you sign them out at the entrance.**

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 if you are late; there is a late charge for any child for any child picked up after 1:30 pm. The charge is \$1.00 for each minute. If you are unable to get here on time, please call ahead and let us know so that your child may be reassured.

INCLEMENT WEATHER

Holy Trinity Preschool will follow the Charlotte Mecklenburg School system's decisions on school closing due to bad weather. Bad weather days will not be made up. Holy Trinity Preschool will also announce their closing on WSOC-TV. If Charlotte Mecklenburg Schools are closed for an extensive period of time due to localized power outages and the Preschool has power, then it will be at the discretion of the Director to open the school.

THINGS TO BRING

Please bring these necessities labeled with your child's name:

Each child should have a backpack large enough for a lunchbox and folders to fit inside. Each child is responsible for their own lunch, including beverage and all items necessary for lunch (napkins, spoons, drinks).

Toddler's & Two's – At least 3 disposable diapers (non potty-trained children) and a complete change of clothes (change seasonally) both labeled with your child's name. Also, a plastic container shoe box size with lid to store these items.

Lunch: Pack a balanced, nutritious lunch. Finger foods and drinks with straws or sipper cups that don't need to be refrigerated or heated are recommended.

Threes, Fours, Fives- Change of clothes: underwear, pants, shirt, socks and shoes in a Ziploc bag with the child's name (change seasonally).

Lunch: Pack a balanced, nutritious lunch. Finger foods and drinks with straws or sipper cups that don't need to be refrigerated or heated are recommended.

For all Children- At the beginning of the year you will receive a wish list of school/classrooms needs. If you would like to purchase items from these lists, it would be greatly appreciated.

THINGS NOT TO BRING

We strongly discourage your child to bring toys or items from home except for show-n-tell items. During show-n-tell we discourage any toy weapons. Please help us enforce this by explaining to your child that these items should not be brought to school. We cannot be responsible for items your child brings.

DRESS AT SCHOOL

We strongly encourage you to have your child dressed appropriately for a preschool environment. This means dress your child for active play. Clothes that are easily washed, comfortable, and casual shoes that are sturdy (flip-flops are not recommended). In cool or cold weather be sure that your child is wearing a jacket or coat. Belts and suspenders are difficult to manipulate in the bathroom. Please dress in clothes that can easily be handled.

HEALTH POLICIES

Each child who is enrolled must have a health form and immunizations on file and a medical release signed by his/her doctor. This is for the safety of all the children in our program. Please keep your child at home if he/she shows any symptoms of illness. Symptoms could include any fever in the past 24 hours, diarrhea, congestion and thick mucus in the nose. A phone call to let us know why your child is absent will be appreciated. Children cannot be kept inside when the class is outdoors, so if the child must remain indoors, please keep the child at home.

If your child becomes sick at school we will make every effort to contact you or those designated by you as emergency persons (please keep these number up to date). If your child contracts any contagious disease, please inform the school so we can inform other parents. During hot and sunny weather it is a good idea for you to apply sunscreen to the exposed areas of your child's skin before you bring him/her to school.

MARY HAD A LITTLE COLD

Mary had a little cold, but would not stay at home.
Everywhere that Mary went the cold was sure to roam.
It wanders into Mollie's eyes and filled them full of tears.
It jumped from there to Bobby's nose and then to Jimmy's ears.
It painted Anna's throat bright red and swelled poor Daniel's head.
Sally had a fever and a cough that put Jack to bed.

The moral of this little tale is very quickly said-
Mary could have saved a lot of pain by just one day in bed

SCHOOL ACCIDENTS

If an accident should occur at the Preschool, and a child is injured:

- ⑩ The staff will apply first aid to minor injuries (cuts, scrapes, bruises) and report the circumstances to the parent at the end of the day or during the day at the Preschools discretion.
- ⑩ The staff will notify parent or the appropriate emergency person if a serious injury occurs that requires medical attention.
- ⑩ The staff will contact the child's doctor listed on the emergency form for instructions if a parent cannot be reached.
- ⑩ The staff will use universal precautions at all times with all potentially infectious materials.
- ⑩ The staff will document the incident in the incident log and notify the Parish Liaison and Priest if professional medical care is needed.

SAMPLE ROUTINES AND SCHEDULES

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. It helps prepare the children for the unexpected and contributes to their physical health and emotional well-being. A sample of a toddler and preschool schedule is provided. Each teacher will have their own schedule for their individual class.

Toddler and 2, 3, 4/5 Year Olds Daily Schedule

9:15-9:30	Arrival/Greetings. Morning activity as children arrive
9:30-9:45	Morning Activity
9:45-10:15	Circle Time/Group Time Transition time included
10:15-11:15	Center Time/Transition Time included
11:15-12:00	Outside
12:00-12:45	Washing Hands, Lunch, Clean up
12:45-1:15	Free choice in activity areas. Get ready to leave
1:15	Children leave with car pool line

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 principles 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 responses 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 materials 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 for 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.

DISCIPLINE

Praise and positive reinforcement are effective methods of the 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 Holy Trinity Preschool will practice the following:

We will listen to children

We will respect children's needs and 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 by:

Being positive, by providing alternatives for inappropriate behavior for the children

Using "do not" for actual safety rules only

Being clear and specific

Always telling a child why

Being consistent in our principles by modeling appropriate behavior for children

We will explain things to children on their developmental level.

PARENTAL INVOLVEMENT

Holy Trinity Greek Orthodox Preschool has an open door policy to all of the parents. We welcome parents to come in quietly and observe the classroom periodically but please do not engage the teachers in conversation. Please remember the teacher's first responsibility is to the children, do not expect a conference while classes are in session. There are many opportunities for parental involvement some are listed below:

PARENT CONFERENCES-

Parent Teacher Conferences will be held once a year or more often upon request. Teachers will communicate with parents on a weekly basis at arrival, through notes, phone calls, calendars and periodic newsletters.

CLASS PARENT LEADERS

We encourage one or two parents per classroom to volunteer as classroom lead parents. The lead parents will work closely with the director and teachers to communicate with all the parents in the classroom about help needed with fundraising (festival, bake sale, candy bar sale, Yiayia's Kouzina, etc), field trips, parties, teacher appreciation week, Christmas party, Graduation, and other information that may arise.

The classroom lead parents will meet with the director periodically throughout the year so we can make sure that any needs or information is shared promptly. We encourage all classroom parents to work closely with the teachers and director so the goals of the Preschool can be achieved.

Volunteers-

The Preschool welcomes and encourages all parents wishing to volunteer either in the classroom or in the office to please let the teachers and Director know. There are many ways parents can help like laminating, copying, computer help, logging books into our library, reading to the children, or speaking to the children about your career, helping with parties, field trips, fundraisers, etc... If you wish to help in any of these areas, please let the teacher and director know and sign in at the office in the morning.

Yiasou Festival-

Every year the Preschool parents, staff and board members volunteer to work together during the festival on a fundraising project for the school. This project gives the Preschool the funds for supplies for the school year. It is highly recommended and encouraged that every parent volunteers to help during the festival.

FIELD TRIPS

Field trips are a part of the Holy Trinity Greek Orthodox Preschool experience. Once or twice a month we will have field trips either in-house or locally with a short drive involved. Field trips that require driving to are offered to 3, 4, and 5 year olds throughout the year. Parent participation is essential for field trips. Many parents and vehicles are needed to have a field trip. This is a fun way for you to participate in your child's preschool years. **Permission slips and activity fee must be turned in for your child to participate.** If a child arrives without their permission slip, activity fee, or car seat, the parent or emergency person will be contacted to pick up the child. If a parent does not wish for their child to participate in a field trip, the child should stay home the day of the event. For safety and liability reasons, no siblings or other family members are allowed to accompany parents and students on field trips. A limited number of parents are welcome to attend field trips providing they pay their own way. Only designated parents can attend field trips. If a class does not have enough drivers for a particular field trip, it is at the discretion of the director to cancel the field trip.

CELEBRATIONS

Birthdays and Name Days

At Holy Trinity Preschool, we encourage your child to celebrate his/her birthday along with his/her name day. The parents may supply cake, muffins (preferably), ice cream, cookies, and juice if they wish. Parents are asked not to bring goody bags or gifts to the Preschool. ***Parents that bring invitations to a party to be distributed to the children at Preschool must include the entire class for the function. Otherwise the teachers will not distribute them and they will be returned.***

During certain name days we will be attending church services. Please encourage your children to recognize their name day and learn a little about their patron saint.

Holiday Celebrations

During the year there will be several holiday parties in the classrooms such as Pascha (Easter), Greek Independence Day, Valentines Day, Clean Monday, Fall Festival, etc... Each classroom will have a sign up sheet available at the beginning of the year for parents to sign up to help or bring goodies for a particular party.

TODDLER TRANSITION SCHEDULE

Our youngest class, the Toddlers, are special individuals and are still too young to understand what is going on. Since this is their very first experience with Preschool and we want them to become secure with their school and teachers, the first month of school for the Toddlers will have a different schedule from the rest of the Preschool.

The first week of school the class will come from 9:15 a.m. and 11:15 a.m. Snack will be served but do not bring lunch to school.

The second week, the toddlers will come from 9:15 a.m. until 12:00 p.m. and only a snack will be served (no lunch at school).

The third week the toddlers will come from 9:15 a.m. till 12:30 p.m. (please bring lunch this week).

The fourth week the toddlers will be on regular schedule from 9:15 a.m. till 1:15 p.m.

If there are still individual children having difficulty adjusting to their new environment, the teachers will work directly with those parents to figure out if the daily schedule needs to be adjusted for that individual child. This schedule is to help the children adjust well to their environment and to be able to realize that Mommy or Daddy will be back to pick them up.

The teachers know that it is easier for parents and children to deal with separation at the classroom door. If parents come into the classroom, it is harder for the child to let the parent 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 worked extremely well last year and eased the separation of the children and the parents.

DISCIPLINE STATEMENT AND POLICIES

Discipline Statement:

Discipline is all the helpful guidance, the encouragement and support that teachers use to influence children as they learn and grow. It is something different than punishment, obedience, rules and restrictions. It is a way of helping the child learn some of the things he/she needs to know about getting along in the world and helping him/her to develop his own 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**:
 - a. Physical force
 - spanking
 - slapping
 - pinching
 - shaking
 - pulling hair
 - jerking
 - Or yanking
 - b. Negative communication
 - abusive language
 - yelling or screaming
 - nagging
 - sarcasm
 - teasing
 - shouting
 - threatening remarks
 - c. Denial of food at lunch or snack time

PARENT HANDBOOK/DISCIPLINE POLICY FORM

I have read the Parent's Handbook that includes the operational and parent involvement policies as well as the discipline statement and policies of Holy Trinity Greek Orthodox Preschool.

_____ Parent Signature

_____ Parent Signature

_____ Date

*****PLEASE READ, SIGN DATE, DETACH FROM BOOKLET AND RETURN TO DIRECTOR'S OFFICE.**