

HOLY TRINITY ACADEMY

HANDBOOK



HOLY TRINITY ACADEMY
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FACEBOOK: HOLY TRINITY ACADEMY ORTHODOX SCHOOL

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Holy Trinity Academy Mission Statement

Holy Trinity Academy will develop and maintain an environment of positive learning experiences which will encourage children to grow socially, emotionally, spiritually, physically, and cognitively within an Orthodox Christian context.

Holy Trinity Academy Philosophy

Holy Trinity recognizes that school is a child's first steps into the world beyond the family; therefore, our aim is to provide a loving and supporting environment for optimal growth within a developmentally appropriate framework. We are committed to allowing each child the opportunity to learn at his or her own level and to experience success as his or her mastery advances. We strive to be accepting of the child as a unique individual with specific emotional and educational needs. Our goal is to provide challenging new experiences, opportunities to build relationships with other children and adults, and a rich variety of activities leading to the mastery of appropriate skills and overall school readiness. It is our responsibility to create the finest Orthodox Christian environment in which that can happen.

Enrollment

Children entering preschool must be 3 years old and **completely potty-trained** by September 1. Children entering kindergarten must be 5 years old by the first day of school, however, early entrance for kindergarten students may be considered after appropriate testing is administered by Holy Trinity Academy. All immunizations must be up to date and medical forms completed. Prior to admission, all prospective students will go through an interview process. In addition, children entering kindergarten will be tested.

Objective Goals for Children

1. To develop a sense of identity, self-confidence, and worth as a creation of God
2. To develop independence, curiosity, and resourcefulness as a foundation for future learning
3. To learn to interact with peers, be a member of a group away from home, respect other people and property, adapt to routines, and follow directions
4. To develop creative self-expression, linguistic and perceptual abilities, and large and small motor skills
5. To learn to accept and express emotions in an acceptable manner
6. To develop the love of learning, a good self-concept, and a true sense of caring for others

Role of Parents

1. **Become actively involved in your child's school.** You are welcome any time to visit the classroom. We encourage you to help in the classroom, share a snack with your child, help on "special" days, and attend parent-teacher conferences.
2. **Communicate with your child's teachers.** Feel free to share any concerns you may have about your child's school experience. Please let us know of any changes that may occur in the family such as death, divorce, illness, a new sibling, etc.
3. **Have your child attend on scheduled school days.** Regular attendance is an excellent preparation and routine for students and it shows your child that school is very important.
4. **Please have your child to school on time.** The school day begins promptly at **8:30am**. It is a disservice to your children when they miss the morning classroom routines. At Holy Trinity Academy, we begin the day with a prayer, followed by calendar work, news, and information that allows your child to organize the day ahead. Students who enter a class that has already begun not only disrupt the routine, but also miss these vital steps.
5. **Talk about your child's school day with him or her.** Encourage your child to share events from their day with you. Save special projects your child has made, and date them; these memories will last a lifetime!
6. **Please be prompt at dismissal time.** Just as important to have your child arrive to school on time, it is equally important to your child that he or she be picked up promptly after class. Teachers often have other responsibilities at the end of the session. Please notify your teacher immediately if you are going to be late. At the discretion of your child's teacher and the After School Care provider, an occasional lateness may be overlooked without additional charges. Chronic tardiness **WILL** result in either an additional charge of \$20 per day for the After-School Care program or a late charge of \$5 for every 5 minutes after the school ends.

The School Day Class Schedule

Pre K 3, 3 day	Monday/Wednesday/Friday	8:30am – 12:00pm
Pre K 3, 5 day	Monday – Friday	8:30am – 12:00pm
Pre K 4, 4 day	Monday – Thursday	8:30am – 1:00pm
Pre K 4, 5 day	Monday – Friday	8:30am – 1:00pm
Kindergarten	Monday – Friday	8:30am – 2:00pm

Check-in and Check-out

Preschool and Kindergarten students must be accompanied to and from their classroom by a parent or designated adult. They must also be officially “checked-in” and “checked-out” by signing the Sign-In and Sign-Out book. Under no circumstances will a child be released to anyone other than a parent or previously designated adult. A photo I.D. may be required for anyone other than a parent and must be on the child’s Emergency Information and Immunization Record Card, unless other arrangements are made.

Late Pick-up Policy

When parents are late, children become frightened about being left, and teachers become concerned about after-school commitments they might not be able to keep. If you know you are going to be late, call the school office as soon as possible and let us know what alternate plans you have made. If there is no one in the office, call the teacher directly. Phone numbers will be distributed at the beginning of the school year. Occasional lateness may be overlooked without additional charges, but that is at the discretion of the director and the After-School Care provider. Chronic tardiness **WILL** result in one of the following: an additional charge of \$20 per day for the After-School Care program or a late charge of \$5 for every 5 minutes beginning 20 minutes after the class ends.

Attendance Policy

To ensure that all children are safe and accounted for, it is necessary to notify the school office by 8:30am if your child will be late or cannot attend school due to illness, doctor’s appointment, family trip, etc. Unreported absences will be followed up by the HTA office. For a planned absence, please give the school at least one week’s prior notice.

If a student is absent for more than 15 days per semester, promotion to the next grade may be subject to special consideration by the teacher and Holy Trinity Academy administration.

The Holy Trinity Academy office staff can be notified by phone at 602.248.3881 or by email at julipritsos@holyltrinityacademyphx.org. If there is no answer in the HTA office and an immediate response is needed – **or there is an emergency** – the teachers’ cell phones can be called. Those numbers will be distributed at the beginning of the school year.

Chapel/church services, Enrichment Programs (Art, Fitness and Wellness, Music, Greek Instruction), special presentations, special activities, and field trips are all considered to be a *mandatory* part of the school day. Choosing not to attend any of the preceding parts of the school day will be considered a tardy or an absence. Chronic tardies or absences will need to be addressed with the Holy Trinity Academy administration.

Tuition and Fees

Payment Policy

Holy Trinity Academy offers the following three options for tuition payment. Regardless of payment option selected tuition must be kept current. Any family who does not have their first tuition payment paid by the August deadline will lose their registration fee and their child(ren)'s name will be removed from class lists to accommodate new registrations. To have their child(ren) put back on class lists, they must pay \$150 per child to re-register their child(ren).

Option 1: Annual Plan – A 5% discount will be given for yearly tuition paid in full by August 1. This discount is only available to tuition payments made by cash or check – credit card payments are not eligible for this discount.

Option 2: Semester Plan – Yearly tuition is divided into two payments. The first semester payment is due August 1; the second semester payment is due January 1.

Option 3: Monthly Plan – Yearly tuition is divided into **nine** equal payments. **A \$5.00 surcharge will be added to each monthly payment.** All tuition payments are due the 1st day of each month, August through April, and will be considered late after the 5th day of the month. Any payment received after the 5th of the month will result in a \$25.00 late fee. Failure to comply with this plan will result in ineligibility for the monthly payment option unless other arrangements have been made with the Director and approved by the HTA Board.

Tuition Notes

Tuition payments may be made with cash, check, or credit card. Checks should be made payable to Holy Trinity Academy and may be mailed to the school or dropped off in the church office. Checks must be negotiable at the time of presentation. Post-dated checks will not be accepted. There will be a \$25.00 service charge for all returned checks. After two NSF checks, only certified funds or cash will be accepted for any future payments. Certified funds may also be required on accounts in arrears.

Parents who have not kept current on tuition payments will receive a letter to communicate with the school by a given date, or children will be excluded from school. It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school office to make other arrangements when they cannot make their tuition payments on time. Quarterly report cards will not be released until tuition is brought up to date.

In the case of early withdrawal, two weeks' notice is required; payments made prior to the withdrawal will be applied to the two weeks' notice period. Tuition charges will continue whether or not the child is in school until written notice is received that the child is being withdrawn from school. In cases of extended absences, payments are non-refundable and may not be altered. No tuition refund will be made after November 1 for the first semester and March 1 for the second semester, regardless of payment option. No tuition refund will be made at any time if a student is dismissed or asked to withdraw from school for disciplinary reasons.

Discounts

For families with multiple children enrolled at Holy Trinity Academy, a **10% tuition discount** will be allowed for each child after the first. **Students who receive more than 50% of their tuition through scholarship (ACSTO) will not be eligible for discounts.** In addition, students who receive 50% of their tuition through scholarship (ACSTO) will be not included in the count of multiple children from a single family.

For those families who have applied for the ACSTO scholarship, tuition must be paid to HTA until HTA has received distribution of funds from ACSTO. HTA will reimburse you for any tuition payments that have been paid which are later funded by ACSTO.

Fees

Registration: Holy Trinity Academy charges a **non-refundable registration fee of \$150** due at the time of registration.

Families who withdraw their child(ren) after having paid the first tuition payment will forfeit the first month's tuition payment. Exception: families who receive military orders, or move out of state.

Instructional Resource Fee and Material Fee (R & M Fee): A **\$100.00 R & M Fee** for each preschool student and a **\$150.00 R & M Fee** for each kindergarten student is collected at the end of the school year for the upcoming year. The fee covers books, instructional supplies, and programs.

New families who register after the August deadline, must pay both the registration fee and Resource and Materials fee, and the tuition due at time of registration.

Before and After School Care

Before school care is offered every morning from 7:15am-8:20am and after school care is offered every afternoon until 5:30pm for students on the days that they attend school. Registration for these programs is requested at the time of school registration. These are pre-pay programs. The monthly fee for the before school care service is \$30.00 and the monthly fee for the after school care service is \$150.00. Occasional per day charges of \$5.00 (before school care) and \$20.00 (after school care) is also available. In addition, a lunch hour program for PreK-3's is available from 12:00pm-1:00pm for a \$30 monthly fee.

Late Pick-up

If you know you are going to be late, please call the school office or your child's teacher. A child who has not been picked up within 20 minutes after dismissal time will be placed in the after school care program and charged the daily rate of \$20.00. If you are late picking up your child from the after school care program, a \$5.00 fee will be charged for the first five minutes after 5:30pm and \$1.00 for each minute thereafter.

YOU WILL NOT RECEIVE A PAYMENT BOOKLET OR REGULAR STATEMENTS. IT IS YOUR RESPONSIBILITY TO MAKE YOUR PAYMENTS BY THE 1st OF THE MONTH ACCORDING TO THE PAYMENT OPTION YOU SELECT. TUITION IS SUBJECT TO CHANGE EACH SCHOOL YEAR. PLEASE INCLUDE STUDENT'S NAME ON YOUR CHECK. IF YOU HAVE ANY QUESTIONS CONCERNING TUITION, YOU MAY CALL THE SCHOOL OFFICE AT 602.248.3881.

Withdrawal

In the case of early withdrawal, two weeks' notice is required; payments made prior to the withdrawal will be applied to the two weeks' notice period. Tuition charges will continue whether or not the child is in school until written notice is received that the child is being withdrawn from school. In cases of extended absences, payments are non-refundable and may not be altered. No tuition refund will be made after November 1 for the first semester and March 1 for the second semester, regardless of payment option. **No tuition refund will be made at any time if a student is dismissed or asked to withdraw from school for disciplinary reasons.**

Parent Involvement ***Open Door Policy***

Parents are welcomed and encouraged to visit the school and their child's classroom. Be advised, however, that your child may act differently when you are present, and the natural learning process may be disrupted. To minimize disruptions, please schedule your visit. Additionally, it is always advisable to keep your visits short and without unnecessary loitering in the hall.

Donation of Time

Schools such as ours are dependent upon volunteer help. Everyone has some talent that can be helpful to the school and that serves as a model for the students. We request that you donate four hours per month of your time. A \$10.00 charge per hour is a suggested substitution for your time.

Our main fundraiser, *A Toast to the Future*, is a culinary and wine-tasting event held on our campus every spring. This event can only be successful with the participation of all of our HTA families. Please consider responding to the requests for help when the call goes out! In addition, there are several other fundraisers throughout the year that require parent participation.

Donation of Supplies

Upon acceptance of a student a required Instructional Resource and Materials Fee will be collected. This fee goes toward classroom materials such as books and other learning tools. In addition, the school is always looking for further donations of helpful classroom supplies such as boxes of tissue, paper towels, hand soap, and hand sanitizer. Your child's teacher will distribute a list at the beginning of the year.

Parent-Teacher Conferences

As an integral part of the program, parents are requested to participate in two regularly scheduled conferences per year, usually in November and March. Additional conferences are always possible and may be scheduled with the classroom teachers at a mutually convenient time.

Dress

Preschoolers

Children should be dressed in simple clothing that is free from complicated fastenings so that they can manage easily for their bathroom needs. To account for weather changes, we advise easily removable layers. Remember that your child will enjoy a busy day and that accidents can happen, so dress him or her accordingly. For your child's safety, we require that all shoes and sandals have a back—no flip-flops or clogs.

On the first day of school, your child will need to bring a complete set of extra clothes. If your child uses these extra clothes, we will send the soiled garments home and expect a replacement set. Please label your child's possessions in a large plastic baggie. Preschool students are required to purchase a Holy Trinity Academy Spirit Shirt (a light blue t-shirt), which will be worn on all field trips so that teachers and chaperones can readily distinguish and identify HTA students. Spirit Shirts are also to be worn on designated Spirit Days. HTA Spirit t-shirts may be purchased from the school. Preschoolers may also wear HTA polo shirts.

Kindergarteners

Holy Trinity Academy has a uniform standard of dress for kindergarten students. This uniform policy gives the school a distinctive identity, reflects the values of the school and community, and projects a positive learning environment for our students. Students are expected to dress neatly and be well groomed, including shoes and socks. All shoes and sandals must have a back and cannot have a heel higher than one inch.

Girls

- Solid khaki, tan, or blue pants, capris, shorts, skorts, or skirts.
- Blue or white HTA logo polo shirt.
- Blue, white, or tan socks or tights.
- No leggings.
- When attending church services, girls must wear skirts or skorts.
- Blue Jeans, jean skirts, shorts or skorts may only be worn on Spirit Day with their Spirit Shirt.

Boys

- Solid khaki, tan, or blue pants or shorts. (Shorts may be cargo.)
- Blue or white HTA logo polo shirt.
- Blue, white, or tan socks.
- When attending church services, boys must wear long pants.
- Blue Jean pants or shorts may only be worn on Spirit Day with their Spirit Shirt.

All students are required to wear the Holy Trinity Academy uniform to school each day, unless there is a designated non-uniform day. If another layer of clothing is needed, students may either wear a white or black, long-sleeved shirt underneath the uniform top or a blue or white crewneck or hooded sweatshirt over the uniform top. Students may wear an HTA Spirit T-Shirt on non-uniform days. HTA logo polo shirts and Spirit T-Shirts may be purchased from the school office.

Discipline

The rules listed below are intended for the safety of all children attending Holy Trinity Academy. Teachers will enforce these rules consistently using positive techniques of guidance, redirection, and anticipation and elimination of potential problems. When a quiet word from the teacher or diversion to another activity does not adequately modify or correct unacceptable behavior, a “time out,” such as a short time sitting in a chair, is used. Children are never left alone, and physical or verbal abuse from anyone is not tolerated.

1. Children will protect and respect school property.
2. Children will leave classrooms only when accompanied by an authorized adult or in pairs if given permission.
3. Children may not engage in any activities that are harmful to themselves or others.
4. Children will respect the rights and feelings of others.

Termination

Termination is rare but can occur for any reason listed below:

1. Failure to pay tuition or consistently late with tuition
2. Refusal to cooperate with school policy by parent or child
3. Child is disruptive to the point of being a detriment to other children
4. Any problem that has been discussed with the HTA Director and Board and continues to work against the good of the school, the child, or the other children

Transportation

Holy Trinity Academy provides no transportation. In the event of a field trip, parents will be notified and written permission slips will be required for the child to participate. Parents will then provide, or make arrangements for, the child’s transportation to the event.

Health Policies

Medical Records

Your child’s Health Record form must be completed and returned by the first day of school. Arizona state law requires that a special Certificate for Immunization be on file before a child can be admitted to any school. We are required by law to refuse admission to any child whose Health and Immunization forms are not complete.

Medication

The staff of Holy Trinity Academy will administer medication on an emergent basis only with prior parental consent.

Allergies

If your child suffers from an allergy of any kind, please notify the school in writing.

Emergency Procedures

In the event of a medical emergency, 911 will be called immediately. Parents will then be telephoned. If the parents are unavailable, the person listed as the child's emergency contact will be called.

Illness and Infectious Diseases

Please keep your child at home if he or she exhibits any of the symptoms listed below. If a child should develop any of these symptoms during the school day, his or her parents will be contacted and expected to come and get their child. Parents must inform the Director if their child has contracted any contagious disease so that the school can notify other parents that their children have been exposed. The school will also make parents aware of any pertinent information provided by the Maricopa County Health Department.

- Fever: Children with an oral temperature over 99°F (100°F, rectal) should stay home for 24 hours after their temperature has returned to normal.
- Chicken Pox: Children should stay home 7-10 days or until all pox are scabbed over.
- Strep Throat: Children can return to school after they have been on medication for at least 24 hours.
- Pink Eye (Conjunctivitis): Children can return to school after they have been on medication for at least 24 hours.
- Diarrhea or Vomiting: Children may return to school when symptoms have not appeared for 24 hours.
- Lice: Children may not return to school until treatment is complete and all nits are removed.
- Nausea or abdominal pain
- Unusual drowsiness or tiredness
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Swollen glands around jaws, ears, or neck
- Suspected impetigo
- Any skin sore oozing of fluid, yellow pus in blisters, or pus which has an odor
- Earache
- Rash

Special Needs

Occasionally, we may find that our program does not fit the needs of all children, and behaviors may develop that exceed our professional expertise. In such cases, we will meet with the parents and consider each situation on an individual basis. On rare occasions, we may find it necessary to recommend a child's removal from the program. This would happen only after several consultations with the parents.

Toys and Pets from Home

Please do not allow your child to bring toys from home unless requested by the teacher (i.e. show and tell). Toys from home are a distraction to the learning process and are often fragile, unable to be shared, and can be lost or broken. The school will provide developmentally appropriate educational materials and toys.

Pets can be an integral part of a child's learning to share and to care. However, for practical, safety, and health considerations, pets may not be brought to school without the permission of the School Director.

Snacks

Everyday there will be time set aside for the children to eat a snack. Each teacher will be responsible for the snack procedure in her classroom. If a child brings treats to share with the class, state regulations require that the food item be store bought and in its original wrapper.

Celebrations

Feast Days

Our celebration of Orthodox Feast Days will focus on the major feasts of the Church and Name Days. We will do this by attending Orthros, Liturgy, or Paraklesis (whenever possible), reading stories, arts and crafts, music, cooking, and dramatic plays. Our main objective is to develop an attitude of participation that observes the Orthodox Church cycle.

Name Days

Name Days are commemorations of Orthodox saints or events in the life of the Church. Since each child who is baptized into the Orthodox faith receives a Christian name, which is derived from one of the saints, it is traditional to recognize the saint's virtuous life as a means of glorifying God. Unlike birthdays, it is not a day in which the child receives from others but rather gives to others. Children with non-Orthodox roots are encouraged to participate in this beautiful tradition. If needed, we will designate a saint's day so that your child may comfortably participate in these meaningful traditions.

Birthday Celebrations

Birthdays are special, and children may want to bring treats for their birthdays or any other special day. Please talk with the Director to give advance notice and to coordinate your plans. According to state regulations, all treats must be store bought and in their original wrapper.

Patriotic Days

Patriotic holidays, both Greek and American, will also be celebrated. These holidays consist of *Oχι* Day, Columbus Day, Veteran's Day, Thanksgiving Day, Martin Luther King Day, Presidents' Day, Greek Independence Day, and Memorial Day.

Questions, Comments, Concerns...

If at any time you have questions, suggestions, or concerns about your child, teacher, Director, or anything else regarding the school program, we encourage you to speak directly to the person involved (teacher, director, etc.).

Holy Trinity Academy Preschool is licensed and inspected by the Arizona Department of Health Services (ADHS). Inspection reports are available upon request from the Director in the classroom. This facility is regulated by ADHS Office, Division of Licensing Services, 150 N. 18th Ave., 4th Floor, Phoenix, AZ 85007, 602.364.2539 or online at <http://www.hs.state.az.us/als>. This facility carries liability insurance as required by ADHS.

Safety

A school Crisis Plan booklet has been assembled and is practiced by the staff in order to facilitate the planning and implementation of school emergency procedures. The booklet is available in the office, and all parents are encouraged to read it and to become familiar with its policies and procedures.

Fire drills are performed monthly so children will know what to do in case of an emergency.

General Curriculum Information

Holy Trinity Academy offers an accelerated curriculum that meets and exceeds the guidelines set forth by the state of Arizona. Our preschool programs are designed to promote the development and mastery of fundamental academic, social, and physical fitness skills necessary for kindergarten readiness; our kindergarten is dedicated to superior education for students whose academic ability is high-average and above. The following objectives represent a partial list of the educational outcomes that are taught at Holy Trinity Academy.

- **Religion**
To become familiar with simple Bible stories, prayers, and hymns and to demonstrate respect and proper church conduct
- **Social Skills**
To develop age-appropriate behavior and life-skills
- **Language Arts**
To demonstrate reading readiness (preschool) and to develop and master reading and writing skills and oral competency (kindergarten)
- **Social Studies**
To introduce the student to his or her community (preschool), peoples and cultures who first lived in America (kindergarten)
- **Mathematics**
To recognize, use, and master basic mathematical concepts

- **Science**
To foster an understanding of the natural world around the student
- **Comprehensive Health**
To encourage attitudes and behaviors that promote overall good health
- **Motor Skills and Physical Activity**
To develop large and small motor skills
- **Fine Arts**
To impart a love and appreciation of art, music, theatre, and dance
- **Technology**
To understand and properly use basic technological components
- **Greek Language**
To introduce basic Greek and church-related vocabulary (preschool) and to learn and develop fluency in the written and spoken language, (kindergarten).