

Holy Rosary Totten Hall Preschool Handbook



2023-2024

Welcome to the Family!

We are looking forward to getting to know all our Preschool and Pre-K students and families. Thank you for sharing your littlest blessings with us. We sure hope that you find Holy Rosary Totten Hall Preschool a place where your child develops friendships, feels loved and nurtured, safe and secure.

You will find that joyful learning takes place when teachers, parents and students all work together and experience God's love for us in our daily lives!

You may contact me or your child's teacher at any time if you have any questions and concerns, tunfried@evdio.org or (812) 471-7228.

Yours in Christ,

Tracey Unfried

Assistant Principal/Early Childhood Director



Children learn
as they play.
Most importantly,
in play children learn
how to learn.

O. Fred Donaldson

School Information

Holy Rosary Totten Hall
1303 S. Green River Road
Evansville, IN 47715

Ms. Tracey Unfried
tunfried@evdio.org
(812) 471-7228

Staff Information

Mrs. Hannah Angel	Preschool Teacher
Mrs. Mary Jo Borowiecki	Preschool Teacher
Mrs. Jourdan McGowan	Preschool Teacher
Mrs. Brandy Payne	Preschool Teacher/Music
Ms. Jennifer Pigman	Preschool Teacher
Mrs. Brittany Weaver	Preschool Teacher
Mrs. MayMe Hunt	Assistant
Mrs. Abby Markle	Assistant
Mrs. Barbara Compton	Pre-Kindergarten Teacher
Mrs. Erin Hurt	Pre-Kindergarten Teacher
Mrs. Liza Martin	Pre-Kindergarten Teacher
Ms. Trina Virden	Pre-Kindergarten Teacher
Ms. Joanie Greif	Pre-Kindergarten Teacher Assistant
Mrs. Eneida Ortiz	Pre-Kindergarten Teacher Assistant
Ms. Tracey Unfried	Asst. Principal/Early Childhood Director
Mrs. Joan Fredrich	Principal, Holy Rosary School
Fr. Bernie Etienne	Pastor, Holy Rosary Parish
Fr. Martin Estrada	Associate Pastor, Holy Rosary Parish
Mr. Joe Holtz	Parish Administrator



Policies & Procedures

Enrollment - Your child will be enrolled for the entire school year. However, if withdrawal is necessary, the school requires a written statement of such, prior to withdrawal. If more than two months behind in tuition, you will be asked to withdraw your child due to the lengthy waiting list of children wanting to attend our preschool. Enrollment for Holy Rosary Totten Hall is open to all children regardless of race and religion.

Information Cards and Application Fee - All preschool families must complete an Information Card stating your child will be attending the Morning Program or the Extended-Day Program, 3-days or 5-days, and/or after school care. An on-line application and non-refundable application fee is required to hold your child's spot for the upcoming school year.

Applications and Registration in PowerSchool - Holy Rosary uses *PowerSchool* as our student information system. There will be a link for you to complete an online application in March of the prior year. The official registration link for you to complete is sent out closer to the start of school.

Tuition - Holy Rosary uses *FACTS* tuition payment program. You may choose to pay in full, by, quarterly, monthly or bi-monthly. Payments can be made from multiple payment methods including automatic checking or savings bank account, debit or credit card, or by prior cash payments. Billing will remain the same regardless of how many days your child is absent.

Programs Offered - Pre-K and Preschool begins at 8:00 a.m. Please be on time so the teacher can start their daily activities and your child will not miss out. We expect all students to be at school by 8:30 a.m. at the latest. 3-day students will attend school on Monday, Wednesday, and Friday.

Morning Only Program	8:00-11:00 a.m.
Extended Day Program	8:00 a.m.-3:00 p.m.
After School Care	3:00-5:30 p.m.

Pre-K - All Pre-K students will be enrolled in our 5-day program and will be billed accordingly. It is our recommendation that Pre-K students at Holy Rosary Totten Hall attend five days a week to prepare them for Kindergarten.

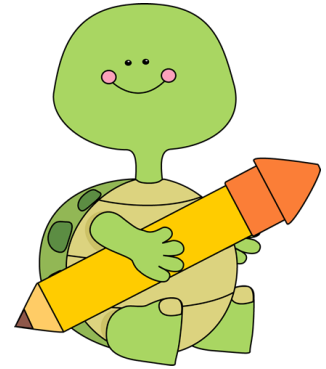
After School Care - Doors open at 7:00 a.m. for the students using the before/after school care. Students for after school care may stay from 3:00-5:30 p.m. Students will be signed in and out by noting the time that the child was picked up. If someone other than those persons listed on your registration is to pick up your child, you should inform the school. After school care payments will be made through your *FACTS* tuition program as "incidentals."

Rest Time - Students that stay in the Extended Day Program will have a rest time daily as needed after they have had their lunch. Pre-K students will have a shorter rest/quiet time. We will provide a bag with their name on it that has a blanket and a pillow for rest time. These items will be sent home each Friday to be washed and returned the following Monday. Please do not send additional blankets or pillows. Pre-school children may bring one, small soft animal to sleep with if needed, we prefer that the Pre-K children do not bring sleep items.

Arrival - Parents or older siblings of students using the early drop off program must walk their preschoolers into the building at DOOR 6. If an older sibling is dropping off please make sure that you take the preschooler to a teacher and they acknowledge that the child has been dropped off.

Dismissal - It is important to let your children know they will be picked up promptly. For students in our morning program, your child must be picked up from school between 10:55 and 11:00 a.m. For students in our extended day program, your child must be picked up by 3:15 p.m.

Any child picked up later than 3:20 p.m. will be in After School Care and will be charged an extra fee per day.



Arrival/Dismissal Procedures

[Arrival and Dismissal 2023-2024.pdf](#)

Site Map for Arrival and Dismissal

[Site Map for Arrival Dismissal 2023-24.pdf](#)

School Cancellations - School delays, closings, or early dismissals will be communicated by School Messenger, emails, and phone calls as well as postings on local television and radio stations. We apologize in advance for any early morning phone calls!

Two-Hour Delay for Preschool:

- The MORNING ONLY program will not operate.
- The EXTENDED DAY program will be in session starting at 10:00 a.m.
- Doors will open for the Extended Day program at 9:00 a.m.
- Early drop off will not be offered.

School Cancelled for Preschool:

- The MORNING ONLY and EXTENDED DAY programs will not operate
- The After-School Care will not operate.
- Make-up day information will be communicated to you once it is available.

Illness Policy - If your child will be absent from preschool, please call us at 471-7228 or email tunfried@evdio.org. Check your child in the morning for signs of illness. If your child has a temperature, diarrhea, vomiting, a rash, nasal discharge or discharge from the eyes, please keep them at home. We cannot accept any child with these symptoms. A child must be fever free without medication for 24 hours before returning to school or after school daycare. If your child becomes ill during the school day, the parent/guardian will be contacted. If your child has a temperature, is vomiting, or has diarrhea they cannot remain at the after school daycare program.

Emergencies - Should an emergency occur we would contact the child's parents and/or emergency contacts. Part of your parent release allows us to contact your physician and to take necessary emergency medical measures.

Medication - State regulations do not allow us to give over-the-counter medicines such as aspirin or cough medicine, unless it is accompanied by a doctor's note. Prescription medication must be in the original bottle showing the child's name, date, prescriptions number, doctor's name, and dosage. Parents will need to submit a signed Medication Authorization Form for all medication.

[4.05 Medication Authorization Form.pdf](#)

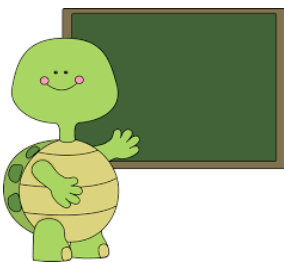
Potty-Trained - Students *MUST* be fully and dependably potty-trained prior to the start of school. Staff members can provide verbal assistance but students must be able to take care of their individual needs. Potty-trained children are those children who can do the following:

- Be able to tell the adult they have to go potty *BEFORE* they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get on/off the toilet by themselves.
- Be able to wash and dry hands your hands and discard paper towels in the trash can.
- Be able to postpone going if they must wait for someone else or if we are outside.
- Be able to wear underwear and *NO* pull-ups.
- Be able to wake up during naptime should they need to use the bathroom.

Snacks - Each child will be assigned a date to bring in their special snack for their classmates. This may be several times a month depending on class size. We promote healthy snacks and support the school wellness program. Snack suggestions: fruit, cheese, crackers, pretzels, yogurt, etc. Please bring a bottle of juice, juice boxes, or milk on your snack day.

Birthdays - Teachers will schedule your child's snack day on or as close to their birthday. You may bring something special for that day...we suggest simple treats!

Lunch Program - The school lunch program exists for the sole purpose of providing every child with a well-balanced meal. Parents should not bring or send lunches from fast food restaurants in order to maintain a healthy lunch program.



Lunch Accounts - All families at Holy Rosary School are to set up a school lunch account with LINQ Solutions (Formerly known as Titan). Cash or check may also be sent in preferably on Monday mornings. The money must be in a sealed envelope marked "Lunch Money" with the student's first and last name and grade. Please do not combine money for other things such as tuition, field trips, after school care, etc.

Volunteers - As part of the Diocese of Evansville Safe Environment and Youth Protection Program, it is required that all volunteers who have contact with children in the course of their volunteer work (including classroom readers, chaperones for field trips, classroom parties helpers, etc.) *MUST* have a current background check (every 5 years) and current Youth Protection Training. Each year following, you will complete a youth protection renewal.

Field Trips - The Preschool program will include field trips and parties arranged by the Director of Holy Rosary Totten Hall and PTO. A field trip fee will be charged for certain field trips to cover the bus and costs associated with the field trip.

Backpacks - We would like all the children to have their own, regular sized backpack. It is mandatory if your child stays for after care. Backpacks need to be large enough for a 9"x12" folder.

Labeling All Items - Please put your child's name on all items of clothing, lunch boxes, backpacks and any other personal items brought to school. This will help the teachers immensely.

Show and Tell - Occasionally, a teacher will ask their class to bring a special toy from home. Each teacher does it differently. Children love showing and telling about their favorite toys. The only time children are permitted to bring toys from home is when a teacher ask them to bring in something show and tell the class.

Behavior - Young children are growing at all levels of social, emotional, and physical development. Holy Rosary School takes the Love and Logic approach with students. Consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future. We encourage students to use their words when they feel frustrated or upset. Parents will be notified appropriately.

Crying Children - Do you happen to be one of the unfortunate parents whose child decides to cry, scream, kick, throws a fit, when you drop them off? Please just give them a big kiss, a big hug, tell them you love them. Then tell them you will be back very soon to pick them up and then leave! Many times we've had chain reactions because it scares the other children. It makes them think maybe they should be upset or nervous too!

Crying Parents - We know it breaks your heart, but every year there are a few children who cry the first week or two. By the time you sob on your way home or work we have worked our magic and have them distracted and they are off playing and starting their day. Please feel free to call the school at 471-7228 anytime you have concerns or just want to check on your child.

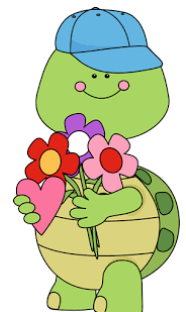
Totten Hall PTO - The Holy Rosary Totten Hall PTO has special fund-raising projects each year to help supplement its income in order to purchase new equipment and general needs for the preschool and our students. We hope you will participate and support our school!

PTO Celebrations - Totten Hall Preschool knows how to party and we have 7 celebrations a year! The good thing is that you can help with one or all of them. Let us know what party or parties you can help with. Here is a list of celebrations put on by our PTO.

Totten Hall Birthday
Christmas
Easter

Halloween
Valentine's Day

Thanksgiving
St. Patrick's Day



Curriculum and Assessments

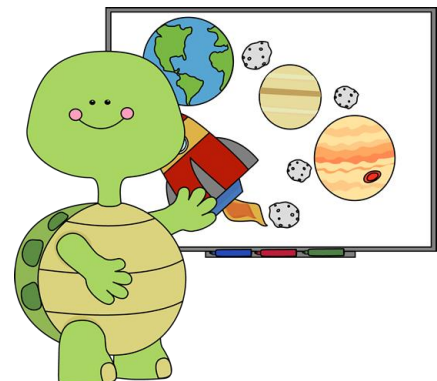
Our program is based on theory that children learn through play. We encourage the children to be active learners. We understand that children grow at their own stage of development. Each child must be treated as an individual to help them experience success. Social skills are given a great deal of emphasis. Hands-on activities and experiences are planned according to the themes which provide meaningful learning. Academic assessments assist in creating lessons and driving curriculum.

Your child's teacher will update you on your child's progress. Assessments are kept confidential amongst teachers, parents and the director. More thorough report card assessments are issued in quarterly. Open communication is encouraged for all families with your children's teachers.

Our learning will include:

- Social skills - meeting new friends, independent play, sharing, group activities, express emotions, responds well to consistent routines
- Motor skills - gross motor skills, strength and balance, fine motor skills with pencils, glue and scissors
- Reasoning & concept development - matches objects, explores with elements, remembers short sequences of events of 2 to 3 steps
- Language skills - uses language to communicate, tell simple stories, understands words for common categories, uses sentences with two phrases or concepts
- Reading - holds a book properly and turns pages, understands that words convey the message in a story, recognizes the first letter of their own name, upper and lower case letters, sounds and symbols with letter recognition
- Writing - holds a writing tool with a fist or finger grasp, draws with a variety of tools (crayons, pens, pencils), forms letters and shapes
- Math - identifies some shapes, recognizes and matches small quantities, recites some number words, count, make comparisons, patterns, classifications and sequences
- Science - asks questions about their environment, constructs with a variety of materials
- Creative Arts & Music - knows a few color words, drawings have basic resemblance to objects and people, articulates what they are drawing, imitate sounds and rhythm; might have a favorite song, engages in dramatic play
- Social Studies - recognizes common features of the home and neighborhood, shows interests in familiar people and common jobs
- Technology - classrooms will utilize iPads to enrich and reinforce curriculum in monitored centers periodically

Our Faith - Religion is part of our curriculum. We focus on making friends, learning about themselves, learning about their families, and loving others.



Totten Hall School Song

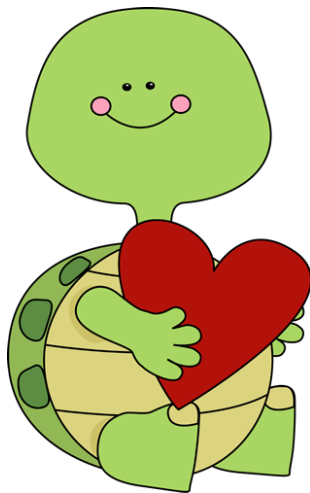
T-O-T, T-E-N, H-A-double-L,
Totten Hall, Totten Hall.

Our preschool forever we'll love you!

We'll sing and play, and be happy each day, and make new friends.

This is where it all begins,

Totten Hall, we love you!



ABC's of Children

By: Meiji Steward

Amazing, acknowledge them.

Believable, trust them.

Childlike, allow them.

Divine, honor them.

Energetic, nourish them.

Fallible, embrace them.

Gifts, treasure them.

Here now, be with them.

Innocent, delight with them.

Joyful, appreciate them.

Kindhearted, learn from them.

Lovable, cherish them.

Magical, fly with them.

Noble, esteem them.

Open minded, respect them.

Precious, value them.

Questioners, encourage them.

Resourceful, support them.

Spontaneous, enjoy them.

Talented, believe in them.

Unique, affirm them.

Vulnerable, protect them.

Whole, recognize them.

Xtraspecial, celebrate them.

Yearning, notice them.

Zany, laugh with them.