

School Handbook 2025 - 2026

607 N. Greene Street Greensboro, NC 27401 (336) 275-7726

Table of Contents

Calendar	page 3
Welcome	4
Contact & Communication	5
Arrival & Dismissal Procedures	6-7
Carpool	6-7
Health	8-9
Potty Training	9-10
Tuition & Billing	10
Personal Items	11
Curriculum	11
Class Ratios	12
Chapel & Godly Play	12
Holy Trinity Episcopal Church	12
Music	13
Science Time	13
Morning Fun Bunch	13
Extended Day Offerings	14
Birthdays	14
Teacher Gifts	14
Board of Directors	15
Parent Involvement	15
Fundraisers	15
Happy Hearts Fund & Gala	16
School Spirit	16



Holy Trinity Day School

2025-2026 School Calendar

DAY SCHOOL

September 2025 October 2025								No	ver	nb	er	20		December 2025															
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ugust 2																Dec 17: Last Day of regular school for 2025													
ugust 25-28: Staff Development & Teacher Workdays											Dec 18: Christmas Chapel (3's, PreK, JK)																		
ugust 28: Open House for Students ept 2: First Day of School (abbreviated schedule)										Dec 19 - Jan 5: NO SCHOOL - Christmas Break Jan 5: NO SCHOOL - Teacher Workday																			
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ct 10: NO SCHOOL - Teacher Workday										Feb 16: NO SCHOOL – Presidents' Day Mar 13: NO SCHOOL Parent Conferences & Teacher Workday																			
ct 30: Halloween Parade & Bake Sale											Mar 30 - April 6: NO SCHOOL - Spring Break																		
ov 10: NO SCHOOL - Veterans Day										April 29: Teacher Appreciation Luncheon																			
ov 12: Teacher Appreciation Luncheon										May 20: Last Day of regular school																			
ov 25: Thanksgiving Performance										May 21: Closing Chapel and Graduation (3's, PreK, JK)																			
ov 26-28: NO SCHOOL - Thanksgiving Holiday									May 22: Teacher Workday																				

^{*}The academic calendar can also be found in BW "Paperwork"→ "Shared Files."

Additionally, please use the "Calendar" tab in the BW app to see daily events.

Welcome to Holy Trinity Day School. We are glad that you and your family are part of our school community. Founded in 1954, Holy Trinity Day School today offers a quality half-day program for children ages three months through pre-kindergarten.

Holy Trinity Day School provides quality early education in an enriching, nurturing, spiritually grounded learning environment that educates the whole child; supports the individual gifts of each child; builds on the child's natural inquisitiveness; fosters a sense of caring and compassion; and teachers children respect for themselves and others.

The program provides individualized, play-based learning, where children can develop to their optimum. Teachers regard each child's natural curiosity and interests as vital in their planning of developmentally appropriate curriculum and activities. In addition, teachers provide small group experiences which facilitate each child's social, emotional, intellectual, physical and spiritual growth. The program equips young students for success, not only at school, but beyond.

As a ministry of Holy Trinity Episcopal Church, one of our objectives is to help each child understand and appreciate God's love. Through stories, music, and movement students are exposed to the miracle of God's love. If your religious traditions are different from ours, we encourage you to share them with us through your child.

We want to ensure a smooth transition for your child to the Day School Program. We recognize that each child's adjustment period varies, depending upon his/her individuality, age, and prior school experiences. Suggestions to facilitate your child's transition into the program include bringing a photograph of your family for your child to keep in his/her cubby during the day, reading through this handbook to become familiar with our policies and procedures, and always saying goodbye to your child each morning, so that he/she realizes that, although you are leaving, you will come back.

We look forward to getting to know you and your child and to offering your child a safe, nurturing, discovery-filled, learning environment.

Contact & Communication

HTDS partners together with you for your child's well-being. A key component in our partnership is open, honest, and direct communication. The school uses a variety of ways to communicate such as newsletters, emails, text messaging, pictures, and phone calls.

Because teachers are with their students, they cannot converse with parents in person or by phone, including text messaging, during school hours. The office is happy to relay messages to teachers and encourages parents to please reach out with comments, questions, and concerns. School office phone: (336) 275-7726. You may text to this number.

School email: Julie Buie: <u>julie@holy-trinity.com</u> & Moira Meadors: <u>htds@holy-trinity.com</u>. School office hours are weekdays 8:30am – 1:30pm.

BRIGHTWHEEL

The school uses a software system called Brightwheel for almost all communications. Brightwheel is an all-in-one platform for messages, pictures, videos, documents, invoicing, and automated bill pay. Upon an emailed invitation, parents need to create an account so that they can stay informed and engaged. Parents will want to download the BW app to their phone as well as be able to access their BW accounts in a web browser. Parents should enable notifications on their mobile devices for the Brightwheel app to ensure that they receive all communications from the school. Helpful Brightwheel resources can be found here: https://help.mybrightwheel.com/en/collections/87137-for-guardians

CLASS DIRECTORIES

Parents can access class directory information (class roster & parent contact information) directly in the Brightwheel app. Read here for help finding the directory via BW web and via BW app: https://help.mybrightwheel.com/en/articles/8129695-access-your-program-parent-directory

NEWSLETTERS

You will receive weekly electronic newsletters through Brightwheel from the school office informing you of important school news. You will also receive electronic newsletters through Brightwheel from your child's teachers with weekly activities, current news, photos, and more. Newsletters help to keep you informed. Please be on the lookout for these.

CONFERENCES

Parent conferences are scheduled for March. If parents would like an additional conference, please contact the child's teacher. Parents are asked to notify the lead teacher of any unusual situations at home such as parents being out of town, a birth of a child, moving to a new home, a death, hospitalization, or the like. Parents should come to the lead teacher with matters of concern regarding their child.

INCLEMENT WEATHER POLICY / SCHOOL CLOSINGS NOTIFICATIONS

A message will be sent to parents as an alert through Brightwheel in the event that school is cancelled or is closing early due to inclement weather.

ARRIVAL & DISMISSAL PROCEDURES

The school day is 9:00 am to 1:00 pm. As a courtesy, the Greene St. doors will open and carpool will begin at 8:55 am and 12:55 pm.

Morning drop off runs from 8:55 am to 9:05 am. Afternoon pickup runs from 12:55 pm - 1:05 pm.

Families with children in the Twos classes and older may participate in drive-up carpool located behind the school near the playground. Children in the Twos classes and older are also welcome to be walked in by a parent in lieu of carpool.

Families with children in the Infant, Sprouts, and Toddler classes should park on Greene St. or in an unmarked spot in the Hanes Lineberry lot and walk in through the Greene Street doors. The doors are monitored and open from 8:55 am to 9:05 am and 12:55 pm to 1:05 pm. If locked, or for entry outside these times, please ring the doorbell to the right of the double doors and remain standing in front of the camera to request access to the building.

CARPOOL GUIDELINES

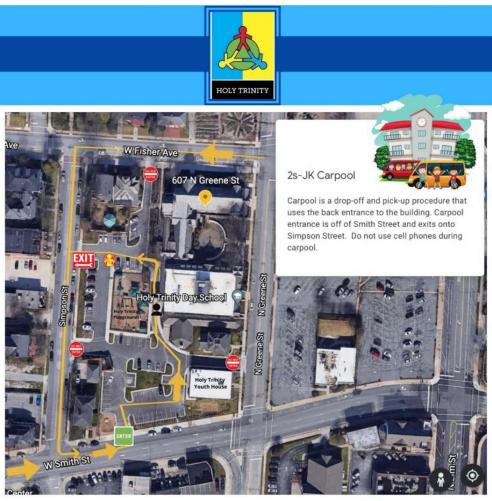
- -Use the provided carpool sign or create a carpool sign with your child's first and last name.
- -Display your carpool sign so it is clearly visible.
- -Enter the driveway by turning left off Smith Street into Holy Trinity parking lot.
- -Turn right immediately, form a double line, & head towards the back of the HT Youth House.
- -Turn left towards the playgrounds and the back entrance to the school.
- -Turn off cell phones during carpool for the safety of everyone.
- -Pull forward into the parking lot to buckle your child once he/she is in the car.

LATE PICK-UP

Please be prompt in picking up your child at the end of the day. Children left at school after 1:10 pm will be taken to the office and may be picked up at the office. Parents who arrive after 1:10 pm will be charged \$10.00, invoiced upon pick up. Please call the office if you know you are going to be late so we can assure your child that you are on your way.

RELEASE OF CHILD TO SOMEONE OTHER THAN PARENT

A child will not be released to someone other than the parent, guardian, or someone identified on their approved pickup list. Parents are responsible for keeping the child's Brightwheel account updated with Approved Pick-Up persons. Parents should add Approved Pick-Up persons, family members, and emergency contacts in the "Profile" section of the app. Please notify the office via Brightwheel message if the child is to be picked up by someone other than the regular person. Verbal messages by the child cannot be accepted.



Carpool entrance is off of Smith Street.

Enter by turning left off Smith Street into the Holy Trinity parking.

Turn right immediately and head towards the back of Holy Trinity Youth House.

Turn left towards the playgrounds In the morning, students will be unloaded by teachers.

In the afternoon, students will be loaded into the cars.

Pull forward towards the back parking lot to buckle your child before exiting onto Simpson Street.



Clearly display your carpool pickup sign on your windshield or dashboard.

PARKING

Parking is available along the streets of Greene, Smith, Fisher, and Simpson, in the back parking lot behind the school, and in any unmarked space in the Hanes Lineberry parking lot. Hanes Lineberry generously allows Holy Trinity to use the majority of its parking lot as a courtesy to us. However, there are several spaces that are not available for us to use under any circumstance, not even for just a few minutes. Area businesses pay for certain spaces and have these well marked with a sign or number. Do not ever park in a space that has a number or sign in it. Cars parked in marked spaces will be towed. Please help us be good neighbors by parking only in undesignated spaces in the Hanes Lineberry parking lot.

SCHOOL SECURITY

Holy Trinity Day School makes every effort to provide a safe and secure environment for students. The doors of the Parish House are locked throughout much of the school day. There is an intercom with a camera system at the Greene Street entrance. The intercom doorbell is located to the right of these outside doors. To request access to the school outside of our standard arrival / dismissal windows, please use this intercom system. In addition, classroom doors are locked for most of the school day.

HEALTH

HEALTH RECORDS

Families must upload an immunization record to Brightwheel each school year, even if your child's records are unchanged. Parents will receive an emailed document request via Brightwheel and may follow the link in the email and log in to a web browser to upload an image or pdf. Parents may also do this in the BW app from the child's main screen: Click on Paperwork, Click on Forms & Requests, Click on Immunization Records, upload your image/pdf, click Save, click Submit.

DAILY HTDS HEALTH CHECK

Students should be in good health to attend school. In order to keep our HTDS community safe and healthy, we ask that BEFORE you leave for school you...... CHECK FOR SYMPTOMS

- Fever (100.4)
- Cough
- · Shortness of breath or difficulty breathing
- Fatigue or lethargy
- Muscle, body aches or headache
- Sore throat
- Congestion or runny nose (not related to seasonal allergies)
- Constant green or discolored nasal discharge
- Nausea (not interested in eating), vomiting, loose stools, or diarrhea

DAILY HTDS HEALTH CHECK continued:

CONSIDER THE IMPACT

- Will any of the above symptoms cause your child to pass along germs to others?
- Will any of the above symptoms cause your child discomfort at school?
- Will any of the above symptoms cause HTDS staff to question whether your child should be attending school?

KEEP SYMPTOMATIC KIDS HOME

- For 24 hours, fever-free without fever-reducing medication
- Until upset stomach (nausea, loss of appetite, loose stool, or diarrhea) has been cleared up for at least 24 hours
- Until cough or runny nose is cleared up enough to not affect others
- Until a pediatrician has cleared your child to return to school

Notify the Director of your child's absence. Any students who shows symptoms throughout the day will be sent home.

ALLERGIES

Please inform the Day School of any allergies your child might have, particularly food allergies, so proper precautions can be taken. **Classrooms are peanut- free**.

POTTY TRAINING

Potty training your child can be both an exciting as well as an anxious time. Like all parenting, there is no one set way to help your child to learn this new skill. In fact, even knowing when to start potty training varies with each child. However, the Academy of American Pediatrics (AAP) provides these general age guidelines that are helpful to keep in mind.

- Many children show signs of bladder and bowel awareness and control starting between 18-24 months (remember these are early signs).
- A pediatrician or health care provider will likely discuss potty training at your child's well
 visits starting at around 18 months and again at subsequent checkups.
- The average age that children begin the potty training process in the U.S. is between 2 and 3 years old.

Because students are here for only four hours, potty training must mainly take place at home through parental efforts with HTDS staff supporting your efforts and child. As students move to upstairs classrooms, the expectation is that they have learned or are learning this new skill. Each classroom on the second is equipped with its own bathroom to help the child in his/her success. In addition, teachers take the class to use the hall bathrooms throughout the day.

There are many resources on potty training a child including your child's pediatrician. Here is an informational link from the Mayo Clinic as well as a link to an e-course you can purchase. In addition, please feel free to reach out to me for your child's teacher for assistance/advice.

https://www.mayoclinic.org/healthy-lifestyle/infant-and-toddler-health/in-depth/potty-training/art-20045230

https://preschoolinspirations.lpages.co/peaceful-potty-training-course-teaching-2-and-3-year-olds/

POTTY TRAINING continued:

We are here to support and assist your efforts in teaching your child to use a toilet as he/she becomes more and more independent. The school does not have a policy dictating that a student must be potty trained by a certain age to attend, but rather embraces the fact that when an expectation for a child is presented and supported in a loving manner, children rise to meet it.

Tuition Payments & Billing

Parents are expected to assume financial responsibility for tuition for the entire school year. Tuition may be paid monthly, by semester, or for the entire year. Please notify the school office if you would like to pay in full or by semester. **Monthly tuition is due on the first day of each month**. Credit card and bank payments can be made through Brightwheel (fees apply). We also accept payment by check and cash. Checks should be made payable to Holy Trinity Day School.

Tuition received after the 5th day of the month is considered late and will incur a \$25 late fee.

All tuition invoices are generated through Brightwheel and are accessible for parents to view in the Payment section of the app and website. From your app home screen, click the three lines in top left corner, click Payments, then select your child from the dropdown menu. Year-end tax information for tuition paid is also accessible in the Payment section of the app and via web.

Please contact the school office with billing questions.

Drop in Tuition

Holy Trinity Day School allows current students to "drop-in" for a day in which they are not regularly enrolled if their class is not full. Parents must request a drop-in with the office via Brightwheel "Admin" message at least one day in advance. The drop-in rate is \$40 per day, invoiced via Brightwheel, and due on the day of attendance.

Withdrawal Procedure

Families should submit written notice to the Director at least 30 days prior to the planned last day of attendance. If a family provides less than 30 days notice, the family will be responsible for a subsequent month's tuition.

PERSONAL ITEMS

Students will bring their own snack, lunch, and filled, reusable water bottle. They will also need to have a seasonally appropriate change of clothes that stays at school.

LABELING

Please label your child's clothing, lunch, containers, and any other personal items to ensure that they come home with your child each day.

CLOTHING

Please label your child's clothing. Comfortable clothing will allow your child to enter wholeheartedly into all activities. Students go outside even when the temperatures are low. Please send them with coats, hats, and mittens. Tennis shoes or shoes with crepe soles are best for climbing activities. Clogs, flip flops, or shoes that slide off the child's foot easily are dangerous on the playground and should not be worn to school.

LOST AND FOUND

Lost and Found is located in the Day School office.

CURRICULUM

DEVELOPMENTALLY APPROPRIATE PRATICE

The Day School curriculum is based on CREATIVE CURRICULUM FOR PRESCHOOL. The teachers think first about what young children are like. Then they create a safe, nurturing environment with meaningful, fun experiences that foster children's individuality, acceptance, creativeness, friendships, and sense of self. The focus of the curriculum is building experiences based on the power of play, making choices and the importance of process versus product of outcome. All readiness activities are embedded in meaningful play experiences.

Teachers in the 3s, PreK, and JK classes incorporate *GET SET FOR SCHOOL: HANDWRITING WITHOUT TEARS, READINESS AND WRITING* into the curriculum to help prepare young learners for success in school. The program is based on 25 years of success and uses music, movement, and multisensory manipulatives to engage students when working on pencil and crayon grip, letter and number recognition and formation, body awareness, and posture.

CLASSES AND RATIOS

Class Sizes (minimum 2 teachers per classroom)

- Each Infant class shall have an optimum enrollment of 6 children.
- Each Toddler/Sprout class shall have an optimum enrollment of 8 children.
- Each 2 year old class shall have an optimum enrollment of 10 children.
- Each 3 year old class shall have an optimum enrollment of 14 children.
- Each Pre-K/JK class shall have an optimum of 18 children.

CHAPEL & GODLY PLAY

Godly Play and our weekly Chapel service are important parts of Holy Trinity Day School's curriculum. Children not only learn the Gospel message and the primary Bible stories, but they also learn that we are all God's Beloved, that they don't have to earn God's love, and that God is always with them.

Each Thursday morning, the children in the 3's, Pre-K, and JK and class gather to sing, pray, and share a story together. The service begins at 9:30 am in the Happy Hearts Chapel (2nd floor or school) and is led by Holy Trinity's Rector, The Rev. David Umphlett, and Director of Christian Formation, Marjorie Donnelly. Riley Walker assists with music. Parents, children, and visitors are welcome to attend. Because this is a time of worship, we respectfully ask that you do not take pictures. If you have any questions about Chapel, please email Julie (julie@holy-trinity.com) or call or email our Christian Education Director, Marjorie Donnelly, at 272-6149 ext. 221 or Marjorie@holy-trinity.com

Children in the Three-year classes, Pre-K class, and JK class have Godly Play once a week. Godly Play is a method of Christian formation and spiritual direction designed to help children become more fully aware of the mystery of God's presence in their lives. Marty Keeton is the instructor. If you have any questions about Godly Play, please email Marty at mkeeton2@triad.rr.com, or email Julie at julie@holy-trinity.com.

HOLY TRINITY EPISCOPAL CHURCH

As a current parent at Holy Trinity Day School you are also a part of the larger community of Holy Trinity Episcopal Church. As such, you and your family are always welcome to participate in activities and services hosted by the church. Holy Trinity Episcopal Church offers many ways to connect and has a strong, vibrant Family Ministries. Check out the church's website to learn more about its mission and offerings. https://www.holy-trinity.com/

To sign up for the church's weekly e-newsletter, look here: https://www.holy-trinity.com/news

MUSIC

Because music naturally involves the whole child, Holy Trinity Day School incorporates a rich and vibrant music program into the daily routine of its classes. Students hear music, move, and play instruments throughout the year. Students will also enjoy visits from our music instructor, Riley Walker.

SCIENCE TIME

Young children's love of investigation, questioning, and getting messy makes them natural scientists. Science will be incorporated throughout classroom lessons on a regular basis.

MORNING FUN BUNCH

Morning Fun Bunch is offered Monday through Friday 8:00 to 9:00 a.m. Cost is \$10 per day per child or a monthly rate of \$140 per child. There is no sibling discount. Space is limited so advance registration is recommended.

To enroll your child/children for the Morning Fun Bunch program, send a message to the school office through Brightwheel using "Admin" message. Please indicate if you plan to attend & pay the daily rate or monthly rate. After Morning Fun Bunch enrollment approval, to register for specific days of attendance at the daily rate, simply sign up here:

https://schools.mybrightwheel.com/paperwork/sign-ups/ad4047df-3b13-425e-9d35-071b6984b304/share

(*note: families who pay the \$140 monthly rate do not need to sign up daily in BW)

Morning Fun Bunch will be invoiced via Brightwheel and can be paid via Brightwheel, cash, or check made payable to Holy Trinity Day School. Monthly attendance payments are due on the 1st of each month. Daily attendance payments are due on the actual day of attendance.

To attend Morning Fun Bunch your child must:

- be registered & approved for the day/month of attendance (all via Brightwheel)
- · be asymptomatic
- · be able to handle going up and down stairs
- come wearing a dry diaper (if applicable)
- have already eaten breakfast

The entrance for Morning Fun Bunch is the front entrance to the school which are the double glass doors that face Greene Street. Caroline Gram, who runs Morning Fun Bunch, will let you and your child inside as the doors are locked. Students will begin in Room 101, then move upstairs to Room 207, and finally they will be escorted to their individual classrooms for the regular school day.

EXTENDED DAY AFTERNOON OFFERINGS

Soccer Shots: Soccer Shots Classic for ages 3-5 utilizes creative and imaginative games to focus on basic soccer skills like dribbling, passing, and shooting. Soccer Shots also highlights a positive character trait each session such as respect, teamwork and appreciation.

Soccer Shots is offering two separate classes with one class on Tuesdays and another class on Thursdays. Soccer Shots meets from 1:00-1:40 p.m. (dismissal at 1:40 on the playground, or in the case of rain and indoor practice, in the carpool line).

Parents can enroll at: https://gso.soccershots.com/ & choose Holy Trinity Day School as location.

Le Petite Ballet Co: is a ballet dance class designed for children ages 3- 5 (potty trained please) with plenty of movement, music, instruction, and fun. It will meet on Wednesdays from 1:00- 1:40 (dismissal at 1:40 pm in the carpool line). Register at www.lepetitballetco.com/classes info@lepetitballetco.com; 336-312-5366

BIRTHDAYS

All birthdays are observed on the date nearest the birth date. Please notify the teacher several days in advance if you would like to provide simple refreshments for the class. Children with summer birthdays may also celebrate with their class before the end of school. We request that elaborate parties not be planned for the classroom. Children in the 3s, Pre-K, and JK classes will have their birthdays recognized in chapel the week of their birthday. Parents may want to attend chapel on their child's birthday week to watch him/her receive a birthday blessing.

TEACHER GIFTS

Teacher Birthday gifts, Christmas Gifts, and End of Year Gifts are organized by Room Parents. Your child's classroom Room Parent will purchase gifts on behalf of the class and will reach out to fellow parents to collect financial contributions to cover the cost. Participation is optional but encouraged. The suggested amount is a one-time \$30-45 annual contribution.

BOARD OF DIRECTORS

Holy Trinity Day School Board is a committee composed of individuals who have or have had a connection with the school and/or church. The Board has the responsibility of evaluating the effectiveness of the program from the standpoint of teacher performance, director performance, size of enrollment, hours of operation, physical facilities, etc.

Board members for 2025-2026 are: Lauren Anderson, Julie Buie (School Director), Isabel Camnitz, Sara Derry (Chair), Jennifer Durham, Polly Finn, Henry Holderness, Andrew Ketner (Treasurer), Moira Meadors (Office Administrator), and Pearce Veazey.

PARENT INVOLVEMENT

We welcome and encourage parent involvement including, but not limited to, the following roles: Room Parent Coordinator, Room Parents, Front Door Greeter for arrival and dismissal, Social Committee, Happy Hearts Gala Committee, Substitute teacher (paid position), Filling special help requests from Teachers (may include helping with bulletin boards, special art projects, etc.), and Serving on the Holy Trinity School Board. If you are interested in volunteering at any time, please send a BW message to your child's teacher or a BW Admin message to the office.

FUNDRAISERS

Holy Trinity Day School raises funds through an annual Halloween Bake Sale and the programs listed below. These funds help to purchase special items for the school, including playground toys and more, so please start collecting.

- Box Tops for Education: Download the Box Tops app; submit & scan receipt for Box Top items purchased within 14 days and HTDS receives a credit. School Code: 590784
- Office Depot and Planet Green InkJet cartridge recycling: send in your empty cartridges, we will submit them for recycling and receive a credit in return.
- Together in Education (Harris Teeter Vic Card): Please link our school to your Vic cardfor every Harris Teeter item purchased HTDS earns rewards. School Code: 7577

HAPPY HEARTS FUND & GALA

In 2011, The Holy Trinity Day School Board established the Happy Hearts Fund to provide for the long-term viability and success of Holy Trinity Day School. The intent of the Happy Hearts Fund is to finance non-budgeted items or items deemed necessary and useful for the overall benefit of the school and to build on the school's reserve fund. Examples of recent Happy Hearts purchases are classroom furniture (rugs, chairs, tables, cubbies), classroom materials, Bye Bye Buggy, and scholarship. The Happy Hearts Fund is funded by individual and organizational contributions. The Happy Hearts Gala is a yearly event organized by the Happy Hearts Committee. It is a social evening for parents and friends with food, drink, live music, and both a silent and a live auction.

The 2026 Happy Hearts Co-Chairs are: Bailey Golmont, Jessica Ketner, and Claire Veazey.

SCHOOL SPIRIT

School Spirit T-shirts are available for purchase year-round (quantities are limited): https://form.jotform.com/240294372238154

Lands' End: https://www.landsend.com/co/account/school-uniforms

School code: 900207028

The HDTS School logo can be added to select adult & children's apparel and accessories.

Yard Signs: HTDS yard signs are available in the school office. Your proud display helps spread school spirit in the community and is a great way to show your support year-round.