



2025-2026 Preschool Guidelines

Most Holy Trinity Catholic School, united as one diverse family, forms disciples who joyfully Learn, Love, and Lead while serving Christ and His church.

Father Alphonsus Abainza, Pastor
Mr. Randy Smith, Principal
Ms. Leah Johnson, Director

Home of the Tigers
535 E Alice Ave.
Phoenix, AZ 85020

Office Hours: 7:30-3:30 Morning Care: 7:00-7:30a.m.
Extended Day: 3:05-6:00 p.m., (602)-943-9058

DIOCESE OF PHOENIX

Mission Statement for Catholic Schools

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by leading them to an encounter with the living Christ and by integrating faith throughout an educational process that promotes academic excellence, moral values, and lifelong service.

Philosophy of Catholic Schools

Because Christ is our hope and our children are the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the Catholic community, the school will impart an understanding of the Catholic faith, doctrine, and moral perspectives, afford participation in a worshiping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese, and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith as portrayed in the Gospels and our Tradition.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect, respect for others, and growth in learning to deal with issues in the real world.

Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunities and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally, and physically.

Most Holy Trinity Catholic School

Accreditation and Membership

Most Holy Trinity Catholic Schools are accredited by the Western Catholic Educational Association, (WCEA). In 1996, 2003, 2009, 2015, and 2022 Most Holy Trinity Catholic School was re-accredited for six years. Most Holy Trinity Catholic Schools are members of the National Catholic Education Association (N.C.E.A.), the Association for Supervision and Curriculum Development (A.S.C.D.), and the International Reading Association.

Most Holy Trinity Catholic School teachers are models for the faith development of the students. As such, they are expected to be people of faith who uphold and openly share the teachings of the Catholic Church. Because our teachers must meet the licensing and

certification requirements set by the Diocese, the State of Arizona, and the Western Catholic Education Association, all faculty members hold a valid Arizona teaching certification in Elementary Education.

Vision Statement

Most Holy Trinity Catholic School is a community, centered on the Eucharist, dedicated to educating our children. Fundamental to this education is the commitment of our families and staff members to the values of our Roman Catholic faith and Traditions. This commitment finds expression in our words and deeds.

Mission Statement

Most Holy Trinity Catholic School, united as one diverse family, forms disciples who joyfully Learn, Love, and Lead while serving Christ and His church.

Philosophy Statement and Goals

In partnership with the parents as primary educators, Most Holy Trinity Catholic School supports the spiritual, academic, and moral development of all students founded upon the values and traditions of our Roman Catholic faith. Most Holy Trinity Catholic School fosters a learning environment dedicated to its mission: to learn, love, and lead. To meet the individual needs and realize the potential of each student, the school promotes academic excellence through a variety of teaching strategies. The students recognize their leadership role in the community and their responsibility to serve others in Christ's love.

We are called to Learn

Our traditional liberal arts education offers direct instruction by highly qualified teachers who personify our commitment to academic excellence. The Schoolwide Learning Expectations (SLEs) serve as the educational basis and implementation of our commitment to instilling the qualities of character, integrity, and leadership. We follow the diocesan and state curriculum but our SLEs are the driving force behind all that we do.

We are inspired by the Holy Spirit to be life-long learners.

We are called to Love

The students, families, and faculty at Most Holy Trinity Catholic School are called to be responsible citizens who learn and execute the value of stewardship. To love one another is to serve one another. We call on the help of the Holy Spirit to keep us faithful to the heart of the Church, to give without expectation of gain; to offer our very selves for the good of others.

We are Catholics working faithfully with servant hearts to fulfill the mission of Jesus Christ.

We are called to Lead

Most Holy Trinity Catholic School was founded by Monsignor Neil McHugh, in 1953. We continue the heritage of welcome modeled through the religious communities who have been witnesses of hospitality and mission to the people of God in the Southwest. Most Holy Trinity has been blessed with the wisdom and leadership of the sisters of Notre Dame de Namur community, the Dominicans, Disciples of Hope, and presently the Society of Our Lady of the Most Holy Trinity. Inspired by lives of prayer, community, and service, these religious men and women have invited us to see Christ in every individual who crosses our path; they have challenged us to encounter the living Christ as we make God known, loved, and served in a community that educates both the heart and the mind. Together with them, we embrace and celebrate each

individual's God-given talents and cultivate many gifts.

We are people of God leading by example from example.

PRE-SCHOOL and PRE-KINDERGARTEN

Most Holy Trinity Catholic Pre-School and Pre-Kindergarten strives to:

- ◆ Present age-appropriate activities using scripture, doctrine, prayer, and liturgy.
- ◆ Reinforce each child's role as a child of God and help foster growth in their relationship with Him.
- ◆ Promote an atmosphere of self-respect and loving concern among parents, students, teachers, and staff.
- ◆ Promote the development of appropriate social skills including increased independence.
- ◆ Emphasize that friendship is a basic human relationship that can be extended to everyone.
- ◆ Create an atmosphere in which students feel free to express their own thoughts and feelings while respecting the rights and feelings of others.
- ◆ Provide both structured and creative materials, which allow for the development of individual learning styles.
- ◆ Facilitate the development of the basic skills necessary to function in our world today.
- ◆ Encourage acts of self-discipline as signs of growth and maturity.
- ◆ Encourage a positive self-concept.
- ◆ Model a sense of humor.

CURRICULUM

Documentation:

- Parent-Teacher sign-in/out sheet
- Parent daily reports (written upon request)
- Monthly Parent Newsletter and Homeroom parent news
- Parent-Teacher conferences (Winter) January, (Spring) May

The curriculum is frequently shared with families through many methods; including the program handbook, Open House/Meet the Teacher, weekly posted lesson plans, and family projects related to a theme, including holiday celebrations, special events, and award celebrations. Items are shared weekly on FACTS. Parents are welcome to visit the classrooms (Safe Environment Training must be completed & current).

Language Arts

1) Auditory perception

* Listening to stories, nursery rhymes, directions, games, and familiar sounds

- 2) Visual discrimination
 - * Identifying opposites, sorting cards, doing puzzles, and ordering blocks
 - * Matching cards, taking nature walks, and picking out an image or object that is not like the other.
 - * Provide exercises for left-right eye movement
- 3) Oral language development
 - * Participate in discussion with both teachers and peers
 - * Use finger plays, rhymes, and songs to teach rote memorization
 - * Encourage the child in compositions and expansion of simple stories
- 4) Fine Motor/Introduction to Writing
 - * Encourage free drawing and painting with a variety of tools including paintbrushes
 - * Offer manipulatives such as beads, pegs, puzzles, and Lego's
 - * Frequent use of clay, playdough, and paste
 - * Properly hold pencil and scissors
 - * Write their name and practice letters
- 5) Introduction to reading
 - * Read stories for fun with infectious enthusiasm
 - * Develop recall
 - * Develop interest in printed word through labeling and names
 - * Recognize some alphabet letters and sounds

Mathematics

- 1) Recognize numbers 1 – 10
- 2) Count objects 1 – 10, 11 – 20
- 3) Concepts: few-many, more-less, how many
- 4) Identify coins: penny, nickel, and dime
- 5) Introduce time: calendar, clocks, and sequence
- 6) Measurement: capacity, compare sizes, temperatures, weights
- 7) Introduce shapes: circle, square, rectangle, triangle, oval, and octagon
- 8) Sort and classify

Cognitive

- 1) Identify concepts: yesterday, today, tomorrow, last night, etc.
- 2) Non-numerical concepts: over-under, before-after, between, up-down
- 3) Identify colors
- 4) Recite their full name, address, and phone number

Social Studies

- 1) Develop a sense of personal and social responsibility
- 2) Observe and respect different cultures and traditions
- 3) Awareness of the need to take care of the environment
- 4) Introduce national and cultural holidays
- 5) Cooperate in working as a member of the community

Science

- 1) Stimulate the child to use his/her ability to observe, classify and measure
- 2) Experimentation and exploration of physical matters
- 3) Observe natural physical changes
- 4) Introduce
 - a) Weather and seasonal changes
 - b) Sun, moon, stars, night and day
 - c) Growing plants
 - d) Animals living
 - e) Non-living things: rocks, shells, properties of water, sand, and soil

- f) Care for the environment

Health and Safety

- 1) Develop good habits in grooming and body care
- 2) Ability to name body parts and the five senses
- 3) Express emotions such as happy, sad, and mad
- 4) Begin to recognize and accept his/her feelings
- 5) Awareness of nutritional food and where it comes from
- 6) Learn the dangers of harmful, non-food substances
- 7) Safety around water
- 8) Identify strangers & safety rules
- 9) Exercise and rest

Art

- 1) Foster creative expression in various media of art
- 2) Value artistic expression
- 3) Use of scissors and basic tools
- 4) Appreciation of others works of art
- 5) Accomplish projects and art experiences

Physical Education

- 1) Develop a sense of achievement
- 2) Minimize competition between students
- 3) Develop physical and mental coordination
- 4) Encourage cooperation, companionship, and a spirit of good sportsmanship
- 5) Building skills in running, jumping, skipping, balancing on a beam, moving in space without collision, catching and tossing balls and beanbags
- 6) Directed games with rules and limits

Music

- 1) Develop a happy, positive attitude toward music
- 2) Stimulate participation in all musical activity
- 3) Establish good listening habits
- 4) Promoting auditory memory and developing a repertoire of songs
- 5) Move to music through participation in singing, games, free and directed rhythmic responses such as clapping, marching, running, skipping, swaying, etc.
- 6) Introduce the child to rhythm instruments
- 7) Listen quietly and relax to appropriate music

RETENTION PLAN

A retention plan for teachers in the preschool consists of professional development opportunities, including the programs offered through Quality First and the Department of Economic Security. Diocesan opportunities are also included as in-service workshops. In addition, we provide flexibility in scheduling to meet personal family needs or when time is needed for classroom planning and preparation.

ASSESSMENT PROCEDURES

Most Holy Trinity Catholic Preschool uses a CDC developmental checklist that focuses on the fine/large gross motor skills, social emotional, cognitive, and physical development of each preschool/pre-K student. The developmental checklist is utilized at the beginning of each school

year which you will complete, at the midpoint of the year, and the end of the school year which are both completed by the teacher.

We also use the Ages and Stages Questionnaires – 3rd edition (ASQ-3) and Ages and Stages Questionnaires – Social-Emotional (ASQ-SE) to assess each student in preschool and pre-Kindergarten to develop their portfolio. If you have any objections to this form of assessment, please let the teacher know. This will be for children continuing to Pre-Kindergarten, we use the ASQ or Gesell Early Screener to determine readiness in May.

In addition, we will use the Early Literacy Checklist throughout the year. The checklist allows us to assess further Language development and a tool to assess future success in reading. The teacher will complete it within the first two months. They will then update it with a date as your child masters the skill.

For children continuing to kindergarten, the trained facilitator will use the Gesell Institute of Child Development assessment. This is an assessment that can help determine Kindergarten readiness. The Gesell is administered at the end of the school year for five years old on or before May 1st who are recommended by the teacher or show a low proficiency in one or more areas determined on the ASQ and/or Early Literacy Checklist.

TRANSITIONS

Transition Into the Program

Children and family are encouraged to tour the classroom and meet the teachers prior to the first school day. We offer an information/social night for incoming new children, “What to expect...Preschool mid-July. Within the first month, the teacher and family will have an opportunity to meet at the Welcome Back BBQ before attending the preschool. At the BBQ, additional program information is available, and the teacher can get to know the family and child on a one-on-one basis. In addition, parents can attend the curriculum night to meet all staff and ask any questions about the program.

Transitions to Kindergarten

In May, the children attending Kindergarten in the fall will visit the kindergarten classroom and teacher as well as tour the campus to show electives, cafeteria, and other areas they will use.

Transitions Out of the Program -

The majority of our transitions out of our program result from children moving to kindergarten. However, sometimes families notice that they will be moving out of the program various times during the year for various reasons. If we have notice, we help the children smoothly transition by preparing the children to say goodbye. We use books, songs, and discussions about moving to help the individual child and the entire class with this process.

There are no transitions between classes in the program, and our children stay with the same class and same teacher for their entire stay with us until they leave the program.

GENERAL INFORMATION/PARENT RESPONSIBILITIES

Hours

The Preschool Program will be open from 7:15 am until 4:00 pm, Monday through Friday. Students enrolled in the half-day program must be picked up no later than 12:15 pm; students can attend before and aftercare for \$5 an hour. Before care is 7-7:15am and aftercare is 4:00-6:00 pm (Monday-Friday).

Late pick-up will result in additional charges of \$2.00 per minute per child.

The center is open from August through May. The center is closed on national holidays and holiday breaks such as Easter* and Christmas*. *See the school calendar for specifics.

Enrollment Procedures

In order to register a child at MHT Catholic Pre-School, the following is required:

- 1) Certified/original birth certificate
- 2) Current immunization records
- 3) Toilet training completed
- 4) Three years old before September 1st
(Final consideration will be based on a two-week screening for readiness.)
- 5) Non-refundable \$200.00 registration fee

Application for admission into the Preschool program is made through the School Office. Every child accepted to the MHT Preschool program **MUST** have a completed health and emergency authorization card on file before the first day of attendance. **The Preschool teachers or Director must be immediately notified in writing of any changes in the information given.**

Registration Priority

Children will be accepted into the Preschool Program in the following order of priority upon full capacity.

- 1) Current students
- 2) Siblings of current students
- 3) Active registered Catholics
- 4) Catholics not registered in any parish and non-Catholics

Cause for Disenrollment

Students may be asked to leave the program if:

- ◆ He/she displays a behavior that is a threat or injures another student or staff member.
- ◆ A staff member or student is assaulted in any way by a parent or relative of a student.
- ◆ Tuition becomes thirty days delinquent.
- ◆ He/she is not toilet-trained.
- ◆ He/she is not socially ready for the program.
- ◆ The IEP recommendations are not able to be met

Tuition and Fees

Tuition will be paid according to your payment contract. If you choose to pay the entire annual tuition by 8/6/2025 you will receive a \$100.00 discount. This discount does not apply to families receiving financial assistance. Tuition is not refundable. Children may not return to school if tuition and fees are 30 days or more behind. Parents must meet with the principal or designee to arrange a payment schedule.

Monthly tuition rates are as follows:

- ◆ Five full days (Monday – Friday) \$700
- ◆ Five half-days (Monday – Friday) \$550

Families will participate in the FACTS Tuition Management Program. Tuition will be deducted from your account monthly. Paperwork for this program was in your registration packet and is part of the registration process.

In addition, a \$30.00 FACTS Returned Payment Fee will be automatically deducted from your account for each returned payment. Please refer to the tuition policy page in the Parent/Student handbook and FACTS Agreement form.

Fundraisers

Families will participate in school-sponsored fundraisers during the school year. Some of the fundraisers are:

- ✓ Italian Dinner
- ✓ Tiger Trot
- ✓ Breakfast with Santa
- ✓ Booster ton
- ✓ Spring Fundraisers/Raffle

Service hours

*As the primary educator of your child, we believe you should be involved with your child's education. We ask that each family provides **ten hours** of service for a two-parent household, and **five hours** for a single-parent home. Through service hours, you become a part of the school community and your child's education.*

Safe Environment

Safe Environment Training is mandatory for all volunteers and must be renewed yearly to fulfill service hours on campus. Any questions, ask the Preschool Director who is the Safe Environment Coordinator.

Consent for Administration of Medication

If it is necessary for your child to receive medication at school, please follow the following procedure.

A medication authorization form must accompany the medication in its original container. The form is available in the School Office. This policy also includes over-the-counter medications

such as Tylenol and cough syrup. All medication should be given to the front office or the nurse (Room 107).

No medication should be put in lunch boxes or given to the student to bring to school.

Medications will be locked up. The school health center will be the primary contact who administers the medication. Please notify the teacher if medication needs to be administered and confirm times needed to be given. The front office or the Preschool Director will administer the medication upon the unavailability of the nurse.

Sunscreen can be administered by classroom teacher or director. Sunscreen will be labeled with first and last name as well as kept in a safe place out of children's reach. A Empower sunscreen permission slip must be completed by parent/guardian before administration can begin.

Communicable Diseases

MHT Catholic Pre-School follows the guidelines from the state department regarding readmission to school following communicable diseases. An infectious disease can be transmitted to other people. For example, lice are considered to be communicable because they can be transmitted to other students. Please contact the teacher or school nurse if your child is absent due to a communicable disease.

If your child shows signs of illness, please do not send the child to school. If your child runs a temperature above normal, the child should be kept home until the temperature has remained normal (98.6) without medication for 24 hours. Please notify the Director/office (602-943-9058) before 8:00 am of an absence.

Dress Code

Please send your child to school in the required school uniform. All uniforms are to be purchased at Aton Uniform.

No cargo shorts or non-uniform clothing is allowed. Small children play and sit on the floor; khaki shorts or pants are very appropriate for Preschool students.

If your daughter wears the uniform dress to school, please have her wear shorts/spandex under the dress.

All shoes should be closed-toe and either Velcro or shoestring closures. Please no flip-flops, sandals, boots, or dress shoes. For safety reasons, children must wear shoes and socks.

The only jewelry that may be worn is one stud/post earring per ear (on girls only). For safety purposes, no other jewelry may be worn.

Please send 2 extra sets of clothing to school in a plastic bag. If your child needs to change his/her clothing due to an accident, the clothing will be available.

Remember to update this clothing for the season or when your child outgrows his/her current size. Write the child's name on the bag and the clothing and place it in your child's cubby. (2 sets for preschool)

Hair

Hair must be neat, clean, and conservatively styled as determined by school personnel. Extremes in hairstyles or fad styles are not acceptable. Hair is to be the natural hair shade of each student. No hair color, highlights, or hair attachments are permitted. Boys' hair is to be off the collar and cut above the ears and eyebrows. Bangs for all students are not to cover the eyes. Girls may wear conservative and non-distracting hair accessories limited to MHT uniform plaid and uniform colors: forest green, navy, yellow, black, or white.

Communication between School and Parents

Parents are asked never to interrupt a teacher during class but are welcome to visit anytime.

Teacher conferences can be arranged throughout the school year. Teachers are eager to keep the parents updated on their child's progress but wish to do so in a meaningful time setting that is planned to assist them.

Daily reports are given either verbally or in writing.

Discipline

Preschool children are just learning the basic rules of respect and behavior. Therefore, teachers will discuss the child's proper behavior with the child and use Conscious Discipline.

The Conscious Discipline procedure is used to correct behavior by having the child learn how to self-regulate their emotions and/or with teacher guidance.

1. Identify emotion
2. Express the emotion verbally (example: I am mad!)
3. Begin breathing exercises (the teacher will introduce in the beginning of the year & practice)
4. If unable to regulate immediately, go to the social-emotional area
5. In the social-emotional area, use calming/breathing methods, sensory items, dolls, or books
6. Teacher to assist if a child is unable to self-regulate within 1-2 minutes
7. The child will identify emotion and the teacher will assist with walking through an incident that triggered the emotion
8. If another child is involved, the teacher will role model appropriate communication strategies to be used if the situation arises again

Field Trip Permission Slips

Preschool parents are asked to sign an "On-Campus Field Trip" permission form. Our licensed area is the area just outside our classrooms. The children will visit the church, McHugh Hall, the Sports Field, the Health Center, and the OEC throughout the school year.

Children will go to the atrium for Catechesis of the Good Shepherd once a week.

Toys

Please do not bring toys from home to school. When a special toy is broken or lost at school, the child has difficulty dealing with the situation.

There will be "special days" when everyone may bring a toy to school. The parent will be notified ahead of time when these days occur.

Pesticide Use on Premises

When pesticide use is scheduled, it is posted visibly in the school office window and within 48 hours. Pesticides are applied before or after school hours of operation. The pesticide company manually applies with the use of a backpack.

Drop Off and Pick Up

When bringing your child to the Preschool/Pre-K classrooms, we highly encourage you to leave your electronic device either in your vehicle, purse, or pocket. The attention you can give your son or daughter at this time of transition is significant for their sense of security.

To ensure the Preschool children's safety, all students must be brought **into the room and signed in and out at the door. Please record the time in/out and your first and last name in the Attendance Book. The first and last initials only are not acceptable. Please sign your full name legibly. The signature of the parent, guardian, or other authorized person 18 years of age or older is verification that the time recorded is the actual time the child was in attendance.**

Parents are to park in the Church parking lot when dropping off and to pick up your child. The parking spaces east of the school buildings are for ***faculty and staff members only***. The faculty and staff arrive at various hours of the morning and may need to leave during the school day.

Please do not use these spaces at any time on school days. Parking in the Fire Lane in this driveway is not permissible. Cars left unattended in Fire Lanes are subject to ticketing by law.

Please pick students up by 12:15pm if registered for half days and by 4:00 pm for full-day registered children. If the child needs to stay longer, extended day is offered from 4:00-6:00pm. The clocks in the Preschool rooms will determine the time a child is dropped off and picked up.

If the child is picked up late, there will be a fee of \$2.00 per minute. This amount will be billed to your FACTS account.

Transportation

Most Holy Trinity do not provide transportation at this time.

Special Needs Children

MHT Catholic Pre-School will accept children with special needs into the program if after an interview with the parents and child, the staff and parents mutually agree that the program would best meet the child's needs socially, emotionally, and physically. Specific services are provided by the Washington school district. If additional services are required, you are

responsible for providing them off-campus. Verification from the agency is required as we want to ensure all children are getting the services they need. A monthly report may be requested by the Preschool Director.

Emergency Procedures

If a serious injury occurs, school personnel will contact the parents. If the parent is not available, the persons listed on the emergency form will be contacted. If no one can be reached, 911 will be called, and the child will be taken to the hospital.

- *If the injury requires immediate attention, 911 will be called first, then the parent contacted.

- *If a child is ill, the parent will be called to pick up the child within one hour

- *Parents will be notified, in writing, of exposure to disease or infestation.

- * Documentation to return to school must have nurse approval before entering the classroom.

Breakfast, Lunch, and Snacks

Breakfast will be available at 8:00 am and must be eaten by 8:15 am for those who have ordered.

It will be provided in the preschool classroom and must be pre-ordered. Your child may bring lunch from home or order a hot lunch. Our breakfast and hot lunch program are provided by our Washington school district.

A breakfast/lunch calendar for the next month is offered to the parents. You will select the breakfast/hot lunch for your child. This form will be posted daily in the classroom for you to check off.

Failure to check it off may result in your child not being able to get lunch and you will be called to drop lunch off. Please ensure this is completed at morning drop off. The school office will access the breakfast/lunch fees.

We participate in the National School Hot Lunch Program and the School Breakfast Program. Lunch is scheduled at 11:30 am every day.

Please pack a nutritious lunch. **NO CANDY, COOKIES, CHOCOLATE, GATORADE, POWER-ADE, OR SODA POP** is allowed at school.

Only 100% fruit juice, water, or 1% white milk are permitted at school. We do not have access to store lunches in the refrigerator, so please pack an ice pack in your child's lunch bag to keep your child's food cold.

The state mandates that MHT may only serve food that has been made in a licensed kitchen.

SCHOOL WELLNESS POLICY

Most Holy Trinity Catholic Schools are committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented.

Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being.

The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies. This in-depth policy is included in our school handbook (addendum section) in its entirety and covers Nutritional Guidelines; Nutrition Education; Physical Activity; Other School-Based Activities; Parents and Staff Involvement; Implementation and Evaluation.

We must offer a consistent message promoting our commitment to healthy habits. Food brought onto campus by parents or others must also meet the nutritional standards of the Wellness Policy. For this reason, **FAST FOODS ARE NOT ALLOWED ON CAMPUS.**

BIRTHDAYS

Students may bring in a healthy treat to celebrate their birthday with the class. Children will be recognized with a birthday hat to be worn for the day. Birthday party invitations may not be passed out in the classroom unless all boys, all girls, or all students in the class have been invited. Please make arrangements with the teacher. We thank you in advance for your assistance and cooperation in adhering to the Wellness Policy guidelines.

TIGERS DEN

EXTENDED CARE PROGRAM FOR SCHOOL-AGE STUDENTS

Most Holy Trinity Catholic School offers Tigers Den, an Extended Care Program, for those families who have students attending our school. The program is designed to complement the philosophy of the school and support family values. We are committed to providing quality care in a loving Christian environment.

Tigers Den provides professional care and supervision, recreation, and enrichment activities. A high-quality program that includes leisure activities such as arts and crafts, indoor and outdoor games, music and science/STEM activities, and homework time/assistance is provided to its participants. The program is intended to foster the students' spiritual, emotional, social, and physical development in a safe, secure, and stable atmosphere that allows parents to feel confident that their students receive quality care.

All school policies apply to the Tigers Den Program. Concerns may be addressed with parents if behaviors not suited to a Christian environment are expressed.

Schedule of Operation

Tigers Den is available on school days only. Preschool/Pre-K students only will remain in their classrooms until 3:45 pm and then transition to Room 108(Monday-Thursday) 3:30pm on Fridays.

Hours for all students:

Before care- 7:00 a.m. - 7:15 a.m. on all school days

Aftercare- 4:00 p.m. - 6:00 p.m. on regular dismissal days

If a student is picked up late (after 6:00 pm or the designated ending time), there will be a fee of \$2.00 per minute per child. The time will be based on the clock in the Tiger's Den. This amount will be added to your FACTS account.

Sign-In and Sign-Out Procedures

Each child is to be signed in and out of Tigers Den. The parent or authorized person legibly signs the child in for the morning session and out from the afternoon session. The Tiger's Den caregivers will legibly sign the child out from the morning session and send the child directly to his/her classroom. In the afternoon, the classroom teacher will legibly sign the child in when he/she is dismissed from the classroom between 10-15 minutes after the bell rings. Only authorized persons on the Personal Data form and sign-out card will be allowed to remove a child from the premises. Any changes or special permission must be immediately given to Tigers Den or the School Office in writing. Tigers Den reserves the right to check the identification of persons picking up children from the program.

Fees

The Emergency Information and Immunization Record form is required and completed at the time of school registration. A copy of the immunizations is required with the form.

If a student is picked up late, there will be \$2.00 per minute per child.

If a student is not signed out, the extended day coordinator will sign the student out at 6 pm. The parent will be responsible for the full charge.

There is \$5 an hour additional fee for Preschool/Pre-K as it is not included in the monthly tuition for before care, 7-7:15am or aftercare 4-6pm (Monday-Friday).

If a child does not bring the required sleeping materials, there will be a \$2.00 fee per day to use the school sheet. This will be added to the FACTS account.

ACCREDITATION/LICENSURE

Most Holy Trinity Center is licensed and regulated by the Arizona Department of Health Services:

Office of Child Care Licensure
150 N 18th Avenue, Suite 400
Phoenix, AZ 85007-3244
602-364-2539
www.azdhs.gov

Inspection Reports

Licensing reports, sanitation, gas, and fire inspection reports are available upon request in the School Office.

Insurance Coverage

MHT School has insurance coverage with Catholic Mutual, carries the minimal requirement, and is available upon request in the school office.

Health Cards

Each child must be immunized according to the Arizona Health Laws. Each child will receive an Emergency Information and Immunization Record form that must be completed and returned to the School Office before the child will be admitted to the school.

Right to Amend

The Principal/Preschool Director of Most Holy Trinity Catholic School reserves the right to amend this handbook or waive disciplinary regulation at his/her discretion.

Return this page to your child's teacher before 9/15/25.

Child's Name _____ Grade _____
Child's Name _____ Grade _____

I have read and agreed to abide by the policies and procedures outlined in the Preschool/Pre-K handbook.

Parent Signature (Mother, legal guardian or N/A) Date

Parent Signature (Father, legal guardian or N/A) Date