



Dear Parents,

On behalf of the entire Trinity Catholic School community, I offer you a warm welcome. Whether you are new to the school or have been with us in the past, I know you will experience the *Trinity difference* this year. You will see first hand what sets us apart from other schools in our community.

Our school strives to achieve academic excellence at every level of our educational system. We offer social and educational programs that will meet your child's needs. You can be assured that we will do our best to make you feel at home and to provide a safe learning environment for your child.

Thank you for allowing us the pleasure and privilege of working with you and your child.

Sincerely,

Barbara E. Sugar, Principal

MISSION STATEMENT

We are
Trinity Catholic School.
We follow the teachings of Jesus Christ,
and the mission of the Diocese of Syracuse,
to develop the minds, bodies, and souls
of the students of Oswego County.

SCHOOL

PERSONNEL

Mrs. Barbara Sugar	Principal
Mrs. Mary Pasco	Secretary / Bookkeeper
Mrs. Terra Pritchard	Receptionist
Mr. Mark Lytle	Custodian
Health Room	Mrs. Christina Chamberlain, School Nurse
Before / After School Program	
Mrs. Jeanne Crouse	Coordinator – K-6
Mrs. Christine Bornheimer	K-6 BeforeCare
Mrs. Judith Enwright	Preschool BeforeCare
Mrs. Diana Willis	Preschool AfterCare
TBD	Preschool Aftercare
Cafeteria	
Mrs. Amanda Clark	Head Cook
Mrs. Renee Lagoe	Cafeteria Aide
Ms. Cathy Davis	Cafeteria
Faculty and Support Staff	
Mrs. Mary Annal	Preschool Teacher, Library
Mrs. Kathleen Baer	Remedial Reading
Mrs. Shelly Banner	Vocal Music Teacher
Mrs. Lisa Bennett	Grade 4 Teacher
Ms. Rebecca Crough	Preschool Teacher
Mrs. Kathleen Cummings	Grade 2 Teacher
Mrs. Judith Enwright	Preschool Aide & Technology Support
Mrs. Tiffany Farella	Preschool Aide
Mrs. Kathryn Faggart	Foreign Language Teacher
Mrs. Elizabeth Filkins	PreSchool Teacher
Ms. Rebecca Fisher	Grade 1 Teacher
Mrs. Rebecca Flack	Grade 6 Teacher
Mrs. Heather Haskins	Grade 5 Teacher
Ms. Maggie Henry	Art
Mrs. Brigid Jerred	Reading Aide
Mrs. Maura Kenyon	PreSchool Aide
Mr. Ronald Lagoe	Physical Education Teacher
Ms. Emily Lukowski	PR/Marketing
Mrs. Holly Dakin-Parker	Instrumental Music Teacher
Mrs. Terra Pritchard	Receptionist/Hall Monitor
Mrs. Karen Reynolds	Grade 3 Teacher
Mrs. Abby Schoeneman	Technology Teacher
Mrs. Sue Stone	Kindergarten Aide
Mrs. Stephanie Talamo	Kindergarten Teacher
Mrs. Diane Zych	Liturgical Music

ABSENCE

Please contact the school office, 315.343.6700, when your child will be absent from school.

ADMISSION

Students enrolled in our 3 year old program must have had their 3rd birthday by Dec. 1st. Students enrolled in our 4 year old program must have had their 4th birthday by Dec. 1st. All students must be toilet trained and able to use the bathroom independently.

ALLERGIES

Several children in the school have allergies. The school nurse will communicate student allergies with the child's teacher based on information contained in the student health record. The teacher will inform parents of an allergy in the classroom and will not serve food containing the allergen in the classroom.

ARRIVAL AND DISMISSAL

School begins at 9:00. Parents are asked to enter the building at the main entrance on Fifth Street and should escort their child to their classroom. To ensure student safety and have an accurate record of each person in our school building, parents will be required to sign in at the office upon entering and exiting the building.

All classes end at 11:30.

At arrival and dismissal times, the teachers are responsible for the children and cannot engage in long conversations with parents. If a parent wishes to talk to the teacher in length, this can be done by setting up an appointment with the teacher.

BEFORE & AFTERCARE PROGRAM

Trinity Catholic School provides care for children whose parents are not able to be with them before and after school hours. Registration forms must be completed prior to using the program. A one time registration fee of \$25.00 will be collected with the registration. Monthly bills are sent out at the end of each month based on usage. A rate sheet is available at the school office.

BIRTHDAYS

If you would like to send in a special snack and join us to celebrate your child's birthday, please inform your child's teacher. Teachers are not able to pass out invitations to a party planned for outside school unless all the boys and/or all the girls will be invited.

CAFETERIA

Students who stay for aftercare will eat lunch in the cafeteria. Children may bring a lunch from home or purchase a hot lunch from the school. Menus will be sent home at the beginning of each month. Parents can order lunch in the child's classroom. Student lunches are \$2.25. Students can also purchase milk and/or ice cream. Students can pay each day or you can pre-pay by establishing a lunch account by sending in a check payable to the 'Oswego City School District'.

CLOTHING

Children should be dressed in comfortable clothing. Most toilet accidents occur when the child's clothing is too difficult for him or her to handle. Please send in a complete change of clothes in a bag labeled with your child's name. These will be kept in school in case of an accident. To ensure your child's safety, shoes and socks should be worn at all times.

CODE OF CONDUCT

Trinity Catholic School has a Code of Conduct which clearly states our school's expectations of behavior. Most of the code is not relevant to a PreSchool age child. However, it is available upon parental request.

COMMUNICATION

In accordance with Diocesan regulations, parents may contact teachers and staff through the main office telephone, 315.343.6700 or through individual syrdiocese.org email, as provided by your child's teacher.

HALF DAYS

When our K-6 students have a ½ day of school, with dismissal at 11:30, we ask that you pick up your PreK student at 11:15. The area around the school gets very congested with buses and cars if everyone dismisses at the same time. Any student staying for AfterCare will need to bring a lunch from home.

IMMUNIZATIONS AND MEDICATIONS

All students must have the required immunizations as identified by NYS Health Department.

Medication can only be dispensed in school if the school nurse receives a written request from the child's physician. This should indicate frequency and dosage of the prescribed medication. Written permission from the parent should also be attached. The medication should be delivered to the nurse by the parent in the prescribed container.

INSURANCE

All students in our program are covered for accidental injuries received while in school by our student accident insurance. Family insurance is primary with the school's insurance secondary. Please report all accidents to the school nurse.

MEDIA COVERAGE

Photographs and videos are taken periodically for use in school promotions and publications and to celebrate student accomplishments. By signing for this handbook, you are acknowledging this and granting permission to Trinity Catholic School to use photos and videos and their names in our publications. You may limit or disallow this by providing the school with written notice of your request.

Please note that even with Safe Environment protocols, we have little control over photos and videos taken by third parties or media covering an event.

PARKING LOT

On nice days, our parking lot will be roped off from 11:45-1:00 so that our K-6 students can safely enjoy recess outside. If you plan to let your child play on the playground when school dismisses at 11:30, you should refrain from parking in the lot. Please inform any relatives who may pick up your child.

SAFE ENVIRONMENT TRAINING & FIELD TRIPS

The Diocese of Syracuse requires that anyone having regular contact with students complete a Safe Environment class. These classes are free and are held at Trinity and several other locations around the Diocese. If you plan to go on field trips with your child, plan to take this class prior to the event. Once trained, the certification is valid for 5 years. The first training at TCS will be Thursday, Sept. 26th at 5:30. You must register prior to attending the class. To register or to view a list of all class dates/locations, go to: www.syracusediocese.org and click the Safe Environment tab.

SNACKS

Children will be assigned to bring in a snack and drink for the class on a rotating basis. A monthly snack calendar will be sent home to each family. Our school is participating in the Healthy Highways Initiative, so we encourage healthy snacks. Please send in paper products needed for the snack. Your classroom teacher will make you aware of any food allergies in the classroom.

SNOW DAYS AND DELAYS

Trinity Catholic School closes and delays whenever the Oswego City School District closes and delays, because we use their bussing to transport our K-6 students. Notification will be announced on Spectrum, Channel 3 & Channel 9. In addition, we use an automated notification system to make calls to each home. These calls are typically made at 6:30 a.m.

If school is delayed 2 hours, PreSchool will run from 11:00-1:00. Students who are staying for aftercare will have to bring a bag lunch because the cafeteria will be closed by 1:00.