



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,

Lauren Merola, 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

Administrative Personnel

Mrs. Lauren Merola - Principal
Mrs. Mary Pasco - Secretary / Bookkeeper
Mrs. Kayli Moody - School Nurse
Mrs. Terra Pritchard - Receptionist
Mr. Mark Lytle - Custodian

Food Services

TBD - Kitchen Manager
Ms. Cathi Davis - Assistant Kitchen Manager

Faculty and Support Staff

Mrs. Mary Annal - Preschool Teacher
Mrs. Kathleen Baer - AIS/Remedial Reading
Mrs. Lisa Bennett - Grade 4 Teacher
Mrs. Chris Bornheimer - Kindergarten Aide
Ms Jessica Bye - Grade 3 Teacher
Mrs. Kathleen Cummings - Grade 2 Teacher
Mrs. Katie Faggart - Foreign Language & Technology Teacher
Mrs. Tiffany Farella - Preschool Teacher
Mrs. Lorraine Fenn - Vocal Music Teacher
Mrs. Elizabeth Filkins - Preschool Teacher
Mrs. Rebecca Flack - Grade 6 Teacher
Mrs. Joelle Gould - Preschool aide
Mrs. Susan Gurney - Preschool Aide
Mrs. Heather Haskins - Grade 5 Teacher
Ms. Maggie Henry - Art Teacher
Mrs. Brigid Jerred - Reading Aide
Mr. Ryan Joeckel - Instrumental Music Teacher
Mrs. Maura Kenyon - PreSchool Aide
Ms. Stacy Kearns - Physical Education Teacher
Mrs. Stephanie Talamo - Kindergarten Teacher
Ms. Christina Teetsel - Grade 1 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. Due to COVID restrictions, parents are not allowed in the building at this time. The PreSchool entrance will be the door at the north end of the building. There is a sign identifying this location as the Early Childhood Center. Students may arrive at 8:55. Your child's temperature will be taken upon arrival. Once cleared to enter, your child's teacher or her aide will walk children to their classroom.

Classes for our ½ day program end at 11:30. Our full-day program ends at 3:00. 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

With advance registration, our Before/Aftercare program will be available for working parents at the following times: 7:00 - 9:00 a.m. and 3:00 - 5:00. There is no aftercare available for our 3 year-old PreK students and Half-Day 4 Year-Old Pre-K students. Information on this program will be distributed by School Administration.

BIRTHDAYS

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

CAFETERIA

Beginning Monday, September 13th through June, 2022, all students in our full day Preschool program and students in Kindergarten through Grade Six are eligible to receive free lunch at school. Students have a choice of the hot entree of the day or PB&J. Children may also bring a lunch from home. Menus will be sent home at the beginning of each month. Parents must order lunch when dropping off the child. Students can also request milk only, white or chocolate.

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 their individual syrdiocese.org email, as provided by your child's teacher. Many teachers use the Remind app as another means of communication.

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 ½ day PreK student at 11:15. The area around the school gets very congested with buses and cars if everyone dismisses at the same time.

IMMUNIZATIONS AND MEDICATIONS

All students must have the required immunizations as identified by NYS Department of Health. 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 way of the Preschool teacher in the prescribed container.

INSURANCE

All students in our program are covered in the event of 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 your child's teacher or 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 use of student 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 11:30-1:00 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 share this information with any family members who may pick up your child.

SAFE ENVIRONMENT TRAINING & FIELD TRIPS

If after review of the COVID rate of infection in Oswego, we are able to take 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 various locations throughout the Diocese. If you plan to go on field trips with your child, you must take this class prior to the event. Once trained, the certification is valid for 5 years. You must register prior to attending the class. To register or to view a list of all class dates, go to: www.syracusediocese.org and click the Safe Environment tab.

RESTROOMS

When parents are allowed back in the building, we ask that any adult needing to use the restrooms, should use the facilities in the Teachers' Room on the main floor.

SNACKS

Children will be assigned a day to bring in a snack and drink to share with 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. All snack items must be store bought and in sealed containers. Please send in paper products needed for the snack. Your classroom teacher will make you aware of any food allergies in the classroom. The school will provide an afternoon snack for children in our full day program.

SNOW DAYS AND DELAYS

Trinity Catholic School closes and delays whenever the Oswego City School District closes and delays, because we use their buses 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 notify each household. **If school is delayed 2 hours, Half-Day PreSchool will run from 11:00-1:00 or 11:00-3:00 for our full day students.** Students who stay until 3:00 will have to bring a bag lunch on delay days.

TREASURE CHEST PASSES

We issue passes to be used to select a prize from the Treasure Chest when families volunteer at school events. This year, the Treasure Chest will be located in the child's classroom. Please let the teacher know when dropping off your child if he/she has a pass they wish to redeem.