



**HOLY CROSS ISLAND  
SCHOOL PARENT HANDBOOK  
SULLIVAN'S ISLAND, SC  
2024-2025**

The Church of the Holy Cross - 843-883-4652 ext 402  
PO Box 506 - Sullivan's Island, SC 29482



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Dear Parents,

August 1, 2024

Welcome to Holy Cross Island School – aka – “HIS school!” This parent handbook is designed to help you learn all there is to know about our program. Involved, informed parents are essential to a thriving school. Please read this handbook in its entirety, and don’t hesitate to let us know if you have any questions or concerns not answered here.

Also, if your family is looking for a Church to call home, we invite you to come to Holy Cross. To help you know more about us, we have included below our church’s vision statement. This vision helps us to be a growing, friendly, family-oriented church where God’s love is demonstrated, Jesus Christ is glorified, and the Good News is shared with others.

Thank you so much for allowing us to be a part of your child’s precious preschool years. May God bless you and your family!

In Christ,



Karen Miller  
Campus Director,  
Sullivan's Island



Laurin Ward  
Assistant Director,  
Sullivan's Island

## WHO WE ARE AT HOLY CROSS

**IDENTITY:** Holy Cross is a community living for Christ in the power of the Spirit.

**MISSION:** To make disciples who make disciples of Jesus.

**VISION:**

- Growing disciples through Life Groups.
- Strengthening marriages.
- Equipping parents to disciple their children.
- Reaching beyond ourselves to love and serve others.
- Go Home: Serving family and friends.
- Go Out: Serving Holy Cross and serving the local community.
- Go Off: Serving those beyond our local community in our nation and the world.

# MISSION

The mission of Holy Cross Island School (“HIS School”) is to provide a fun and educational place for children to grow and learn in an environment that teaches and practices the love of Jesus Christ as a ministry of the Church of the Holy Cross.

# VISION

“I have come that they may have life, and have it to the full.”

J O H N 10:10

# OFFERINGS AND HOURS

**One’s Class** – offered on Monday/Wednesday/Friday or Tuesday/Thursday for children who are one by September 1, 2024. Class is from 9–12:00 pm. Drop off begins at 8:45am. Pick up runs from 12:00 pm – 12:15 pm.

**Two’s Class** – offered on Monday/Wednesday/Friday, Monday–Thursday, and Monday–Friday for children who are two by September 1, 2024. Class is from 9–12:15pm. Drop off begins at 8:45am. Pick up runs from 12:15 – 12:30pm.

**Three’s Class** – offered on Monday–Thursday or Monday–Friday for children who are three by September 1, 2024. Class is from 9–12:15pm, with an extended day option until 1:45pm. Drop off begins at 8:45am. Pick up runs from 12:15 – 12:30pm. Extended day pick up runs from 1:45–2pm.

**Four’s Class** – offered Monday–Thursday or Monday–Friday for children who are four by September 1, 2024. Class is from 9–12:15pm with an extended day option until 1:45pm. Drop off begins at 8:45am. Pick up runs from 12:15 – 12:30pm. Extended day pick up runs from 1:45–2pm.

**Kindergarten**– offered to children who are five by September 1, 2024. Class is from 8:30–2:30 pm. Drop off begins at 8:15 am. Pick up runs from 2:30 – 2:45pm.



# CLASS DESCRIPTIONS

## ONE'S CLASS

Holy Cross Island School offers a special program for our littlest preschoolers. Children spend the morning enjoying free play, story time, art, music, snack, outside time, and lunch. A major goal is for our children to feel loved and secure which helps with the process of separating from parents and learning how to play with other little friends. This class is offered from 9:00am to 12:00pm with 2 and 3 day options. Our Tues/Thurs, 2 day option, is for our younger one's, ages 12-17 months. The ratio of teacher to child in this class is 1:4. Our Mon/Wed/Fri, 3 day option, is for our older one's, age 18-23 months. The ratio of teacher to child in this class is 1:4. Children in the Tues/Thurs class will participate in Chapel on Thursdays. Children in our Mon/Wed/Fri class will participate in Chapel on Wednesdays. Children will end their day with lunch prepared and sent from home.

## TWO'S CLASS

In the two's, we offer free play, story time, music and dance, art and creative expression, snack and outside play. The children are introduced to the Bible, ABC's, 123's, spatial awareness, the five senses and Spanish. In the two's the children are loved as they learn how to learn, cooperate with peers, take turns, and participate in daily preschool activities. Children in the Sea Horse class will participate in Chapel on Thursdays. Children in the Sea Otters class will participate in Chapel on Wednesdays. This class is offered from 9:00am to 12:15pm. Children end their day with lunch prepared and sent from home. The teacher to child ratio in the 2s class is 1:6.

## THREE'S CLASS

The three's class begins with free play followed by circle time with weekly & daily lesson introduction, calendar, weather, classroom job assignments, and agenda review. The lessons are centered on Bible stories, verses & truths that also teach academics. Play centers reinforce the lessons and skills the teachers are working on (fine motor, sequencing, letter/number recognition, spatial awareness, etc.) to help the children learn through play. Special areas include Spanish and Chapel. The Starfish attend chapel on Wednesdays and the Dolphins attend Chapel on Thursdays. The day concludes with lunch prepared and sent from home. This class is offered from 9am to 12:15pm with an option to enroll in extended day. The teacher to child ratio in this class is 1:6.



## FOUR'S CLASS

The four's will be preparing for a successful transition into primary school, while still enjoying the pretend play and creative learning aspects of their age. Each week, they will study stories from the Bible to learn about God's character. They will explore letters and language; discover science, nature, and world culture; and learn numbers and math concepts all in a loving environment. Handwriting and phonemic awareness are taught through Explode the Code curriculum. Play centers reinforce the lessons and weekly skills taught by the teachers (fine motor, sequencing, spatial awareness, etc.) to help children learn through play. The four's also enjoy snack, story time and lunch. Special areas include Spanish and Chapel. The Jellyfish class will attend Chapel on Wednesdays. The Sea Turtle class will attend Chapel on Thursdays. This class is offered from 9am to 12:15pm with an option to enroll in extended day which ends at 1:45pm. The teacher to child ratio in this class is 1:17; however, our 4's classes all have a lead and an assistant teacher.

## KINDERGARTEN

We are thrilled to offer a unique Kindergarten experience. Our 5K students will be taking the next big step into their primary education while growing in their love of the Lord. Your child will enjoy the small, Christian school environment while learning the core subject areas as well as exploring the world God created and learning about his character. Language Arts utilizes both the Heggerty and Christian Light curriculums to teach phonemic awareness, reading, and handwriting skills. Mathematics skills are taught using the Bridges curriculum to build confidence in mathematic reasoning and problem solving skills. Children will also develop a deeper sense of the world around them through exploration of Science, History, and the Bible. Additionally, we use Smart Board technology to bring multi-media learning opportunities into the classroom to support learning, enhance literacy, boost attentiveness, and increase comprehension. Special areas are taught weekly and include Chapel, Cooking, STEAM, and Spanish. The 5K class will enjoy snack, recess, and lunch together each day. The teacher to child ratio in this class is 1:8. The low student to teacher ratio enables the teachers to provide individualized and small group attention to students addressing different learning styles and accommodate personalized education plans for each child that build upon concepts taught in whole group instruction. The class is held Monday - Friday from 8:30am - 2:30pm. Our 5K students will have fun learning and growing socially all the the foundations of Jesus Christ.



## BEFORE CARE

New to our school this year is the option to enroll your child ages 2-5 in our Before Care program. Before Care allows parents a little extra time in the mornings to drop their kids off at 7:45am where they will play and be supervised by HIS School staff. Once your child has been dropped off, a HIS School staff member will be responsible for getting your child(ren) to their class when the school day begins at 8:45. This program is on a first come first serve basis as we cannot accommodate more than 15 children at one time. When enrolling in Before Care, you have the option to choose between 1 day (must be the same day each week), 2 day (Tues/Thurs), 3 day (Mon/Wed/Fri), 4 day (Mon-Thurs) or 5 day (Mon-Fri). If you did not enroll during registration and are interested in adding Before Care during the school year, please reach out to the Director to see if space is available.

## EXTENDED DAY

Our Extended Day program allows children in our 3's and 4's classes the opportunity for further enrichment and play in their school day. The Extended Day program is always a hit with the kids because they get to keep playing while everyone else goes home! This is a separate class that you must register for at enrollment. If you wish to add the program at any point during the school year, please contact the Director. When enrolling in Extended Day, you have the option to choose between 2 day (Tues/Thurs), 3 day (Mon/Wed/Fri), 4 day (Mon-Thurs) or 5 day (Mon-Fri). The Extended Day program adds an hour and a half to your child's school day, concluding at 1:45pm. All children should be picked up no later than 2 PM.

Please note that on HIS School/CCSD Early Release or 1/2 days, there will be no extended day. Also, there are certain school wide programs or events in which there will be no extended day and these are noted on the school calendar as well as in school-wide communication.

Extended Day will not be held on the following days:

**October 4** (Early release), **18** (1/2 day)

**December 18 & 19** (Christmas programs)

**February 14** (1/2 day)

**March 13** (Early release)

**April 11** (Early release)

**May 20, 21** (Graduation programs)





# ENROLLMENT PROCESS

During the month of January, registration begins and is open to all. HIS School does not discriminate against prospective students/families on the basis of race, religion, gender, or income. Priority placement is given first to returning students and siblings of returning students, second to Church of the Holy Cross members, third returning wait list, and fourth to the general public. After placing the returning students and their siblings, remaining openings will be filled by church members, returning wait list, and then offered to the general public. If at any point there are more applicants than openings, a lottery will be used to decide placement. The director of HIS School has the discretion to balance the classes by gender.

**Registration Fees:** The registration fee (equal to 1 month tuition) must be paid in full in order to reserve your child's place in the program. This non-refundable fee does not apply to tuition. Please do not submit payment for registration fees until you have been notified by letter of your child's placement.

**Withdrawal:** If you need to withdraw your child from the program for any reason, please give a 30-day written notice. This allows us ample time to fill the space being vacated by your child. You are responsible for paying tuition through the end of the 30-day notice. Prepaid tuition will be refunded in a prorated amount, to the extent that the prepaid tuition covered a period of time beyond the 30-day notice. There is a one month tuition penalty for withdrawal after August 1st.

**Classroom / Extended Day Placement Changes:**

There will be a \$25 fee assessed August 1 for any changes in your child's placement to cover administrative costs.



# TUITION

One's TTH class tuition is \$290 per month.  
One's MWF class tuition is \$445 per month.  
Two's MWF class tuition is \$450 per month.  
Two's M-TH class tuition is \$580 per month.  
Two's M-F class tuition is \$600 per month.  
Three's M-TH class tuition is \$580 per month.  
Extended day is an additional \$280 per month.  
Threes's M-F class tuition it \$600 per month.  
Extended day is an additional \$300 per month.  
Four's M-TH class tuition it \$580 per month.  
Extended day is an additional \$280 per month.  
Four's M-F class tuition it \$600 per month.  
Extended day is an additional \$300 per month.  
Kindergarten tuition is \$750 per month.

Starting August 1st, nine (9) tuition payments will be due the first of every month, August 1 – April 1. We begin fee payments in August, even though school does not start until September, so that we are able to purchase all materials/supplies necessary to offer your child the very best on his/her first day! Please note that HIS School is not able to prorate monthly tuition for those children registering after the first of any month. Therefore, parents may pay the full monthly tuition to begin immediately or opt to begin the first of the upcoming month.

There are two ways you can pay tuition:

**1. Annual Tuition:** Families wishing to pay their child's tuition upfront for the year will receive a 5% discount if paid in full by check or ACH number online no later than August 1, 2024. Please note that families with siblings will not receive the additional sibling discount if opting for the annual payment discount. A sibling discount of 10% is only applied to the lesser tuition. Please note discounts are not applicable to extended day fees. Checks should be mailed to Holy Cross Island School, PO Box 506, Sullivan's Island, SC 29482.

**2. Set-Up Recurring Monthly Payments:** Monthly tuition payments will only be accepted by establishing a scheduled payment with your debit/credit card on the Holy Cross online system. You must set this up ON or BEFORE August 1, so that it will process your first payment on August 1. Those paying monthly will incur a processing fee if using a credit card. The system accepts Visa/MC, Discover & electronic check. Recurring ACH payments will be charged a \$5 service fee. **Please note checks will not be accepted for recurring payments.**

# DROP-OFF AND PICK-UP

Safety is our top priority at HIS School. We work extra hard to ensure that your child's arrival and departure is as safe as possible, but we need your help with this great effort. In accordance with **DSS Regulation No. 114-524.A (2)**, we must have procedures to account for the presence of each child as they enter or exit the premises, enter or exit a vehicle, or move to new locations in or around the school. In addition to the information below, throughout the day teachers will carry a roster with them for tracking purposes to verify that each child is accounted for as they leave and return.

## **Before Care Drop Off:**

Please pull into the gravel lot on Jasper and park your car. Parents need to walk their child(ren) up to the double doors in the courtyard where a teacher will meet you and escort your child to the Before Care classroom.

## **Kindergarten Drop Off & Pick Up:**

Kindergarten will use the Car Line. At drop off, please pull into the gravel lot on Jasper Street entering at the southernmost entrance. Remain in your car until you reach one of the orange cones with a teacher standing by it. Then, you may get your child out of the car and hand them to a HIS School teacher where they will escort your child into their classroom. Morning carline will run from 8:15 - 8:30. At pick up, please wait to get out of your car until you reach an orange cone where a teacher will be waiting with your child. You can then safely load your child into your car. PM carline runs from 2:30-2:45.

## **Drop-off for 2s, 3s & 4s:**

The staff will manage a car line in the morning from 8:45 to 9:00am every day for children in the 2s, 3s & 4s classes. Car line will enter on southernmost entrance off Jasper Street. Parents are highly encouraged to use the car line for drop off as it makes for a smooth transition from parent to school. Please remain in your vehicle until you pull up to a traffic cone with a teacher waiting to greet you. Then, you may unbuckle your child and hand them to the teacher to enter school. For the safety of our children, please keep hold of your child's hand until you've handed them to a teacher.

**Pick up for 2s, 3s & 4s:** The staff will manage a car line at the end of school from 12:15-12:30pm every day for the 2s, 3s & 4s classes, and again for our extended day children from 1:45pm to 2pm. If participating in car line, please remember to display your child's car line name on the passenger's side windshield so that we can have your little one ready for you as quickly as possible. Please remain in your vehicle until you pull up to a traffic cone with a teacher waiting with your child to greet you. Then, you may securely buckle your child.



# DROP-OFF AND PICK-UP

## **Drop-Off for our 1s:**

Parents please park in the gravel parking lot on Middle Street between 8:45 to 9:00 AM and bring your child to the front main entrance of the school. One of your child's teachers will meet you there and take your child to their class.

**Pick-Up for our 1s:** Park in the gravel lot on Middle Street between 12:00-12:15pm and walk to the front main entrance of the school where your child's teacher will be waiting for you with your child. There is a bell at the front door labeled "Guppies" that you can ring if you are running late for drop off or early for pick up. If you have any questions about your child's day, please ask your teacher to give you a call later that day. We want dismissal to run smoothly, and we don't want to hold up other families.

If you are running late, please call the school at (843) 883-4652 ext #402, the Campus Director, Karen Miller, at 843-297-7899 or Assistant Director Laurin Ward, at 843-323-9380. Your child can become very anxious if he/she is the last one picked up. There will be a \$20 late charge for habitual offenders.

Please let your teacher know in writing of any changes to your child's regular mode of transportation. We will not allow your child to leave the school without proper notification and authorization as stated on the Child Pick-Up Authorization form.

**Holy Cross Island School is not responsible for ensuring your child is properly secured in their car seat/seat belt.**

**Please do not text, email, or talk on your phone or other device while dropping off or picking up your child.**

**We seek to run an efficient car-line. Please be patient waiting as it may take a minute for children to be safely loaded.**

**DO NOT pass cars in the car line. Please do not ride your bike through carline instead park on the Middle Street lot and walk your child up. These rules are absolutely critical to the safety of our children!**



# SECURITY

## Preschool Entry/Access Card

- Holy Cross Island School entry is managed by Sonitrol, an electronic security system. Specifically, we seek to control access to the preschool by:
- Restricting access to designated preschool areas and 3M bulletproof glass coating
- Programming scheduled door locks/unlocks according to our school arrival and departure times
- 24 hour video surveillance and monitoring in our administrative offices
- Annual lockdown and active shooter teacher training and drills
- Cameras installed throughout the school campus

# EMERGENCY PROCEDURES

## Minor Incidents at School

Teachers are CPR and First Aid trained and certified. There is a first aid kit for minor incidences in every classroom.

## Allergies

Parents must inform the school of any and all known food and medical allergies. Space is provided for this on the enrollment application. If a child has a food allergy, a special “allergy alert” will be posted in the classroom and will include the child’s name and photo, a description of the allergy, and any special treatment instructions.

**When special occasion treats or crafts are planned, teachers will communicate with parents of children with allergies so they can plan accordingly.**

Please feel free to talk with your child’s teacher about any concerns.

## Illness

In an effort to keep our classrooms as healthy as possible, these guidelines are for you to follow as outlined by SC DHEC. For further details or instruction, please see the Childcare and School exclusion Lists on the SC DHEC website at: [scdhec.gov/health/child-teen-health/school-exclusion](http://scdhec.gov/health/child-teen-health/school-exclusion)



# EMERGENCY PROCEDURES

If your child appears tired or possibly ill, please err on the side of caution and keep him/her home. You will be contacted to pick up your child if your child develops any of the following symptoms while at school:

1. Illness that prevents the child from participating comfortably in program activities.
2. Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
3. The child with symptoms or other manifestations of possible severe illness which may include but are not limited to:
  - a. Fever over 101F (oral or tympanic) or 100F (auxiliary) or 102F (rectal)
  - b. Unusual lethargy, tiredness or lack of energy
  - c. Irritability
  - d. Persistent crying
  - e. Difficulty breathing
4. Mouth sores with drooling, unless the child's health care provider states that the child is noninfectious.
5. Streptococcal pharyngitis (strep throat), until afebrile and at least 24 hours after treatment has been initiated.
6. Vomiting within the previous 24 hours, unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
7. Diarrhea or watery stools of abnormal color and frequency within the previous 24 hours, until symptoms are resolved or medical evaluation indicates that inclusion is acceptable.
8. Stools that contain blood or mucus. Infections with E. Coli, Shigella, Salmonella, and Giardia must be treated until symptoms are resolved.
9. Scabies or head lice. Lice are commonly disseminated in school age children, regardless of cleanliness. If your child acquires lice or scabies, please do not return your child to school until treatment has occurred and the child is free of lice/nits. The following procedures have been put in place in order to eliminate head lice from the school. This is for the benefit of the entire student/teacher/parent community.
  - a. If a child is infested with head lice and it is detected at school, the parent will be notified immediately. We ask that this child be picked up as soon as possible.
  - b. If a child is infested with head lice and it is detected at home, parents are responsible for notifying the school immediately if head lice or nits are found on any family member in their household. They will be obligated to follow any necessary procedures to eliminate infections in the home.
  - c. The child should be treated with Nix or a similar product.
  - d. Those children with an infestation will be checked daily until it is controlled. All other children in the classroom will be checked weekly.
10. Ringworm, until appropriate oral or topical treatment is initiated.
11. Pinkeye or conjunctivitis.
12. Impetigo, until 24 hours after treatment has been initiated.
13. Rash with fever or behavioral change, until a physician has determined the illness is not a communicable disease.





# EMERGENCY PROCEDURES

**Please have a back-up plan for illness so that your child can be picked up as soon as possible if he/she becomes ill and needs to go home. Your child must be symptom-free for at least 24 hours before returning to school (and fever-free for 24 hours, without the use of fever-reducing medications).** Please dispense any medication your child needs at home. HIS School will not administer medication. If your child needs to stay at home due to illness, we ask that you please text or call the school's Director, Karen Miller, at 843-297-7899 or Assitant Director, Laurin Ward at 843-323-9380, at your earliest convenience.

## **Immunization**

Parents must provide an up-to-date copy of their child's immunization records on or before the first day of school. This is a DHEC requirement that must be on file for your child to attend school. If we do not have one on file by September 30 your child will not be able to attend school until we receive one. Please note that some pediatricians may take over a week to get this information to you. You can email a copy to [LAURIN@HOLYCROSS.NET](mailto:LAURIN@HOLYCROSS.NET)

## **Active Shooter Policy**

The following is a summary of the current Active Shooter Plan maintained and followed by the preschool: The entrance doors are **locked at all times**. Classroom lights are left on at all times during school hours unless other "special" activities warrant turning the lights off.

## **Each classroom has a door lock that stays locked at all times.**

School and Church staff have keys on hand to access doors as needed. Each classroom has a "blind corner" designated in the classroom which is not visible through the glass on the classroom door.



# EMERGENCY PROCEDURES

In the event of an unauthorized entry, anyone should call out CODE BLUE! This does not need to come from administration. Then follow these steps:

- Run
  - Leave all belongings behind.
  - Go to the reunification site.
  - Call 911.
- Hide
  - Shut, lock, and barricade the door.
  - Cover glass windows.
  - Go to blind spot.
  - Wait for the all clear from an officer using out “safe word”
- Fight
  - Throw objects such as chairs, toys, staplers at the intruder.

## Medical Emergencies

Teachers are CPR and First Aid trained and certified. Teachers are trained to recognize signs and symptoms of conditions or illness that require immediate emergency medical treatment (including: loss of consciousness, semi-consciousness, breathing difficulties, severe bleeding, unequal pupils, seizure, neck or back injury, continuous clear drainage from nose/ears after a blow to the head, severe headache, stiff neck or pain when head is moved, hives that appear quickly, very sick child who seems to get worse quickly, repeated forceful vomiting, vomiting blood, severe abdominal pain that causes a child to double over, abdominal pain after a blow to the abdomen, possible broken bones, and/or shock). In the event of such symptoms or conditions we will:

1. Call 911 immediately so that the child may be transported to the local hospital of your choice as stated on your child’s Emergency Information Form by a preschool/ church staff member or by ambulance.
2. Parents will then be notified immediately after calling 911.
3. Trained staff will provide first aid until emergency personnel arrive.
4. The child’s Emergency Information card will be transported with the child.

## Fire Safety Plan:

The following is a summary of the current Fire Safety Plan maintained, practiced (using monthly Fire Drills) and followed by the preschool.

1. As soon as a fire is discovered, pull Fire Alarm or call “CODE RED” if alarm does not work.





# EMERGENCY PROCEDURES

2. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area away from the building. Escape routes can be found by each classroom door. The Director will check all bathrooms and any other rooms or areas. At evacuation, a count of each classroom is recorded and given to the Director.
3. Report Fire to 911 once outside using cell phone. Tell 911, "There is a fire at Holy Cross Island School, 2520 Middle Street, Sullivan's Island, SC 29482." If cell phone does not work, the Director or Lead Teacher will call from the church office phone or neighbor's phone to report fire to 911. Do not re-enter the building until permission is given by the fire officials. Notify parents to pick up children as soon as safety permits.

## **Inclement Weather Policy:**

In the event of inclement weather, HIS School will follow any delays posted for Charleston County School District. **If Charleston County has a delay of 2 hours or more, HIS School will be closed.** In the event of extreme weather conditions while at school (tornado, hurricane, etc.) children and staff will move to the inner hallways of the building, assuming crouched positions with hands over their heads. Should management decide that it is in the best interest of safety to remove the children from the building, we will follow the Fire Safety Plan evacuation procedures. These procedures will be practiced in advance in a method that is designed to inform the children without fear.



# COMMUNICATION

Communication is of the utmost importance as we work together in the best interest of your child. Classroom communication (including curriculum and special events) will be managed through your child's teacher. In addition, they will make a point to share with you anything that occurs in the classroom that might be having an effect on your child. This could include things such as a substitute teacher being present, a new student, a change in the daily schedule, or the way a child gets along with others. **If at any time you feel something may be going on at school that is affecting your child in any way, please do not hesitate to discuss it with your child's teacher and/or the director.**

In a similar fashion, we ask that you share with your child's teacher any happenings at home that might alter your child's behavior. Such happenings might include illness or hospitalization of a family member, moving plans, birth of a new sibling, death in the family, death of a pet, parent separation, visitors staying with the family, or any other event that may cause stress, tension or changes in the family dynamic. We at HIS School can be of comfort to a child if we know what we are dealing with. **If you would like to have a discussion with your child's teacher about his/her classroom performance, please select a time other than the drop-off or pick-up time. It is critical during this time that teachers focus on getting your children home safely. All teachers are available by email and/or phone after school hours. We are happy to set up a meeting to discuss your child's preschool progress in person at any time.**

Finally, communication with our Heavenly Father is a priority here at HIS School. Our staff meets daily, each morning, to lift our day and your children in prayer!!

All child and staff records are kept confidential and made available for review by DSS only in the event of an investigation.

## **Provisional Hiring:**

Holy Cross Island School does not hire provisional employees.



## MISCELLANEOUS

### **School Dress Code:**

Please dress your children in comfortable play clothes and shoes, suitable for running and active play. All children must wear **close-toe** shoes to school. Please do not send children in necklaces. It is a DSS regulation and safety hazard. We recommend you dress them in washable play clothes, as they will be using paint, glue, markers and other “messy” toys regularly. Because occasional accidents are inevitable, even with our 5-year-olds, and children are more comfortable when they can change into their own clothing, we ask that you please bring a spare set of clothing. Each classroom chooses to manage this differently – some will keep a spare set on hand and some ask you to pack it daily. Please confirm with your teacher the way they would like to handle spare clothing. We love to be active at school, so if your child wears a dress or skirt, please have them wear bloomers or little shorts over their undergarments.

### **Field Trips:**

Classes will go on field trips such as nature walks or beach trips throughout the year. Parents are notified of each trip in advance by the class teacher giving details concerning the outing. Parent helpers are welcome to join the class and will be coordinated by the teachers. This year, we have a number of in-house enrichment programs coming to visit school such as the SC Aquarium, Rob Fowler, and Kid's Teeth. More information about these events will be communicated in our monthly school newsletters, teacher e-mail, and in your child's weekly class communication.

### **Birthdays:**

Parents are welcome to bring special treats to their child's class to celebrate a birthday. Please arrange such events in advance with your teacher to ensure that the treats are appropriate for the entire class. Also, please do not distribute birthday party invitations at school, unless the entire class is invited to the party. Student addresses are available in the school directory for invitations to be mailed.

### **Approved Sweet Treats:**

Fruit, Yogurt, Mini Cupcakes, Mini Muffins, Popsicles, Graham Crackers, Grapes (cut length-wise), Rice Krispy Treats, Cookies (w/o icing, 1 per child), Individual ½ cup servings of ice cream



## MISCELLANEOUS

### **Birthday Chapel:**

Birthday Chapel is a fun way to allow the school and your family to celebrate your child's birth together in a worship environment. The kids love Birthday Chapel! Birthday Chapels will be announced for the month of your child's birthday. You will receive an email notification of your child's Birthday Chapel. Please come and bring the family. We will sing, pray, and give a small gift to celebrate your child. Summer birthdays will be celebrated either at the beginning of the school year (September Birthday Chapel) or at the end of the school year (May Birthday Chapel).

### **Potty Training:**

All children in our 3s, 4s, and 5K classes are expected to be **fully potty trained** before attending school. Our classrooms are not equipped with facilities needed for hygienic cleaning after soiling. Pull-ups are not permitted in any classrooms. We ask each family to provide an extra clothing supply (including socks) per child in the event of an accident. If a child has more than the occasional accident, we will ask you to keep your child at home for a period of 1-2 weeks to allow you to work on potty training. All children in our 1s and 2s program will receive a class-specific potty-training policy in their folder at parent orientation. This policy has been created in collaboration with other similar programs in our community and is the most effective for you, your child, his/her classroom peers, and our teachers.

### **Snack/Lunch:**

Each class will have a morning snack time. Teachers will manage snacks through a parent rotation or will have you send in a snack daily for your child. Please send a sippy cup daily filled with water and labeled with your child's name. All children participate in lunchtime. Lunch is provided from home daily and should contain healthy options that your child is familiar with and will eat. Please be sure to exclude any items that pose a threat to children in the class with allergies. Thank you!



# MISCELLANEOUS

## **Pizza Days:**

As a fundraiser for the preschool, we will offer “pizza days” most Thursdays and Fridays to our 2s, 3s, 4s, & 5K classes. We are excited to partner with locally owned IOP Pizza for our pizza days! **Please note, on weeks with an early release on a Thursday or Friday, we will not have pizza either day.** These weeks are not included in the pizza fees. Participation is optional. We are excited to offer a new way to pay for your pizza! You can choose to pay for an annual or semester Pizza Pass using our online system. To pay online, go to HOLYCROSSISLANDSCHOOL.COM and select "How to pay fees and tuition." If paying for a single pizza day, please send in \$6 in cash or check. For those families not participating, please pack a lunch from home as usual. We hope this will come as a nice “break” from packing lunch, be fun for the kids, and help the school raise funds for improvements. We thank you in advance for your support!!

### **Thursdays - Group B pizza days**

Sept 5, 12, 26

Oct 10, 24, 31

Nov 7, 14 (Spirit Pizza), 21

Dec 5, 12

Jan 9, 16, 23, 30

Feb 6, 20, 27

Mar 6, 20, 27 (Spirit Pizza)

Apr 3, 21

May 1, 8, 15

### **Fridays - Group A pizza days**

Sept 6, 13, 27

Oct 11, 25

Nov 1, 8, 15 (Spirit Pizza), 22

Dec 6, 13

Jan 10, 17, 24, 31

Feb 7, 21, 28

Mar 7, 21, 28 (Spirit Pizza)

Apr 4, 25

May 2, 9, 16



# 2024-25 HIS SCHOOL CALENDAR



**Holy Cross Island School**  
Sullivan's Island, SC  
2024-25 Academic & Events Calendar



AUGUST	
Wed, Aug. 28	Parent Orientation, 9-10:30 am for Group A
	Parent Orientation, 11:00-12:30 pm for Group B
Thurs, Aug. 29	Meet the Teacher for Group A 9:30 - 10:30 am (Drop in)
	Meet the Teacher for Group B 11:00 am -12:00 (Drop in)
SEPTEMBER	
Tues, Sept. 3	First Day of School - AM Car Line 8:45-9:00 am; PM Car Line 12:15-12:30 pm, Extended Day Car Line 1:45-2:00 pm
Thurs, Sept. 5 & 12	Pizza Day for Group B
Fri, Sept. 6 & 13	Pizza Day for Group A
Sun, Sept. 15	HIS School Kick Off Service 10:30 am in the Traditional Church
Fri, Sept. 20	NO HIS SCHOOL/CCSD NO SCHOOL
Wed, Sept. 25	Birthday Chapel for Group A
Thurs, Sept. 26	Birthday Chapel for Group B
	Pizza Day for Group B
Fri, Sept. 27	Pizza Day for Group A
OCTOBER	
Fri, Oct. 4	HIS School/CCSD Early Release at 11:45 am, No lunch, No extended day
Oct. 7 - 11	Fire Safety Week
Thurs, Oct. 10	Pizza Day for Group B
Fri, Oct. 11	Pizza Day for Group A
Fri, Oct. 18	HIS School/CCSD 1/2 day dismissal; HIS School dismisses at 10:30 am; No lunch, No extended day
Wed, Oct. 23	Birthday Chapel & Operation Christmas Child Kick-off for Group A
Thurs, Oct. 24	Birthday Chapel & Operation Christmas Child Kick-off for Group B
	Pizza Day for Group B
Fri, Oct. 25	Pizza Day for Group A
Wed, Oct. 30	Costume Parade for Group A
Thu, Oct. 31	Costume Parade for Group B
	Pizza Day for Group B
NOVEMBER	
Fri, Nov. 1	Pizza Day for Group A
Tues, Nov. 5	Election Day: NO SCHOOL
Thurs, Nov. 7	Pizza Day for Group B
Fri, Nov. 8	Pizza Day for Group A
Wed, Nov. 13	Birthday Chapel for Nov & Dec birthdays for Group A
Thurs, Nov. 14	Birthday Chapel for Nov & Dec birthdays for Group B
	Pizza Day for Group B
Fri, Nov. 15	Pizza Day for Group A
Wed, Nov. 20	Harvest Festival for Group A
Thurs, Nov. 21	Harvest Festival for Group B
	Pizza Day for Group B
Fri, Nov. 22	Pizza Day for Group A

# 2024-25 HIS SCHOOL CALENDAR

Mon, Nov. 25	NO SCHOOL - ***CCSD Weather Make-up day***We will not have school if an E-learning make up day
Nov. 26-29	Fall Break, NO SCHOOL & HAPPY THANKSGIVING; Students return Dec 2nd.
<b>DECEMBER</b>	
Thurs, Dec. 5 & Dec. 12	Pizza Day for Group B
Fri, Dec. 6 & Dec. 13	Pizza Day for Group A
Tues, Dec. 17	PJ/Movie day for Group B
Wed, Dec. 18	Christmas Program for Group A at 10:30 in the Great Hall. <b>No Extended Day</b>
Thurs, Dec. 19	Christmas Program for Group B at 10:30 in the Great Hall. <b>No Extended Day</b>
Fri, Dec. 20	PJ/Movie day for Group A
Mon, Dec. 23 - Fri, Jan. 3	Winter Break: NO SCHOOL. "Merry Christmas & Happy New Year"
<b>JANUARY</b>	
Mon, Jan. 6	HIS Students return
Thurs, Jan. 9 & Jan. 16	Pizza Day for Group B
Fri, Jan. 10 & Jan. 17	Pizza Day for Group A
Mon, Jan. 20	NO SCHOOL - MLK Day
Tues, Jan. 21	SC Aquarium visits HIS School for Group B
Wed, Jan. 22	Fun Run Kick Off and Birthday Chapel for Group A
Thurs, Jan. 23	Fun Run Kick Off and Birthday Chapel for Group B
	Pizza Day for Group B
Fri, Jan. 24	Pizza Day for Group A
	SC Aquarium visits HIS School for Group A
Wed, Jan. 29	Donuts with Dudes for Group A
Thurs, Jan. 30	Donuts with Dudes for Group B
	Pizza Day for Group B
Fri, Jan. 31	Pizza Day for Group A
<b>FEBRUARY</b>	
Tues, Feb. 4	Kids Teeth visits at 10:45am for Group B
Thurs, Feb. 6	Pizza Day for Group B
Fri, Feb. 7	Kids Teeth visits at 10:45am for Group A
	Pizza Day for Group A
Fri, Feb. 14	HIS School/CCSD 1/2 day - HIS School dismissal at 10:30am. No lunch or extended day.
Mon, Feb. 17	President's Day - NO SCHOOL
Wed, Feb. 19	Birthday Chapel for Group A
Thu, Feb. 20	Birthday Chapel for Group B
	Pizza Day for Group B
Fri, Feb. 21	Pizza Day for Group A
Wed, Feb. 26	Littlest Lamb Fun Run for Group A (times vary by class)
Thurs, Feb. 27	Littlest Lamb Fun Run for Group B (times vary by class)
	Pizza Day for Group B
Fri, Feb. 28	Pizza Day for Group A
<b>MARCH</b>	
Mon, Mar. 3	Dr. Suess Day for Group A



# 2024-25 HIS SCHOOL CALENDAR

Tue, Mar. 4	Dr. Suess Day for Group B
Thu, Mar. 6	Pizza Day for Group B
Fri, Mar. 7	Pizza Day for Group A
Tue, Mar. 11	Spring Picture Day for Group B
Wed, Mar. 12	Spring Picture Day for Group A
Thu, Mar. 13	HIS School/CCSD Early Release - HIS School dismisses at 11:45am. No lunch or extended day.
Fri, Mar. 14	HIS/CCSD Teacher Workday - NO SCHOOL
Wed, Mar. 19	Birthday Chapel for Group A
Thurs, Mar. 20	Birthday Chapel for Group B
Thurs, Mar. 20	Pizza Day for Group B
Fri, Mar. 21	Pizza Day for Group A
Wed, Mar. 26	Muffins with Me for Group A
Thurs, Mar. 27	Muffins with Me for Group B
Thurs, Mar. 27	Pizza Day for Group B
Fri, Mar. 28	Pizza Day for Group A
<b>APRIL</b>	
Thurs, Apr. 3	Pizza Day for Group B
Fri, Apr. 4	Pizza Day for Group A
Wed, Apr. 9	Easter Egg Hunts for Group A
Thurs, Apr. 10	Easter Egg Hunts for Group B
Fri, Apr. 11	HIS School/CCSD Early Release - HIS School dismisses at 11:45am. No lunch or extended day.
Mon, Apr. 14 - Fri, Apr. 18	Spring Break - NO SCHOOL
Mon, Apr. 21	HIS/CCSD Teacher Workday - NO SCHOOL
Wed, Apr. 23	Birthday Chapel for Group A
Thu, Apr. 24	Birthday Chapel for Group B
	Pizza Day for Group B
Fri, Apr. 25	Pizza Day for Group A
Mon, Apr. 28 - Fri, May 2	Teacher Appreciation Week
<b>MAY</b>	
Thurs, May 1	Pizza Day for Group B
Fri, May 2	Pizza Day for Group A
Wed, May 7	Birthday Chapel for May, June, & July for Group A
Thurs, May 8	Birthday Chapel for May, June, & July for Group B
	Pizza Day for Group B
Fri, May 9	Pizza Day for Group A
Tues, May 13	Summer Fun Day/Water Day for Group B
Wed, May 14	Summer Fun Day/Water Day for Group A
Thurs, May 15	Pizza Day for Group B & PJ/Movie Day
Fri, May 16	Pizza Day for Group A & PJ/Movie Day
Mon, May 19	Last Day of Extended Day
Tues, May 20	Graduation and End of Year Program at 10:30am for Group B
Wed, May 21	Graduation and End of Year Program at 10:30am for Group A
<b>Wishing your and your family a summer full of JOY!</b>	







Dear Parents,

The Holy Cross Island School 2024-25 Parent Handbook is designed for you. It is our best attempt to communicate our vision, offerings, policies and procedures with you. Please read it carefully so that we know you are fully aware of its content. Should you have any questions, contact the Director Karen Miller at [KAREN@HOLYCROSS.NET](mailto:KAREN@HOLYCROSS.NET).

**I hereby affirm that I have read the Holy Cross Island School 2024-25 Parent Handbook in its entirety and will comply with the school's policies and procedures as they are stated in this Handbook. I acknowledge the following documents are required to be in my child's folder prior to his or her first day of school:**

- DHEC Immunizations
- Potty Training Policy (*ones and twos classes only*)
- Emergency Card x2
- Pick Up Authorization
- Discipline Policy
- Field Trip Permission Policy
- DSS General Record

Child's Name

Class

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Parent's Signature

Date

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(843) 883-4652 ext 402 • [HOLYCROSSISLANDSCHOOL.COM](http://HOLYCROSSISLANDSCHOOL.COM)  
(843) 883-3586 • [HOLYCROSS.NET](http://HOLYCROSS.NET)



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