



Titan Tots *Preschool*

733 12th Street West, Dickinson • 701-456-9259

Titan Tots Preschool Classes Offered:

2 Day Preschool Program - Tuesday and Thursday

Time: 8:00am - 11:00am

Children must be 3 before August 1, of the enrollment year
(Not a kindergarten readiness class.)

3 Day Preschool Program – Monday, Wednesday and Friday

Time: 8:00am - 11:00am or 12:00pm – 3:00pm

Children must be 3 before August 1 of the enrollment year
(Not a kindergarten readiness class.)

Educare (3-year-old all day) – Monday through Friday

Time: 8:00am – 3:00pm

Children must be 3 by August 1 of enrollment year
(Not a kindergarten readiness class.)

5 Day Preschool Program – Monday through Friday

Time: 8:00am – 11:00am or 12:00pm – 3:00pm

Children must be 4 by August 1 of the enrollment year
(Kindergarten readiness class)

5 Day Prekindergarten Program – Monday through Friday

Time: 8:00am – 3:00pm

Children must be 4 by August 1 of the enrollment year
(Kindergarten readiness class)

Titan Tots follow the Trinity Catholic School Calendar.

Titan Tots students enrolled in the EduCare, PreK or 5-day PM class are invited to attend Titan Tots Extended Care Program. There is an extra fee. Contact the business office for details.

Children must be completely potty trained, wearing underpants and not pull-ups and not having frequent accidents.

Vision Statement

To awaken greatness in our students!

Mission Statement

To educate the whole student, Mind, Body and Soul.

Program Goal

We support each child in their developmental journey of learning. We believe children's development is their individual journey, and each has their own path of learning. With our guidance, children have the opportunity to grow spiritually, socially, emotionally, physically and intellectually through play and hands-on experiences.

Licensing

We are licensed by the State of ND Early Childhood Division. We are required to have current Immunization forms, a copy of their Birth Certificate, Child Information Sheet and Parent Statement of Health on file in the classroom **before** entering preschool. We also require acknowledgement of our Handbook. We have emergency plans for fire escape, tornadoes and building intruders. We practice drills so all of us know what to do in an emergency and remain safe. According to the state, the size of the classroom, age of children and teacher to child ratios determines the limit of children that can be enrolled in each class. Teachers have obtained CDA (Child Development Associate) credential or above to teach preschool. Teachers and paras are also required to keep their First Aid and CPR courses up to date.

Curriculum

Our Titan Tots Preschool staff strives to model our core values of faith, love, joy, charity, gratitude, respect, kindness, confidence, honesty, integrity and grit. Titan Tot's Preschool focuses on weekly/monthly themes, which include pre-literacy, pre-math, fine motor skills and language and vocabulary building. We work to build children's confidence, creativity and critical thinking skills as well as promote positive outcomes. The classroom contains toys and art supplies for children to use in imaginative play and to express themselves creatively. We use games and manipulatives to develop cognitive and motor skills. We also read to our students and use songs and music to build basic concepts. Outdoor and gross motor time is part of our daily routine. During scheduled free time, our students are able to choose activities from a variety of interest areas for their individual development of problem solving, decision making, and social skills.

Our religion curriculum is "Stories of God's Love." The focus is the love God has for us and wants us to share with others. We also study Bible stories, prayers, holy days and saints. Children in our full day classes attend Catechesis of the Good Shepherd and have the opportunity to use the Adoration Chapel at Queen of Peace.

Children's Health Records and Other Records

All Preschool children are required to have a completed Parents Statement of Health, a Child Information Sheet, birth certificate and a certified copy of child's immunizations showing all immunizations up to date at the time of enrollment. ***These all must be turned in before the first day of school.*** Immunizations are to be kept up to date thereafter following the North Dakota guidelines schedule. Immunization requirements are public health policy effecting children. As a matter of state law, children in the program must:

- Be fully immunized, or
- Be in the process of becoming fully immunized according to the approved schedule, or
- Have a physician's statement that immunizations are not needed for medical reasons or a note from the parent stating that the child is not immunized due to religious beliefs.

Attendance

Regular attendance and on-time arrival are encouraged. Every absence/tardiness must be verified either in writing or by telephone, by the parent. Written excuses should be dated and give the reason for the absence/tardiness.

If your child is to be absent, please notify the office or teacher by 7:45am for the morning class and 11:45pm for the afternoon class. The office will contact parents of absent students before 8:30am and 12:30pm if we have not heard from you by phone call or a text message. Any child leaving school must notify the office or the teacher by dojo, in writing or by phone to with notification of the time, reason for leaving and the person who will be picking up the student. Students will not be released to persons who do not have legal custody or guardianship unless they are listed as an authorized person to pick up the child on enrollment form.

Tardiness creates a problem for both students and teachers. Patterns of late arrival are disruptive and inhibit the establishment of classroom routines. Doors will lock at 8:15am for the morning classes and 12:15pm for the afternoon class. Parents must then accompany their child into the off if tardy and sign them in.

Dress Code

Preschoolers are required to wear standard dress tops with alternate standard dress options available at Logo Magic. Your preschooler will have fun and sometimes get dirty.

Please dress your child for play and appropriate weather. No pajamas or "dress up" clothes or hats/headbands (cat ears, unicorn horns) unless specified by the teacher. Please label all gear to prevent lost articles. Closed toe shoes and socks are required. For your child's safety we ask that you do not send your child in flip flop shoes or sandals. Jewelry is discouraged in preschool. These items become a distraction during the day. Hair styles that draw undue attention are prohibited. Hair coloring (i.e., orange, purple, blue etc.) is not allowed. Styles should be neat and clean and of natural color. Boys' hair should be no longer than collar length, and bangs should not cover the eyes or rest on ears. Girls' hair styles should not cover their eyes.

Health & Safety

To minimize problems for everyone involved, please **DO NOT** send your child to school if they have had a fever (over 100.4); pink eye; lice; respiratory infections; diarrhea, vomiting; strep throat; hand, foot and mouth disease; or any other communicable infection. They should remain home until their symptoms have been **gone for 24 hours** without the help of fever reducing medication. Children should be fully able to participate in all activities, including outdoor play.

If a child becomes ill in school, a parent or person indicated in FACTS will be notified to come and pick up the student. The child will need to stay home for a minimum of 24 hours before coming back to school, depending on the last incident of illness or fever. If your child throws up at school during lunch at 11:30 AM and it sent home and then throws up again home at 5:30 PM, they still are not eligible to come back to school the next day because 24 hours hasn't passed since his last symptom. Germs pass quickly from one child to another in a child care setting. Our goal is to prevent that.

Even with watchful eyes, young children are often testing their physical limits making injuries inevitable. Please make teachers aware of any special concerns with your child staying within boundaries. In the event of an injury, you will be notified by the teacher.

Field Trips

Field trips are selected and planned to supplement classroom learning experiences. Your child's teacher is responsible for informing you each time a field trip is planned.

At Trinity Catholic Schools, field trips are considered a privilege, not a right. Students who cannot be trusted to follow the rules will have this privilege withdrawn. Moving out of the classroom into the field causes increased need for care. Therefore, the following guidelines apply:

1. Field trip permission forms are required for all trips away from the school. The purpose of these forms is communication to and approval by the parent(s) regarding the particulars of the trip.
2. Any student whose daily behavior indicates probable disturbances on an excursion will have the privilege withdrawn. Such students will remain at school under the charge of another teacher or the director during the duration of the field trip.
3. Only students whose parents have signed permission forms will be permitted to go on the trip. These permission forms should be in the office one day before the event.

The Trinity Catholic Schools carry primary liability coverage and the **Diocese of Bismarck** has an umbrella policy to cover major claims resulting from accidents or misfortune. When parents use privately owned vehicles to transport students on a field trip, they will be required to carry adequate liability coverage. (Minimum of \$100,000 per person/\$300,000 per occurrence.) Volunteer drivers will be asked to sign a form indicating coverage.

Aquatic Activity Policy

The Trinity Catholic Schools do not offer aquatic activities.

Crisis Management Policy (#1010)

The Trinity Catholic School Board of Directors requires that, for the safety and care of all school personnel and students, each building shall develop a Crisis Management Plan. This plan must be updated annually and made known to all staff members. When appropriate, the plan is to be practiced in order to be successful.

Board of Education Policy Adopted: November 29, 2006

The following actions will be taken at times of a crisis during the school day:

- **Fire:** Fire drills are conducted monthly. Evacuation plans in case of a fire are posted in each room. When a fire alarm sounds, all persons in the building must walk out in silence. The school building will be evacuated. Each class is assigned a certain area.
- **Tornado:** Tornado drill are conducted. Each class is assigned a space in which to take shelter during tornado drills. All persons will seek safety in the lower level of the school building away from windows.
- **Toxic chemical spill:** TCS will follow directions given by the police and fire departments.
- **Lockdowns:** When a soft lockdown is issued, students will remain within the building. Parents are allowed to pick children up from school during a soft lockdown. When a hard lockdown is issued, no one is to leave the building for the safety of everyone involved. Parents are NOT allowed to pick their children up during a hard lockdown. We will try to communicate as quickly as possible via FACTS and email, to notify parents. Our first priority is keeping the children safe.

In the event of an emergency in which the school has to be evacuated, Trinity Titan Tots may be housed at Queen of Peace, until it is considered safe for them to return to the building or other instructions are received from legal authorities as to the safe release of students to their parents/guardians.

Personal Belongings

Each child will have a cubby to place their personal belongings in. Blankets for rest period will be sent home weekly and water bottles will go home daily to be cleaned.

Discipline

Love and Logic techniques are used in the preschool classrooms. Love and Logic encourages children to make decisions and come up with solutions. Children learn with the consequences of their choices and grow through their mistakes.

Daily Reports

A daily report is available to parents upon request. Communication is primarily through Class Dojo. Written reports as well as communication by phone/text is also available.

Behavior Policy

We want to ensure safety for every child, so we have implemented a behavior policy regarding more serious behavioral concerns within the classroom. If a child harms himself or others verbally, physically or emotionally or if the child's behavior compromises the care of the other children in the classroom and attempts to redirect are unsuccessful, a parent will be notified and the student will need to leave for the day. Parents are encouraged to discuss concerns with the child's teacher in order to build positive communication and support consistency.

The Trinity Catholic Schools (TCS) will make every effort to work with your child within the range of services TCS can provide. New students who enroll at TCS are required to begin with a probationary period. After a nine-week period from enrollment (or sooner if need be), a meeting including the principal/dean of students and parents may take place to discuss how the student is adjusting to the new school setting, whether or not the student is demonstrating academic success, and whether or not the student is exhibiting behavior consistent with TCS standards. In the event that a student does not show adequate progress during this probationary period, the student may be required to withdraw from TCS.

Mandated Reporting

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Titan Tots Preschool are considered mandated reporters. The employees of Titan Tots Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Titan Tots Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to: Unusual bruising, marks, or cuts on the child's body; Severe verbal reprimands; Improper clothing relating to size, cleanliness, season; Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.); Dropping off or picking up a child while under the influence of illegal drugs or alcohol; Not providing appropriate meals including a drink for your child; Leaving a child unattended for any amount of time; Failure to attend to the special needs of a disabled child; Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside; Children who exhibit behavior consistent with an abusive situation. The phone number for CPS is (833)958-3500.

Grievance Policy

If you have any concerns, please contact our director and schedule a meeting to discuss the issues. If you suspect a licensing violation, you can contact the State of ND Early Childhood Licensing Specialist Emily Dolinar at 701-690-1495.

Trinity Catholic Schools Tuition and Fees

Tuition will be set annually by the Trinity Catholic Schools (TCS) Board of Directors, based on the number of students enrolled, the number of class sessions per week, and the financial needs of the school. A non-refundable registration fee per child shall be paid at the time of enrollment. Students who enter school after the school year has begun shall pay pro-rated tuition.

All families must have an account set up in FACTS along with turning in a signed enrollment form. This information can be obtained in the Business Office and must be done prior to the student attending classes.

Withdrawal

A two (2) week notice of intent to withdraw from TCS must be given in written form to the school office or your child's teacher. You are responsible for two (2) weeks of tuition from date of notice. You will receive a written notice from the TCS Business Office that we received your notice of intent to withdraw and your tuition owing or credit.

Vacations, Holidays, Storm Days and Absences

No credits will be made on tuition for scheduled holidays, vacations, storm days, and/or absences. We will not pro-rate for longer or shorter months. If Trinity Catholic Schools has a storm day in which school is cancelled due to bad weather, preschool will also be closed on that day. (Please watch your class dojo, Facebook and the text message chain for cancellations.) You will be informed of any make-up days for storms.

Please return this portion to your child's teacher the first day of school.

I have read the Titan Tots Handbook and Nutrition Policy.

Child(ren)'s Name: _____

Signature: _____ Date: _____



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2025-2026 Nutrition Policy

Healthy snacking is an important part of maintaining a balanced and nutritious diet. At Trinity Titan Tots, we encourage students and parents to choose healthy snack options that provide the student with the energy and nutrients they need to learn and grow.

We recommend that students bring snacks that are low in sugar and fat and high in fiber and protein. Some examples of healthy snacks include:

- Fresh fruits such as apples, oranges, melon, berries, and grapes
- Dried fruit and raisins
- Raw vegetables such as carrots sticks, celery, cucumber slices, and bell pepper slices – include a small container of ranch or hummus for dipping
- Whole grain crackers, cereal, Chex mix or rice cakes
- Low-fat cheeses or yogurt
- Deli meat

We recommend that students only bring these snacks on special occasions:

- Fruit snacks and fruit roll ups
- Chips
- Snack cakes
- Candy

Please note Trinity Titan Tots is a *NUT FREE* school. Please check all snacks that come to school.

By choosing healthy snacks, students can stay focused and energized throughout the day. We appreciate your cooperation in promoting healthy snacking habits at our school.



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2025-26 Contact Information

Titan Tots Preschool 2 & 3 Day AM & PM Class

Teacher: Mrs. Michelle Leintz - michelle.leintz@k12.nd.us

Titan Tots Preschool 5 Day AM and 5 Day PM Class Teacher:

Mrs. Susanne Kirsch - susanne.kirsch@k12.nd.us

Titan Tots Prekindergarten Classes

Teacher: Ms. Tylla Roshau – tylla.roshau@k12.nd.us

Teacher: Mrs. Rachel Meyer – rachel.meyer@k12.nd.us

Teacher: Mrs. Mariah Schulte – mariah.schulte@k12.nd.us

Titan Tots EduCare Class/Preschool Director

Teacher: Mrs. Nikki Tyrrell - nicole.tyrrell@k12.nd.us

Teacher Assistant: Mrs. Brae Keck - brae.keck@k12.nd.us

Titan Tots Administrative Assistant:

Mrs. Cassidy Thibodeau – cassidy.thibodeau@k12.nd.us

TCS Enrollment Director:

Mrs. Pam Wegleitner, Business Assistant – pam.wegleitner@k12.nd.us

TCS Business and Enrollment Office:

Mrs. Tina Johnson, Business Manager – tina.johnson@k12.nd.us

Trinity Catholic Schools President:

Mrs. Marya Skaare – marya.skaare@k12.nd.us