



Holy Trinity School Annex @ Saint Peter's  
Early Childhood Center  
845-471-6600

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Early Education Tab on the  
Holy Trinity Website

(<https://holy-trinity-school.com/early-childhood-1>)



9.19.23

Family Notes At the Annex From the Desk of Mr. Roach

**Monday September 25th - School is closed for a Teacher Conference Day**

Fall has arrived and after a hot start to the year. Students will have outdoor time each day when the weather permits so please check the weather and dress them appropriately for the temperature. Also don't forget to label all their items such as coats, sweatshirts, water bottles and lunch boxes with names so we can reunite misplaced items with the correct student.

We try to send newsletters a few times a month. It is still the beginning of the year so we have lots of information and reminders in this one so please read carefully. Newsletters are emailed and also posted on our school website. Teachers for each class also send out individual class newsletters.

### **Change In Normal Arrival/Dismissal**

If you will be arriving later than your child's normal arrival time or need to pick up earlier than their regular dismissal time please make sure that your child's teacher and the office have been notified.

### **STUDENT EMERGENCY CONTACT FORM**

Each student needs a completed Emergency Contact Form on file in the Annex Main Office. Please fill the form out completely (there are 2 pages).

It is important that you have contacts listed that are available to pick up in the event that your child is sick or an emergency situation arises. This is a school form not one that you may have done for your local school district. If at any time during the school year any of the information changes please complete an updated form and submit it to the office. The forms are available in the main office.

### **Emergency Notification System**

We use IRIS (Immediate Response Information System) to send information, reminders and emergency notifications such as weather related closings, delays and early dismissals. We will send out alerts just by email, by email and text message or also by email, text and phone for the most important notifications. The system has been set up based on the information we have from enrollment time which makes it very important for you to let us know if your phone number or email changes. If you have caller ID, the phone calls come from a number in Sugarland, Texas where IRIS is based. Emails will arrive from [iris@irisalert.com](mailto:iris@irisalert.com). Please make sure it is not blocked on your email accounts.

### **Tuition & Fee Payments**

If your child is enrolled in the Holy Trinity Pre-K 3 and 4 class, Kindergarten, 1st Grade, the After Care Program or the Arlington or Wappingers UPK Wrap Program your September payment was due **9/15/22**. If your payment is not made on time each month Blackbaud will assess a \$40 late fee. If accounts are overdue students will not be allowed to continue in the program

### **Identification for Pick-Up**

Please have identification available at pick-up. If the school personnel do not know you they will ask for identification and check the authorized pick up list. This is a safety measure as we familiarize ourselves with our school families. This applies to pick-up from after care also. If others from your pick up list are picking up your child please let them know they should bring ID.

## **Parent/Student Handbook:**

The parent student handbook is posted on the Holy Trinity Website(  
<https://holy-trinity-school.com/parent-and-student-handbook> ) Please  
review the handbook with your child. It can be found on our school website.

### **Fundraiser**

Information about a Miss Chocolate fundraiser for Holy Trinity School was sent home this week. The packet included all of the information you need to participate. The fundraiser runs until 9/25/23. If you have any questions please call Mrs. Crawley at the main campus 845-471-0520.



### **School Year Calendar**

An Annex school year calendar is posted on our Early Education Tab.

### **Medications**

If a student needs medication during school hours the nurse needs a doctor's order on file. Students are not allowed to carry medications to or from school so parents must bring all medications into the nurse. If your child has any allergies or medical conditions that we should be aware of please contact the nurse to let her know. The number for the nurse's office is 845-303-6127.

### **Dates To Note**

**Monday September 25th** School Closed - Teacher Conference Day

**Friday October 6th** Early Dismissal

HT Pre-K 3/4 , Hyde Park UPK, Kindergarten and First Grade 11:30 A.M.  
Arlington UPK and Wappingers UPK 12:00 P.M. No Aftercare Available

**Monday October 9th** Columbus Day - Closed

**Friday October 20th** Conference Day - School Closed for students