

**St. Patrick School  
Preschool Handbook  
2025-2026**



**100 Harvey Street  
Washington, IL 61571  
(309) 444-4345**

**Website:** <https://school.stpatswashington.com/>  
**Email:** [schooloffice@stpatswashington.org](mailto:schooloffice@stpatswashington.org)

Dear Parents,

Welcome to St. Patrick Preschool! This is an important time in your child's life and can pave the way for many positive educational and faith filled experiences. By working together, we can make this experience both fun and educational.

This handbook provides information regarding preschool procedures and routines. If you have any questions or concerns about the program, please do not hesitate to ask.

The first day of school may be stressful to your child. Your child may cry, cling or feel anxious about separating from you. This is all very normal behavior. If your child behaves in this manner, give him/her a kiss and a hug and quickly say good-bye. We will call you if your child does not settle down after 10-15 minutes. If you do not hear from us, then your child is doing just fine.

Please be assured that we are excited for the new school year and will work with you during this adjustment time.

Sincerely,

Mrs. Shannon Hughes, PK4  
309-444-4345  
[shughes@stpatswashington.org](mailto:shughes@stpatswashington.org)

Ms. Anita Keck, PK3  
309-444-4345  
[akeck@stpatswashington.org](mailto:akeck@stpatswashington.org)

## **Preschool Enrollment**

The following point system will be used for enrollment into the preschool program at St. Patrick School during the first week of the registration period:

- 3 Points - Older siblings enrolled in St. Patrick Grade School
- 3 Points - PreK 3 student remaining in PreK 3, PreK 4 student remaining in PreK4
- 2 Points - Attended St. Patrick PreK3 (for PreK 4 applicants only)
- 2 Points - **Active** St. Patrick Church Parishioner
- 1 Points - St. Patrick School Alumni (mother or father)

In addition, registration must be completed on time within the registration period and the registration fee must be paid. In the instance of a family receiving equivalent points, the date and time of completed registration will determine acceptance into the program. Applications received after classes are full will be placed on a waiting list on a first come first serve basis.

## **State of Illinois Requirements**

1. Original certified birth certificates (or government-issued documents for children of another country) are required for enrollment into St. Patrick School and will be verified by the school office administration.
2. Current physical examinations and required immunizations are necessary for all students entering PreK3 or are new to St. Patrick School. Students will be excluded from school after October 15<sup>th</sup> if not in compliance for health exams and immunizations.
3. St. Patrick School complies with the “Missing Children’s Act” (325 ILCS 50/5) and will notify appropriate law enforcement officials.
4. Failure to produce a certified birth certificate the students' records will be flagged and appropriate law enforcement will be contacted in accordance with the “Missing Children’s Registration Law” (325 ILCS 55/5).

## **Enrollment Age**

Children enrolled in a three-year-old preschool program shall be three years of age on or before the first day of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before the first day of the academic year.

For children entering school for the first time, age shall be verified through a copy of the official certified birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

## **Potty-Training Requirements**

To ensure a safe and comfortable learning environment for everyone, students are required to be fully potty trained to attend preschool at St. Patrick School.

In the event of an occasional accident, especially during nap time, we understand. However, if your child constantly has accidents, especially stool accidents, we will ask you to pick him or her up from school. Our teachers are unable to change soiled clothing or assist with wiping. Parents will be called to change and clean students who soil themselves while at school.

Please note that students who wear a diaper or pull-up to school will be sent home as we cannot accommodate this in our classrooms.

If a child has multiple accidents in a short time frame, we ask that students remain home for three weeks to reinforce potty training habits, and the school may need to dismiss them from school if they return still having accidents, as this indicates that they are not yet fully potty trained.

## Arrival and Departure

A.M. Session - 8:00-11:00

All Day Session - 8:00-3:00

Friday (Optional) - 8:00-3:00

The school day begins at 8:00 a.m. with the first bell ringing at 7:45 a.m. for entry into the preschool building. Students should not arrive at school before 7:45 a.m. They may come directly into the school building when the 7:45 a.m. bell rings.

4yr. old preschool students will enter through the preschool door off of the large playground.

3yr. old preschool students will use the sidewalk and enter through the front door of the annex located off the front porch.

Please bring your child into the building and help him or her hang up their jacket and book bag. Any notes should be put into the basket on the shelf in the coatroom. Please sign in the child you are accompanying when you arrive, write down your name, the emergency contact phone number for the day, and the name of the person picking up the child.

The preschool doors will be locked during the day for safety. Therefore, if you arrive after your child's designated session begins or you need to pick up your child before the preschool day is over, you must go to the K-8 school office and sign your child in or out. The office will notify us that you are on your way to drop off or pick up your child. You will need to ring the doorbell for us to know you have arrived.

## Preschool Pick-Up

Parents please pick up your child at the appropriate preschool classroom doors. **Please be on time.** Students who are not picked up on time will be taken to Extended Care in the K-8 building. There will be a charge for Extended Care. In the event of an emergency please contact the school office at (309)444-4345.

## **Preschool Daily Schedule**

**6:30-7:45 Extended Care if Needed**

**7:45-8:00 Arrival**

**8:00-8:10 Announcements, Prayers, Pledge,**

**8:10-8:40 Gym with Coach Stein (PK4-M/W, PK3-T/Th) Opposite days go to play yard/movement songs upstairs, Fri.-Mass**

**8:40-9:00 Bathroom/ Morning Snack (PK4-possibly religion)**

**9:00-11:00 Learning Centers (each class is divided into 2 groups. Students in their classroom 2 times for learning groups with teachers, 1 time in small playroom for extended activity, 1 time in big playroom for free-choice centers).**

**11:00-11:30 Half day kids leave at 11:00. Full day kids-story, table games, get ready for lunch.**

**11:30-11:50 Lunch**

**12:00-12:30 Recess**

**12:30-12:45 Story time/Bathroom**

**12:45-2:00 Rest**

**2:00-2:10 Wake up/Clean up from rest/Bathroom**

**2:00-2:20 Afternoon Snack**

**2:20-3:00 STEM Activity/Outside recess/playrooms/table activities**

**3:00-5:30 Extended Care if Needed**

## Subject Areas

**Centers:** Centers are a fun and effective way to reinforce basic skills. Center areas include building and construction, role playing, games and puzzles, reading and phonics, exploration, coloring and writing.

**Religion:** Students will learn: prayers, Bible stories, the life, miracles and teachings of Jesus, have prayer partners, attend Mass on Fridays, Holy Days, and other “special” Masses.

**Clean Up:** This time teaches responsibility and respect for themselves, others and the classroom.

**Circle Time:** Instruction during this time will include: Prayers (Sign of the Cross, Hail Mary, Our Father, Glory Be), Pledge, Calendar, Weather, Colors/ Shapes/ Alphabet, Sign Language, Spanish, Songs and thematic movement activities.

**Language Arts:** This curriculum includes name/ letter identification, writing, sounds, rhyming, letter of the week, and much, much more.

**Math:** Children will learn to verbally count and visually identify numbers 0-20, as well as match, pattern, identify and draw basic shapes. They will also be working on reciting personal contact information including phone numbers, addresses and birthdays. 4yr. old preschoolers will have an introduction to math curriculum for readiness to kindergarten.

**Science:** Students will learn and explore basic concepts that relate to themselves and the world in which they live.

**Art/ Creative Expression:** Art will be used as a tool to extend and reinforce learning.

**Gross Motor Development:** Physical development and socialization will be our focus on the playground as well as other large motor activities. We will stress sharing, taking turns, and activities such as running, jumping, galloping, hopping and skipping.

**Fine Motor Development:** Physical development will focus on activities such as holding a pencil and correctly, coloring, tracing, handling manipulatives, playdough, and cutting paper with child’s scissors.

**Story Time:** Each day will include a story. Most stories will be used as an extension or reinforcement to concept(s), themes or skills being taught or learned.

**Birthdays:** All birthdays will be celebrated throughout the school year. Students are more than welcome to bring a special birthday treat on their assigned day. Please do not send anything containing nuts.

## **Discipline**

Redirection and/or quick correction will be our first and foremost avenue of discipline. If neither redirection and/or quick correction are working for your child, we will follow the 1-2-3 Magic discipline method that allows the child to correct their behavior. It is modeled after the book 1-2-3 Magic: Effective Discipline for Children 2-12 by Thomas W. Phelan. If a child demonstrates inappropriate behavior, he or she is given the count of 1. If the child does not correct that behavior, he or she is given the count of 2. At the count of 3, the child will be given a “time-out”. Behavior such as hitting, biting, kicking or inappropriate language will not be tolerated and will result in an immediate “time-out”. You will be notified if your child is put into “time-out”.

## **Communication**

The ***Irish Messenger*** will be sent home every Friday via email to inform you of upcoming events. Preschool specific hardcopy notes and reminders will be sent home when necessary in book bags. Please take the time to check book bags and read this information. Teachers also connect with parents through phone calls, text messages, and emails.

## **Field Trips**

Field trips may be planned for this year. Parents are welcome and encouraged to chaperone as long as they have in place the required Diocesan mandates for volunteers: online “Safe Environment” Training, Background Checks, and Safe Driver Training. These programs and trainings are accessible at <https://cmgconnect.org/>. Also, if you are chaperoning a field trip, other arrangements will need to be made for younger siblings.

## **Preschool Attire**

It is recommended that children wear comfortable washable play clothes. Soft rubber sole shoes, such as tennis shoes, are recommended. Sandals may be worn if they wear socks with them. Flip flops may NOT be worn at any time. Also, please be aware of the weather and dress your child accordingly. We do go outside most of the year. Layers always work well, especially in the spring and fall.

## **Volunteers**

All volunteers helping in the classroom, chaperoning field trips, and attending classroom parties will need to meet the required Diocesan mandates: Safe Environment Training, Background Check, and Safe Driver Training. These programs and trainings are accessible at <https://cmgconnect.org/>. A criminal background check will be needed. Please refer to the Volunteer Handbook on our school website, <https://school.stpatswashington.com/> for additional volunteer information.



### **Classroom Parties**

Parents are welcome and encouraged to attend any and all classroom parties when possible. Safe environment requirements must be completed. (See above requirements for Volunteers.) **Please make other accommodations for younger siblings.** Parties are a celebration extension of concepts being taught within the classroom. Thank you for your assistance and understanding with this expectation if you wish to attend our celebrations.

### **Preschool Pick-Up**

Parents please pick up your child at the appropriate preschool classroom doors. **Please be on time.** Students who are not picked up on time will be taken to Extended Care in the K-8 building. There will be a charge for Extended Care. In the event of an emergency please contact the school office at (309)444-4345.

### **Other Information**

St. Patrick Preschool is set up to give your child the opportunity for growth and success so he or she will have a positive sense of self and the skills needed to progress to the next level of schooling. If at any time you have questions or concerns, please don't hesitate to speak with your child's teacher. If we cannot address your need immediately then an appointment can be made so that we have ample time to address a situation accordingly. Progress reports will be sent home periodically to help keep you informed and Parent/Teacher Conferences will be held. Additional appointments may be made at any time.

**ST. PATRICK SCHOOL 100  
HARVEY STREET WASHINGTON,  
ILLINOIS**

**PARENT/GUARDIAN VERIFICATION FORM 2025-2026**

We have read, will abide by, and agree to be governed by the Preschool Handbook and the Volunteer Handbook (if applicable).

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM IS TO BE RETURNED TO THE CLASSROOM TEACHER.  
THANK YOU!**