

St. Patrick School  
Preschool Handbook  
2019-2020



100 Harvey Street  
Washington, IL 61571  
(309) 444-4345  
[www.stpatswashington.com](http://www.stpatswashington.com)

Dear Parents,

Welcome to St. Patrick Preschool/Pre-Kindergarten! This is an important time in your child's life and can pave the way for many positive educational experiences to come. 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  
444-4345  
[hughess@stpatswashington.com](mailto:hughess@stpatswashington.com)

Ms. Anita Keck  
444-4345  
[kecka@stpatswashington.com](mailto:kecka@stpatswashington.com)

## Arrival and Departure

Four Year Old Program (M,T,W,TH)  
(optional F)

A.M.~ 8:10-11:00

Friday 8:00-11:00

Three Year Old Program (M/W & T/TH)

A.M.~ 8:10-11:00

Mrs. Hughes's students will enter through the blue preschool door off of the large playground. Ms. Keck's students will use the sidewalk and enter through the front door of the annex located off the front porch. Please bring the child into the building and help him/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 school office and sign him/her in or out. The office will notify us that you are on your way to drop off or pick up your child.

**Preschool Daily Schedule  
3 Year Olds  
M/W & T/TH 8:15-11:00**

8:15 Circle Time  
8:30 Center Time  
9:00 Bathroom/ Snack  
9:15 Small Group  
9:30 Storytime  
9:45 Large Group  
10:15 Large Motor Skills/ Recess  
11:00 Dismissal

**Preschool Daily Schedule  
4- Year Olds  
(optional)  
M,T,W, TH 8:15-11:00; 12:15-3:00**

8:15/12:15 Circle Time  
8:35/12:35 Center Time  
9:15/1:15 Story Time  
9:30/1:30 Large Group  
10:00/12:00 Bathroom/Snack  
10:15/2:15 Small Group  
10:45/2:45 Large Motor Skills/Recess  
11:00/3:00 Dismissal

**Preschool Mass Schedule  
4- Year Olds Combined  
FRIDAY 8:00-11:00**

8:15 Mass (With 8<sup>th</sup> grade prayer partner)  
9:30 Bathroom/Snack  
9:45 Center Time  
10:15 Circle Time  
10:30 Story Time  
10:45 Gross Motor/Recess  
11:00 Dismissal

## 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.

**Clean Up:** Teaches responsibility and respect for themselves, others and the classroom.

**Circle Time:** 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:** Name/ letter identification, writing, sounds, rhyming, letter of the week, and much, much more.

**Religion:** Prayers, Bible stories, the life, miracles and teachings of Jesus, prayer partners, attending Mass on First Fridays, Holy Days, and other “special” Masses (4’s only attend Mass).

**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.

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

**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.

**Art/ Creative Expression:** Art will be used as a tool of extension/ reinforcement to learning.

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

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

## **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/she is given the count of 1. If the child does not correct **that** behavior, he/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.

## **Field Trips**

A couple of field trips are being planned for this year for the 4 year olds only. Field trips are an important part of an early childhood program. These trips increase the child’s knowledge of the world and are again used as a tool of reinforcement/extension to learning that is taking place in the classroom. Parents are welcome and encouraged to chaperone as long as they have in place the required Diocesan mandates for volunteers: “Safe Environment” workshop, fingerprinting, and a criminal background check. Also, if you are chaperoning a field trip and/or riding the bus for 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” workshop, fingerprinting, and a criminal background check. Please refer to the Volunteer Handbook on our school website, [www.stpatswashington.com](http://www.stpatswashington.com).

## **Classroom Parties**

Parents are welcome and encouraged to attend any and all classroom parties. **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 the school office and charged an after care fee of \$10.00. If in the event of an emergency please contact the school office at 444-4345.

## **Other Information**

St. Patrick Preschool is set up to give your child the opportunity for growth and success so he/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 and/or concerns, please don't hesitate to speak with us. 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  
2019-2020**

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!!!**