

St. Patrick School  
Preschool Handbook  
2023-2024



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  
309-444-4345  
[hughess@stpatswashington.com](mailto:hughess@stpatswashington.com)

Ms. Anita Keck  
309-444-4345  
[kecka@stpatswashington.com](mailto:kecka@stpatswashington.com)

## Arrival and Departure

### Four Year Old Program (M,T,W,TH)

A.M. Session ~ 8:10-11:00  
All Day Session ~ 8:10-3:00  
Friday 8:00-3:00 – Optional

### Three Year Old Program (M,T,W,TH)

A.M. Session ~ 8:10-11:00  
All Day Session ~ 8:10-3:00  
Friday 8:00-3:00 - Optional

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 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. You will need to ring the doorbell for them to know you have arrived.

## 3 Year Old Preschool Daily Schedule

### 8:15-11:00 or All Day

6:30-8:10	Extended Care (if needed)
8:10-8:20	Circle Time/Table Activity
8:20-8:50	Mon.-Tues. – Gym Wed.-Thurs. – Play Yard/ “Go Noodle” Fri. - Mass
9:10-9:15	Snack
9:15-9:30	Circle Time
9:30-10:50	Groups/Centers
10:50-11:00	Clean-up/Pack-up
11:00-11:30	Lunch
11:30-12:00	Recess
12:30-1:15	Nap Time/Quiet Time
1:15-1:30	Snack
1:30-2:50	Science/Art/Outside
2:50-3:00	Clean-up/Pack-up
3:00	Dismissal
3:00-5:30	Extended Care (if needed)

## 4 Year Old Preschool Daily Schedule

### 8:15-11:00 or All Day

8:10-8:20	Wash hands/Bathroom
8:20-8:50	Mon.-Tues. – Play Yard Wed.-Thurs. – Gym Fri. – Mass
8:50-9:15	Snack
9:15-9:30	Circle Time
9:30-10:50	Groups/Centers
10:50-11:00	Clean-up/Pack-up
11:00-11:30	Lunch
11:30-12:00	Recess
12:00-12:30	Bathroom/Story Time
12:30-1:15	Nap Time/Quiet Time
1:15-1:30	Snack
1:30-2:50	Science/Art/Outside
2:50-3:00	Clean-up/Pack-up
3:00	Dismissal
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.

**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.

**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.

**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.

**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.

**Fine Motor Development:** Physical development will focus on activities such as holding 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/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. Teachers also connect with parents through phone calls, text messages, and emails.

## **Field Trips**

A couple of field trips are being planned for this year for the Preschool. 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: online “Safe Environment” training, background checks, and the driver training program. These programs and trainings are accessible at <https://cmgconnect.org/>. 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 training, Background Checks, 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.

Revised: January 25, 2023

## **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 the Extended Care fees. If in the event of an emergency please contact the school office at (309)444-4345.

## **Pre-Kindergarten Enrollment Criteria for Waiting List**

If there is a waiting list for enrollment into the preschool program at St. Patrick School, the following criteria will be used for enrollment:

1. St. Patrick Church registered parish family;
2. Older siblings enrolled in St. Patrick School;
3. St. Patrick School Alumni (mother, father and/or extended family);
4. Attended age 3 preschool (for age 4 applicants only).
5. Registration completed on time within the registration period

## **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  
2023-2024**

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!**