

St. Helen Catholic School

Preschool Handbook



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Dear Families,

We would like to welcome you and your child to St. Helen Preschool. Our curriculum is designed to meet the developmental needs of a three and four year old child. We will work to create a warm nurturing environment from which your child will grow intellectually, spiritually, physically, emotionally, and socially. As a Catholic school we believe that all of our students are children of God and we are committed to instill the values of Christian life in each child. Our classrooms are designed to reflect best practice in Early Childhood Education which includes ongoing professional development for teachers and a class ratio of 1:10.

We appreciate and believe that the primary educator of a child is their parents. We welcome your participation through open communication. We want to work with you to make your child's preschool year at St. Helen Catholic School a positive and enriching experience. Please do not hesitate to contact us with any questions or concerns.

Sincerely,

Mrs. Eva Wojkowski
Teacher

Ms. Darlene Kucharski
Teacher

Mrs. Jeanette Pena
Teacher

Mission Statement

To provide a nurturing environment in which children will grow intellectually, spiritually, physically, and socially.

Philosophy

St. Helen Preschool is a child-centered program designed to meet the needs of the three and four year old. The curriculum is based on learning through creative and dramatic play and hands-on activities. Through this learning, the child will develop necessary readiness skills in mathematics, reading, and writing. The child will be enriched in activities presented in a safe and nurturing environment. As a unique child of God, each child will be applauded for their own talents.

Goals

It is our goal to provide a rich program which is developmentally appropriate where a child can flourish and grow at their own pace. We recognize that each child, when allowed to explore and experience in a nurturing and safe environment, grows intellectually and emotionally.

It is our goal to instill the value of life in each child and to celebrate each day as a gift from God. The child will appreciate that God is their loving friend.

It is our goal to provide adequate time for play within each day whereby a child will be challenged to develop large and small motor skills, social skills, and creative expression which will lead to reading, math, and writing readiness.

Children grow when they feel secure, loved, and nurtured. It is our goal to provide this atmosphere which will encourage the child to try new experiences.

It is our goal to allow a child to feel secure enough to make mistakes and try again. We will encourage a growth mindset which will carry with them through their life.

It is our goal to provide a variety of experiences throughout the day for the child to become actively involved. These experiences may include indoor and outdoor play, individual and group activities, teacher directed and child initiated activities, and spiritual development.

It is our goal to teach children to solve problems with a friend peacefully. We also want them to learn responsibility for cleaning and instill good health habits.

It is our goal to help each child develop the virtue of kindness and concern in their relationships with others.

Arrival and Departure

Starting at 7:45AM, students may start to enter classrooms. Families may drive along the side gym doors in the Church's parking lot or walk up for drop-off (more information to follow in school-wide communications). We appreciate the effort put forth to have your student arrive on time in the morning. Arrivals after 8:15AM cause a disruption to the classroom. Several late arrivals will result in a meeting with the student's family to discuss possible ways to improve arrival times.

Dismissal for all Preschool classes will be from the side gym doors in the Church's parking lot with pick-up from 2:45 - 3:00PM. If you are running late, please email your student's teacher or call the office and your child will be waiting for you in their classroom until 3:00PM. If you arrive after 3:00PM your child will be in Aftercare. If your child is being picked up by someone other than you, please indicate that in writing to their teacher. Children are not allowed to go with another adult unless there is written confirmation or that adult is on the designated form. If plans change during the day then an email to the teacher or a phone call to the office is necessary. If staff does not recognize the individual calling for your child, identification may be required. If there are doubts about the person picking up your child a phone call will be made to you.

Beforecare (7:00 - 7:45AM) and *Aftercare* (3:00 - 6:00PM) are offered as options for an additional fee. Please contact the main office for more information.

Adjusting to Preschool

Separation anxiety is a normal stage of transition for many children of Preschool age. To help in easing the transition, we suggest that you tell your child that you will be dropping them off for a period of time and that you will return to pick up when school is over. Please discuss at home what your child can expect at school (i.e. playtime, recess, lunch, nap, etc.).

Assessment and Parent/Teacher Conferences

Each child will be assessed through daily observation, which is ongoing throughout the year. A portfolio of work your student has completed will be compiled and then given to you at the end of the year. Written assessments will be sent home two times during the year; at the end of the second trimester and again at the end of the year/third trimester. Conferences will also be held during the year. If at any time during the year you have a question, please contact your child's teacher.

Attire

Preschool children are not required to wear the school uniform. The children have a very active day and play clothes are appropriate attire. All children must wear shoes that are closed at the toe and secure at the back. Velcro or slip-on shoes are ideal. Socks must be worn at all times. Flip flops are not permitted. Please dress your child appropriately for the weather including sufficient seasonal outerwear. Classes do go outside each day for fresh air and recreation as long as weather permits. Your child's name should be clearly written on all coats, boots, hats, scarves, etc. A complete change of clothes is required of each child, to be kept at school in the case of an emergency. Please include underwear, shirt, pants, and socks. The items of clothing should have your child's name clearly marked. If the clothes are used, please replace the items the next day. Schoolwide policies in regards to hair, etc. apply to Preschoolers (see the school handbook).

Bathroom Independence

Classes will have assigned bathroom times. Children will also be able to use the bathroom as needed throughout the school day.

Your child must be fully potty trained by the first day of school.

Please make sure your child is able to easily undress to use the bathroom (avoid outfits with a lot of layers, hard-to-undo buttons, etc.) and that they are able to get on/off the toilet without assistance. In the event that your child has an accident we will be able to give verbal instructions to assist them. Please make sure to send your student with a clean change of clothes (see the section titled *Attire*).

Child Protection

All staff members are required by law to report suspected incidents of child abuse. It is not the intent of the school to become involved in individual family matters; however, in some cases when the physical and/or emotional safety of any child is in suspect, the suspicion will be communicated to the Department of Children and Family Services (DCFS). Details regarding any individual child's protection are a matter held in strictest confidence by all adults involved. The calls are anonymous.

Classroom Involvement

Family members are encouraged to be involved in the Preschool program. Involvement may include being a guest reader, assisting in the classroom, chaperoning a field trip, donating items, or helping with projects that may assist the teacher. Your child's teacher will be happy to give you ideas to help you be involved in your child's preschool experience.

Any parent that volunteers at school or on field trips will need to complete an online background check through the Archdiocese of Chicago. Instructions for completing this are available by contacting the main office. The background check must be completed at least one week prior to the volunteer date.

Communication

We recognize that the parents are the primary educators of their child, therefore we promote ongoing communication between home and school. Schoolwide communication will go out in a weekly email newsletter each Thursday. Each Preschool teacher will also send weekly communication, updating families on their child's classroom activities. SeeSaw will be used as a main form of communication (more information for signing your student up will be sent home by teachers). If you are not receiving these email communications, please let the main office and/or your student's teacher know.

If there is a concern or questions regarding your child's preschool experience, please contact your child's teacher. Emails will not reflect the teacher's opinion and remain objective in nature. We are unable to discuss other students, but will be able to talk about your own child.

Behavior Policy

Children are guided toward acceptable behavior in order to maintain a safe and productive learning environment. The most important goal of discipline is to help children gain self-control over their actions. Teachers will help guide students in learning the consequences of their actions, assuming responsibility for their actions, and developing an awareness of the rights of others. Simple understandable rules will be used with the children.

Effective forms of discipline are as follows:

1. Redirection to another activity
2. Loss of privilege or activity
3. Assisting students in resolutions of conflicts
4. Anticipation and intervention prior to a disruption
5. Praise of positive behavior/positive reinforcement

Biting: If a child bites another child or an adult, the bitten child/adult will be tended to, the biter will be removed from the situation, and an incident form will be filled out. All involved parties will be notified by a phone call. The child who bit may be asked to be picked up from school depending on the individual circumstances. They may also be required to stay home the following school day. If a student has more than one biting occurrence during the year, the guardians of the student will need to meet with the teacher and administration to determine what the next course of action will be. Each

situation is unique, but a student with multiple biting incidents may be asked to unenroll from the school.

Health

Accidents/Illnesses

Please refer to the *St. Helen Family Handbook*, *St. Helen's Guidelines for Covid Procedures*, and the Archdiocese's Covid protocols for more information if your student shows symptoms related to Covid. **Per the Archdiocese, "individuals with symptoms of COVID-19 or any illness should stay home while sick."**

In the event that a child becomes ill or injured at school, the parent or a person designated by the parent will be asked to come to the school for the child. If a child has an accident or an incident at school, we will notify you by telephone and provide a written report of what happened. A student who has vomited at school or has a temperature must be sent home; the student may return to school after 24 hours if their fever or vomiting has subsided as no other symptoms are present.

Thank you for your patience as guidelines are continuously updated. Please be sure to refer to information regularly sent from the school office.

Communicable Disease Control

Rules and regulations regarding communicable disease control shall be enforced as required by the Illinois Department of Public Health. Parents should notify the school if their child has a communicable disease or health concern which would include chicken pox, strep throat, pink eye, and head lice.

Physical/Immunization Requirements

A complete physical exam by a licensed physician is required for all children entering preschool; it should be reported on forms prescribed by the Illinois Department of Public Health and dated no earlier than six months prior to enrollment. The physical report must include all required immunizations and all must be up to date. A T.B. test must be included in the exam.

Emergency Information Form

Each year parents are required to supply the school office with emergency contact information including insurance and Doctor information. Please inform the school office if emergency contact names change during the year as well as phone numbers. Cell phone numbers must be kept current.

Meals and Snacks

It is important to provide healthy meals and snacks for your child. Your child will be encouraged to try various foods at lunchtime; however, they will not be forced to eat food that they do not want. Refrigeration and microwave access is not available for students,

so including an ice pack or packing in a thermos may be helpful. **Students are required to bring in a reusable water bottle filled with only water each day.** It will be sent home each day to be washed.

Each day your student will also need to bring in an individual snack. Please make sure the snack is separate from your student's lunch. If the snack requires a fork or spoon, please supply what is necessary. If your student will be staying for aftercare, please also pack a second snack each day.

Please inform us of any special dietary needs prior to our first day. This includes any food allergies.

Approved Snack List:

Fresh Veggies / Fruit

Unsweetened Cereal

Mini Bagel

Raisins

Whole Grain Crackers (i.e. goldfish, Ritz, veggie straws)

Graham Crackers

Pretzels

Granola Bars

String Cheese

No Sugar Jell-O or Pudding

Applesauce pouches

Yogurt

Naptime

Each day the students will have rest time for around an hour and a half each day. We have found this resting period very beneficial to students. You may send a small blanket and or pillow for your child to use on their cot. Blankets and pillows will be sent home biweekly to be washed. Please do not send a full size pillow or full size sleeping bag as we do not have enough room to store this for each child.

Birthday / Party Invitations

Each student will have a special day to celebrate their birthday. This day will be as close as possible to their actual birthday. Summer birthdays will be celebrated towards the end of the school year or for their half birthday (more information will be given by your student's teacher). We will do our best to make this day special for your child. Students are able to bring in a small party favor or a goodie bag to be sent home; a favor is not required, however. Food items such as cupcakes, cakes, ice cream, etc. are not allowed. Please see your child's teacher with any questions.

If you are hosting a party, please send the invitations through email. Paper party invitations may only be distributed in the class if every child is invited.

Special Events and Field Trips

Parents are informed well in advance of a field trip. The trips are planned as an extension to a learning experience or as an experience which will enhance your child's cultural literacy. At times, your child may walk to Butterfly Park which is a short walking distance from the school.

Schoolwide Volunteer Opportunities

All parents are highly encouraged to share their time and talent as a volunteer; there are many opportunities to help. The St. Helen Carnival, held at the start of the school year, is a major event. There are also opportunities to volunteer within the student athletic program, Family School Association, and BOSH (Benefactors of St. Helen). As opportunities arise, they will be communicated to the school community in the weekly Thursday email updates. Please consider a leadership role with the parent organization, which funds building renovation and new programs for the students.

The FSA is a parent association that promotes communication between home and school as well as various family social opportunities. All families are members of the FSA. The group coordinates fundraisers throughout the year that enhance the educational offerings as well as the classroom environment. Monthly parent group meetings are held over Zoom and the link is posted in the St. Helen Parent's Group on Facebook each month.