



St. Christina Preschool Handbook



St. Christina School
3333 West 110th St.
Chicago, IL 60655
773-445-2969

The following handbook includes classroom goals, curriculum information, policies and procedures pertaining to the St. Christina Preschool Program.

This handbook is to be used in conjunction with the St. Christina Policy Book.

*NOTE: Changes to this Preschool Handbook may be implemented by the principal and/or the teachers in order to better ensure the safety and well being of our students, teachers and staff.

Curriculum

Both 3 and 4 year old preschool are using *Scholastic Pre-K On My Way*. The three components include Math, Language, and Literacy. Over 8 thematic units, students will develop essential skills that set the conditions for learning.

Parent/Teacher Communication

Class Dojo is the primary form of communication used between the classroom teacher and family. Instructions will be provided on **how to sign up for a free Class Dojo account by the first day of school**. Please do this right away. Important messages will be communicated through this platform. Pictures will be available to families via Class Dojo. Please feel free to reach out with any questions or concerns. Other ways to contact staff would be to send a quick note in your child's folder or via the teacher's email. Please note, teachers check email once daily and the timing for that varies each day so there could be 24 hours before an email is seen. Important dates along with subject content and skills being worked on will be noted in a monthly newsletter and/or Class Dojo. Any urgent issues should be directed to the school office at 773-445-2969.

Folders

It is extremely important that your child's folder is emptied every night. The folder is used as a communication tool to send home papers and projects that your child works on and any correspondence from the classroom and office. The folder will also be used to send correspondence for the classroom or the office. Anything to be submitted to the School Office or the Classroom Teacher should be in **an envelope labeled** with what it is and who it is from. Example: Tuition / Janey / room #.

Arrival and Dismissal Information

PreK-3

7:40-7:50 ~ Arrival

- Students are dropped off at the Parish Center doors on the east side of the building (Christiana Avenue). Christiana is a moving car line. If your student is fairly independent please use the car line where a teacher will go up to your car door. Teachers will not unbuckle, but will assist out of the vehicle. If your child needs help please park in the church lot and walk them to crosswalk.
 - In the case of inclement weather, please park in the church lot or on the ministry center side of Christiana and walk your child safely to the PreK doors. PreK doors will open at 7:40 am to allow a longer time frame for drop off. The doors will close at 7:50 am. (Please check ClassDojo for weather updates).

10:50 ~ Dismissal for half day students

- PreK3 Students will be dismissed at the Main Door on 110th Street.

2:25 ~ Dismissal for full day students

- Students will be dismissed at the Main Door on 110th Street.
- The children will be released one at a time to their parent or caregiver. This might take a little while until we learn all of the new faces. Please wait until we see you before taking your child.
If someone other than you will be picking up your child, please let us know in writing.
Your child will not be released to someone new without your permission.

PreK-4

7:40-7:50 ~ Arrival

- Students are dropped off at the Parish Center doors on the east side of the building (Christiana Avenue). Christiana is a moving car line. If your student is fairly independent please use the car line where a teacher will go up to your car door. Teachers will not unbuckle, but will assist out of the vehicle. If your child needs help please park in the church lot and walk them to crosswalk.
- In the case of inclement weather, please park in the church lot or on the convent side of Christiana and walk your child safely to the PreK doors. PreK doors will open at 7:40 am to allow a longer time frame for drop off. The doors will close at 7:50 am. (Please check ClassDojo for weather updates).

10:50 ~ Dismissal for half day students

- Students will be dismissed at the Parish Center doors on the east side of the building (Christiana Avenue).

2:25 ~ Dismissal for full day students

- Students will be dismissed on the west side of the building (the 2nd set of doors south of 110th across from the garages in the parking lot).
- The children will be released one at a time to their parent or caregiver. This might take a little while until we learn all of the new faces. Please wait until we see you before taking your child.
If someone other than you will be picking up your child, please let us know in writing.
Your child will not be released to someone new without your permission.

Absences

The office must be informed of all absences. If your child will not be at school, please call the School Office at 773-445-2969 or email schooloffice@stchristina.org by 8:30am. Students that are late to school must enter through the front doors on 110th street. Please make every effort to have your child at school on time. Habitual tardiness may affect your child's academic progress.

If your preschool child has an excessive cough or runny nose, please keep them home. If your child has a fever, diarrhea or has vomited, they must stay home from school for a minimum of 24 hours AFTER being symptom free and unmedicated. **If your child is sent home from school with fever,**

diarrhea, or vomiting, they may not attend school the next day in adherence with the 24-hour policy.

School Attire

All preschool students will be required to wear a St. Christina P.E. uniform daily. This includes:

- St. Christina Physical Education t-shirt, Fun Run shirt, 5k shirt, or Mini Cardinal shirt (for preschool only)
- Red St. Christina Physical Education cotton or mesh shorts (until Oct. 1st & after May 1st)
- Red St. Christina sweatshirt
- Red St. Christina sweatpants (October 1st - April 30th)
- VELCRO gym shoes - **NO TIE SHOES!** Please send your child in gym shoes every day. Preschool students are active. This is a safety measure.
- No jewelry. This includes toy jewelry.
- Please make sure all of the items you send into school are ***clearly labeled with your child's first and last name***. This includes uniform items, backpack, lunchbag, hat, mittens, coat, and backpack.

P.E. uniforms can be purchased at Schools Are Us, 3146 W. 111th Street.

Please send your child in a coat, mittens & hat during cold weather - students will be going outside frequently.

Backpack

Your child's backpack should be large enough to comfortably fit a two-pocket folder, their winter "gear" (hat, scarf, mittens) and their lunchbox if they stay all day. Preschoolers learn to be responsible for packing and unpacking their own backpacks at school. Toddler size bags are extremely difficult for the children to work with. Cute as they may be; folders, notes, and projects being sent home are often destroyed in the mini bags. **Backpacks with wheels are NOT allowed; they are too cumbersome and impractical for young children to handle independently. Also backpacks MUST be labeled with FIRST and LAST names.**

Emergency Clothing

Please send a zip-locked bag with an emergency change of clothes for your child on the first day of school. This should include a shirt, pants, underwear, and socks. Be sure to label the bag with your child's name. You will be notified if the emergency clothes are used so that you can replace them for the next day. Wet or soiled clothes will be sent home in a marked bag. Please make sure emergency clothes are weather appropriate.

We have class bathroom breaks each day and will allow individual breaks but accidents happen...and they will. Students will need to change themselves. Staff can help get wet clothes into a bag and hand off clean clothes, but they can not take the clothes off or put on the new clothes. If a student can not change themselves, parents will be called to come to school. **For sanitary purposes, they will need to go home for bowel movement accidents for proper cleaning. Students who have to be picked up due to bowel moment must be picked up within 30 minutes. Students can return to school the next day. Emergency contact should be someone who is available if you are not within the 30 minutes.**

We understand that children this age have accidents. **After September 1st, we can only allow for three accidents. (this includes accidents in before school and after school care) before a child must stay home for two calendar weeks to re-potty train. If a regression occurs again, administration will be consulted for next steps and length of re-training days needed.**

Bathroom Independence

Children should be able to manage their clothing on their own. Snaps, buttons, and belts can be difficult for this age. If this is the case for your child, avoid sending them to school in clothing on dress down days with these items. Be sure to practice bathroom etiquette at home AND in public facilities. Though you may wipe them at home, at school they must wipe themselves, teachers can not assist them. There are both stalls and urinals in the boys' bathroom. Please take boys to a public bathroom so they are familiar with what a urinal is and how to use it properly.

Assessment

A child who is entering St. Christina's preschool program for the first time or did not complete an entire school year at St. Christina, is required to be screened in order to be enrolled in the program. The screening will aid in informing the teacher the best placement and opportunities for the child.

Formal reports on student progress will be sent home multiple times a year. Schoolwide Parent/Teacher conferences will be held in October and will be optional again in March. Should teachers need to meet at an additional time, by parent request or teacher request, arrangements will be made to do so.

PreK-3 will send home assessments at the beginning and end of the year. PreK-4 will send home report cards at the end of each trimester. Preschool assessments are meant to measure growth over the course of the school year. Each child will develop at their own pace. Please do not compare your child's level of development or developmental pace to that of another student - they are all different. The goal is to show growth throughout the entire school year.

Discipline

Positive reinforcement will be used to encourage the appropriate behavior in the classroom. Parents will be notified if inappropriate behavior continues to be an issue.

For the safety of the children and teachers in the classroom the following behaviors will not be tolerated:

- Biting
- Kicking and hitting
- Aggression towards others
- Elopement (Running Away)
- Disruptive during nap time.
- Pinching
- Lack of Self Regulation i.e. uncontrollable screaming and crying or separation anxiety past mid September

Extreme Behavior	Incident	Consequence
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• Biting • Hitting • Kicking • Pinching • Spitting • Language (repeated name calling, potty words, etc) • Disruptive during nap time • Aggression towards others • Elopement (running away) • Lack of Self Regulation i.e. uncontrollable screaming and crying or separation anxiety past mid September	1st	Teacher will document the behavior, contact the parent.
	2nd	In addition to the above, the child will be sent home immediately and administration will be notified.
	3rd	In addition to the above, a parent meeting will be required with the teacher and administration. The student will be required to meet with the school counselor and begin intervention strategies.
	4th	In addition to the above, the child will be required to modify their schedule determined by teacher and administration recommendation.
	5th	In addition to the above, the child will be referred to administration for a suspension or possible exclusion from the program.

Water Bottles

Students will need a reusable water bottle for your child everyday including half days. A child sized metal water bottle with a silicone straw is suggested. NOTE: Water bottles will be the only bottles allowed. No juice in bottles, and no glass bottles or sippy cups. Please be sure the child's drink is labeled with their name and is in their school bag (the outside side pocket), not their lunchbox. (HINT: Labeling with a Sharpie before refrigeration prevents it from rubbing off.)

Full day students can include an additional drink in their lunch bag.

Birthdays

Birthdays are very special. Students may bring in a treat for their birthday. Please send something that is individually wrapped. The birthday child will pass their treats out to their classmates for them to take home.

****NO** treats with peanuts, please.

Birthday invitations may be passed out at school only if all children in the class are invited. Invitations can also be passed out if it is a girl inviting all the girls in the class or if it is a boy inviting all the boys in the class.

Lunch

All students should bring a healthy snack to school each day. Only full-day students should bring lunch to school each day. Students eat in the classroom so please be cognizant of what you are sending if there is a student in your child's class with a severe food allergy. Children's lunches should be sent in a lunch box labeled with their name. Please select only items that you know your child will eat. The school does not have anything to substitute should they refuse to eat their lunch. Parents may choose to use the Thursday hot lunch program, be sure to ask your child if they like their hot lunch choices before placing the next month's order.

Nap Time

Full day students will have a nap time after lunch. Nap mats should be toddler size (21x50) to fit on school provided cots. Students sleep for approximately 1.5 hours each day. Although we understand that not all children need a nap or like to nap at school, students are required to be quiet and stay on their mats for the entire nap time. Nap mats will be sent home at the end of each week (on Fridays) to be washed. Please send nap mats back to school at the beginning of each week in a bag (preferably a reusable type). Please clearly mark both the bag and mat with their first and last name.

Upon reading the 2026-27 Preschool Handbook, please fill out the google form [HERE](#) to acknowledge that you agree to the policies of the St. Christina Preschool Handbook.