

# Visitation Preschool Handbook

2024-2025



851 S. York Road  
Elmhurst, IL 60126  
630-834-4931

♥ Welcome to  
Preschool!!

# Faculty & Staff

Mrs. Potenza, Principal

[dpotenza@visitationelmhurst.org](mailto:dpotenza@visitationelmhurst.org)

Ms. McVey, Assistant Principal

[kmcvey@visitationelmhurst.org](mailto:kmcvey@visitationelmhurst.org)

Mr. Cicinelli, Office

[jcicinelli@visitationelmhurst.org](mailto:jcicinelli@visitationelmhurst.org)

## Pre 3

Room 107

Ms. Krajewski, Pre 3 Teacher

[rkrajewski@visitationelmhurst.org](mailto:rkrajewski@visitationelmhurst.org)

Mrs. Komel, Aide

[bkomel@visitationelmhurst.org](mailto:bkomel@visitationelmhurst.org)

Room 108

Ms. Seiberlich, Pre 3 Teacher

[eseiberlich@visitationelmhurst.org](mailto:eseiberlich@visitationelmhurst.org)

Mrs. Sitton, Aide

[bsitton@visitationelmhurst.org](mailto:bsitton@visitationelmhurst.org)

## Pre 4

Room 101

Mrs. McHugh, Pre 4 Teacher

[mmchugh@visitationelmhurst.org](mailto:mmchugh@visitationelmhurst.org)

Mrs. Marek, Aide

[mmarek@visitationelmhurst.org](mailto:mmarek@visitationelmhurst.org)

Room 102

Mrs. Burnes, Pre 4 Teacher

[hburnes@visitationelmhurst.org](mailto:hburnes@visitationelmhurst.org)

Mrs. Downey, Aide

[cdowney@visitationelmhurst.org](mailto:cdowney@visitationelmhurst.org)

Room 103

Mrs. Eck, Pre 4 Teacher

[meck@visitationelmhurst.org](mailto:meck@visitationelmhurst.org)

Ms. Villalobos, Aide

[svillalobos@visitationelmhurst.org](mailto:svillalobos@visitationelmhurst.org)

# Philosophy

Catholic Early Childhood Education is founded on the basic belief in the dignity of each child as a unique person created by God and endowed with gifts that are distinctly his/hers. Parents, as primary educators, form the basis of a child's earliest experience of love, community and faith. In partnership, we build upon this foundation and provide developmentally, age-appropriate experiences designed to meet the physical, psychological, emotional, social, spiritual and cognitive needs of your child.

## Program Goals

- To welcome children into a larger Christian community
- To develop a positive self-concept
- To develop an awareness of the wonder of learning and the wonders of God's creation
- To encourage social and emotional growth
- To foster independence and self-confidence
- To encourage cooperation within a group, especially the aspects of listening, sharing and taking turns
- To develop large and small motor skills
- To develop the potential for understanding and thinking critically
- To provide experiences which develop a child's attention span
- To develop communication skills through art, music and language
- To develop conceptual skills
- To develop a sense of responsibility



# Useful Information

(in alphabetical order)

## **Absences**

If your child is going to be absent, please call the office at 630-834-4931 or email the office at [absence@visitationelmhurst.org](mailto:absence@visitationelmhurst.org). In addition, you can email the teacher. She is always concerned about your child!

If your child is absent, the day can not be made up on a different day.

## **Arrival/Dismissal**

The hours for the Half-Day students are 7:50-10:50.

The Full-Day students attend from 7:50-2:50.

All Preschool classes will enter and be dismissed from the Preschool entrance, the North York Doors. Parents or Caregivers will meet the teachers by the door so your child can be handed off safely. Please be patient while the teachers get to know the families. Safety is our # 1 concern.

The teachers open the preschool doors at 7:50 and we try to close them at 7:55. If the doors are already closed, please bring your child to the school office. Naturally, at the beginning of the year, it will take the students a little longer to enter the building.

Parents/caregivers can park in a legal parking space by the church or in the school parking lot and walk their child to the Preschool entrance and wait until the teacher has greeted your child and he/she has entered the building. **PLEASE DO NOT PARK IN HANDICAP PARKING SPACES** (unless you have the appropriate license plate or placard). We have an elderly population that arrives early for daily mass.

Please indicate on the Getting To Know You Information Form, which you will receive at Orientation, who can pick up your child.

If you are late picking your child up at dismissal, you can pick him/her up in the school office.

## Backpack

Your child will need a backpack each day for school. He/she will be coming home with papers and art projects. Make sure the bag is big enough to hold a folder. Put your child's name on the outside of the bag. Please check the bag and Take Home Folder daily.

## Bathroom

- **All preschool students need to be potty trained. NO PULL-UPS**
- Please send your child in clothes that he/she can pull up and down independently when using the bathroom.
- If your daughter loves to wear dresses to school, please have her wear a pair of shorts under her dress.
- Teachers cannot see any child undressed. If the child has a bathroom related accident, the parent /guardian will be called. Please make sure someone is available to come to VIS quickly to assist your child.
- Please make sure your child has emergency clothes (on the supply list) that are kept at school, just in case.
- Classes use the bathroom multiple times during the day and your child can use the bathroom at other times, he/she just needs to ask the teacher.

## Birthdays

We will be celebrating your child's birthday in class!

Your child will be Person of the Day on or near his/her birthday. You can send in a birthday treat, such as mini-cupcakes, for snack that day.

Remember that if your child has a summer birthday, we will set aside a special day for him/her during the school year.

Please do not send Goodie Bags to school.

## **Clothing**

Please have your child wear play clothes to school. The children learn through hands-on activities and some of them may be messy!

Please do NOT have your child wear costumes to school (princess dresses, superhero costumes, etc..) unless it is a special dress up day. Keep the costume jewelry at home. We would not want it to break or get lost during the day.

VELCRO shoes are perfect for the preschoolers. Tying shoes is not part of the Preschool Curriculum.

## **Early Dismissal Days**

There will be a few Early Dismissal Days for Visitation School. They are marked on the school calendar. On those days, the Preschool classes will dismiss at 11:20 am (the rest of the school dismisses at 11:30). The Half-Day students will dismiss, as usual, at 10:50.

## **Late Arrivals**

If you are running late or your child has an appointment in the morning, please try to make sure your child is here before 11:00 am. No students will be allowed to come into the classroom once rest time has started.

## **Person of the Day**

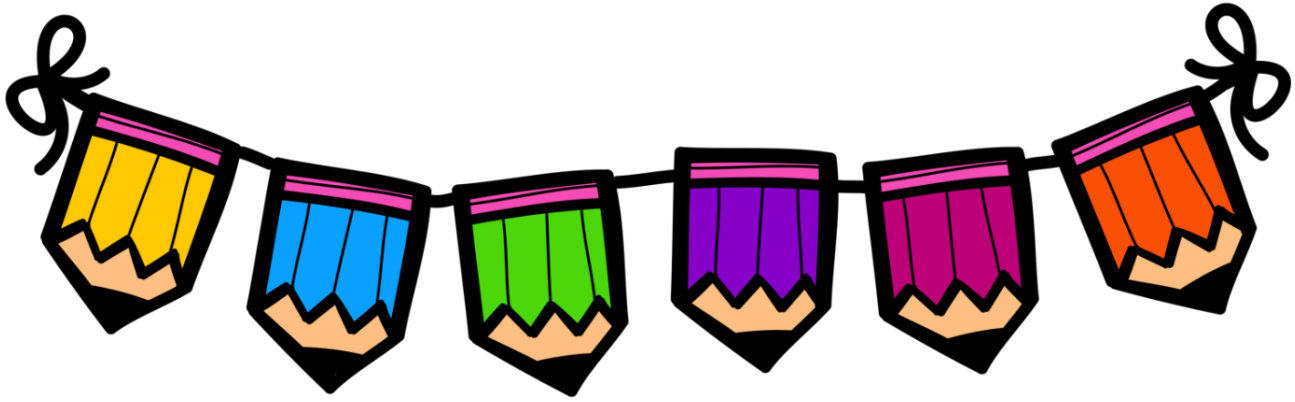
The students will take turns being "Person of the Day". You will receive a calendar at the beginning of each month so you know when it will be your child's day! Person of the Day will bring store-bought snacks and drinks for the class and will bring "Surprise Bag", Preschool's version of Show and Tell. Person of the Day is sure to be one of your child's favorite parts of Preschool. Greater detail will be given at Preschool Orientation.

## **Sick Child**

If your child is sick, **please** keep him/her home. Being sick does not always include a fever or vomiting. But if the illness does include those...your child needs to be fever-free and/or hasn't vomited for 24 hours before returning to school.

## **Take Home Folder**

Your child will use one of the folders (on the Supply List) as his/her Take Home Folder. Any work or papers coming from school will be inside the folder. If you have a note for the teacher or something that needs to get to the office, please put it inside your child's folder. The folders are looked through every morning. Please do not worry, if there are not any papers in the folder. It doesn't mean your child wasn't working or learning, it means the work or learning didn't involve a paper that could be brought home.



## A Day in the Life of Your Preschooler

**Arrival:** Each child is greeted outside by the teacher with a smile and a hello. The child will independently go into school and into his/her classroom where the Teacher Aides are waiting by the door.

**Rug Time:** This is the time we build our Classroom Community through prayer, music, daily calendar, weather, whole group activities and story.

**Whole Group Activities:** This is the time when the children will learn about God and our Catholic Faith through God Made Me (3 year olds) and God Made the World (4 year olds) by Loyola Press. Scholastic's My Big World magazine is presented during Whole Group. This magazine is geared towards preschoolers and focuses on Social Studies and Science concepts. Flannel board stories, experience charts, finger plays, graphs are a few other activities that would be presented during Whole Group time.

**Centers:** A variety of hands-on activities that build fine motor skills, reading readiness skills, math readiness skills, dramatic play, STEM activities and writing skills. Each child can choose what he/she wants to play with in the center.

**Small Group Activities:** While children are working one on one or in small groups with the teacher, the others will have time for free choice play or centers. Small Group may include art projects, writing, fine motor, reading readiness and math readiness skills.

**Specials:** The preschoolers have Art, Library and Music weekly, with a dedicated teacher for each special class.



**Technology:** Interactive smartboard in the classroom allows for an introduction to technology.

**Snack time:** Snack begins with a prayer and a thank you to the Person of the Day. Person of the Day provides a drink and a store-bought snack to share with his/her classmates. The schedule will be explained at Orientation. A monthly calendar will be sent home by your child's teacher.

**Surprise Bag:** Preschool's version of 'Show and Tell'. The Person of the Day will bring "Surprise Bag" with one item from home. Detailed instructions will be given at Preschool Orientation

**Half Day Students Dismissal at 10:50:** The Teacher or Teachers' Aide will walk our Morning Friends outside to their loved ones.

**Enrichment Activities:** Children will engage in a variety of activities to enhance and reinforce the skills taught in the morning. This may include games, additional centers time, storytime, songs, etc...

**Lunch:** Please send a healthy lunch for your child in a labeled lunch box or bag. The students eat lunch in their classrooms while the teacher and/or teacher aide is present. Milk is available for purchase.

**Recess:** This is the time to work on our gross motor skills, whether it is on the playground, in a green space on the school's campus or even taking a walk around the school. The children will go outside every day, weather permitting.

**Rest Time:** Rest time is a quiet time for our students. They do not have to fall asleep but need to lay quietly while their bodies relax and rejuvenate. Full Day students may bring one "Lovey" for rest time which will stay in your child's locker. This could be a small blanket OR a small pillow OR a small stuffed animal. Please do not bring their favorite blanket/stuffed animal they may sleep with at night, so it does not have to be brought back and forth to school. "Loveys" will be sent home with your child on his/her last day of attendance each week to be laundered.

**Full Day Students Dismissal at 2:50:** The Teachers or Teacher Aides will walk the students outside to their loved ones.

***\*\*\*Our Core Curriculum is taught and experienced in the mornings, so ALL our students are present to participate and learn.***

# Parent Information

## **Email/FACTS**

FACTS is the Student Information System that will have all the school announcements for the year. Please make sure you set up your family account and update your information, as needed.

## **Communication**

You will receive a "Weekly Information" email from the office every Friday afternoon during the school year. Your child's teacher will be in frequent communication with you via newsletters and email. If you have a note for the teacher, please place it in your child's Take Home Folder.

## **Class Directory**

A class directory including names, addresses, phone numbers and email addresses will be sent in early September. This is useful for play dates, birthday parties, etc. You will receive the form to be included at Preschool Orientation.

## **Room Parents and Parties**

We have many parties throughout the year. The Room Parents, who are chosen through the Visitation Parents Association (VPA), oversee the organization of these parties. Please consider applying to be Room Parent for your child's class. Once the Room Parents have been selected, your child's teacher will be in contact with you. **ALL ROOM PARENTS & VOLUNTEERS MUST BE VIRTUS COMPLIANT.**

The following is a brief list of parties we have:

October: Halloween Party

December: Christmas Party

February: Valentine's Day Party

End of the Year Celebration

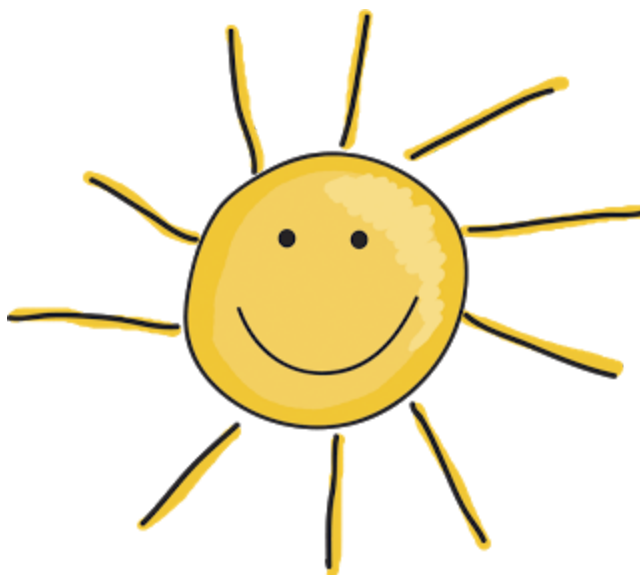


## Conferences

There are two planned Parent-Teacher conference dates for Visitation . One will be in November and an optional conference in the Spring. However, if you wish to speak with your teacher during the year, arrangements will be made to meet before or after class time.

## Protecting God's Children

The Joliet Diocese has mandated that any person who has contact with children in the Diocese of Joliet **MUST** participate in this training, "*Protecting God's Children*". This includes teachers, room parents, volunteers, coaches, etc. Please register for the class at [virtus.org](http://virtus.org) if you have not done so already.



## Pre 3 Supply List

Ms. Krajewski & Ms. Seiberlich's classes

- 4 Elmer's Washable Glue Sticks
- 5 Crayola 4" x 7/16" Large Crayons (8 count) NO JUMBO
- 2 Crayola Classic THICK markers (10 count)
- 1 Crayola Washable Watercolors (8 count)
- 4 4 oz cans of PlayDoh (no glitter)
- 1 Plastic Pocket Folder (no prongs)
- 3 Paper Towel Rolls (Bounty or Viva preferred)
- 2 Kleenex brand tissue boxes
- 4 Clorox or Lysol Disinfecting Wipes containers (not for skin)
- 5 Baby Wipes (fragrance free) (no hard boxes)
- 1 Full Size Backpack
- 2 Full sets of emergency clothes (pants, underwear, shirt & socks) in labeled Ziploc bags

\*\*Your child's teacher may ask for items specific to her classroom

## Pre 4 Supply List

Mrs. Burnes, Mrs. Eck & Mrs. McHugh's classes

- 6 Elmer's Washable Glue Sticks
- 2 Crayola boxes of 24 Crayons
- 1 Crayola Washable Watercolors (8 count)
- 2 Crayola Washable Markers (10 count)
- 4 4 oz cans of PlayDoh
- 2 Plastic Pocket Folders - no prongs
- 2 One Subject Wide-Ruled Spiral Notebooks
- 2 Paper Towel Rolls (Bounty, Viva or Kirkland preferred)
- 1 Kleenex brand Tissue boxes
- 2 Clorox or Lysol Disinfecting Wipes containers (not for skin)
- 3 Baby Wipes (fragrance free) (not hard boxes)
- 1 Full Size Backpack
- 2 Full sets of emergency clothes (pants, underwear, shirt & socks) in labeled Ziploc bags

\*\*Your child's teacher may ask for items specific to her classroom