

# St. Helen Catholic School



## Pre-K Parent Handbook 2025-2026

2050 Vero Beach Ave, Vero Beach, Florida 32960  
(772) 567-5457

Parochial Administrator  
Fr. Matthew DeGance

Principal  
Mrs. Debbie Irish

Assistant Principal  
Mrs. Annie Kathman

PreK Director  
Mrs. Mary Beth Albert

# Welcome to Pre-K!

Class held Monday through Friday

Drop off between 7:30am-7:45am (**Strictly Enforced**)

Pre-K Morning Only Program: 7:45am-10:45am

Pre-K School Day Program: 7:45am-3:15pm

Drop-off & pick up location: You will enter from SR 60 onto Tallahassee Ave and follow it into the St. Helen Catholic School parking lot. Please review the SHCS Handbook and Drop-Off/Pick-Up Procedures on the school website ([www.sthelenschoolvero.com](http://www.sthelenschoolvero.com)) under Parents, Forms & Information.

Students will need to exit the car from the right rear door, and therefore it is recommended, if possible, to have your child seated on the right-hand side of the car for easier exiting.

Parents are to remain in their vehicles during the carline. Our VPK Assistant will have each parent (or assigned drop off/pick up adult) sign their child in and out each with their physical signature each day. If your child needs assistance unbuckling or buckling, our carline staff members can assist, or you can pull out of the carline to buckle your child.

**Our Mission Statement:**

The mission of St. Helen Catholic School is to provide a quality Catholic education that incorporates faith, academics, service, and leadership. Students are encouraged to be confident and productive learners who are “making good things happen.”

**Our Pre-K Philosophy:**

We are passionate educators dedicated to creating a vibrant and supportive learning environment that is both safe and nurturing. Our Pre-K program is built on a foundation of Catholic values, academic excellence, and the holistic development of each child. We emphasize faith and virtue in all aspects of our curriculum, guiding children to learn about respect, love, compassion, forgiveness, and service.

**Principal's Statement:**

St. Helen Catholic School Parent/Student Handbook is the over-riding document for our school's procedures and protocols. However, knowing that the Pre-K is a unique year for many families, this handbook was developed to better assist you.

**Curriculum:**

The Frog Street Pre-K curriculum is a comprehensive program designed to meet the needs of diverse learners while supporting developmental learning domains. This engaging, interactive pre-kindergarten curriculum celebrates the joy of learning as children travel down the road to success.

**Religion:**

The Pre-K students will attend mass each Friday at 8:40am. Parents are welcome to attend but the children will be expected to sit with their classmates.

**Pre-K Weekly Afternoon Enrichment (School-Day Program):**

Monday: Spanish

Tuesday: Music/Dance

Wednesday: P.E.

Thursday: Drama

Friday: Religion

**Learning Centers:**

Art Workshop Center: It is important to remember that the process of creating is more important than the product. Children will have the opportunity to create through painting, coloring, modeling, cutting, etc. Children will use their fine motor skills to develop eye-hand coordination and finger dexterity and increasing thinking skills.

Make Believe Center: Children enjoy dramatic play as they imitate the world around them. Using their imaginations, the students will learn to play cooperatively and experiment with various roles they portray.

Transportation Center: Through building, designing, and manipulating blocks and vehicles, children can improve their understanding of size, shape, balance, and socialization with their peers. Diving into the world of science and math, students will investigate through the concepts of measuring, set, quantity, numbers, counting, shapes, size and positional relationships within the sensory bin and additional materials.

**Gross Motor/Playground time:**

Each morning, the children will spend 30 minutes on the outdoor Preschool playground (Weather permitting. In the event of inclement weather, teachers will utilize movements videos and songs for daily exercise). Full-time students will be on the playground twice daily.

**VPK Attendance Daily Procedure**

VPK requires daily Sign-In/Sign-Out: A daily record will be recorded at drop off and pick up of which parent (or assigned adult) picks up your child each day. At the end of each month, a monthly attendance verification document must also be signed by the child's guardian to verify VPK attendance for the month.

**Emergency Clothes:**

Place into your child's backpack an extra set of uniform clothing (shorts and shirt) with a pair of underwear and socks in a Ziploc bag, labeled with your child's name on the bag. This will be kept in their backpack to use whenever it is needed.

### **Labeling:**

Remember to label all items; backpack, jacket, clothing, snacks, lunch boxes, water bottles, food containers, backpacks, nap bedding & "lovies".

### **Required Rest/Quiet Time:**

School Day Program students will be required to rest during quiet time for one hour and thirty minutes. If a child does not fall asleep, we will provide a quiet activity at their mat.

### **Nap Bedding & "Stuffy/Lovey/Blankie" Policy:**

School Day students will need to bring a rest blanket/pillow combo that is referred to as "bedding". This is a blanket/pillow attached that will go on top of the mat provided by SHCS.

With their bedding, each child can bring one small blanket OR small stuffed animal. This must stay at school. Please make sure your child's name is on their bedding and on their "stuffy/lovey/blankie".

The bedding and "lovey" need to be in a white trash bag with your child's name written on it. For students' blankets to not touch, we ask that you always send your child's bedding in a trash bag that is loosely tied. We can then open and close it each day. Each Friday, your child's bedding will be sent home to be washed and returned on Monday.

### **Birthday Treats:**

On your child's birthday (or a designated day for weekend or summer birthdays), you can drop off a special Birthday snack by 8:45am. Mini cupcakes, cookies, pretzels, fruit, donut holes, mini-muffins, ice cream cups are examples of small treats that would be great for this day! The teachers and assistants will pass out the treats to the class and send you pictures of the special day.

### **Toy Guidelines:**

Please leave all personal toys at home. We respect easing the transition from home to Pre-K, but personal toys can cause conflict within a sharing environment.

### **Pre-K Discipline Plan:**

When a child breaks one of the three Pre-K Rules (Be a Friend, Listen or Pick-Up) the following sequence of events will occur:

1<sup>st</sup> Student receives a verbal warning

(There is no verbal warning for hurting another – immediate action is taken)

\*Incident reports will be sent home in the event of any physical injury

2<sup>nd</sup> If the behavior does not improve after the verbal warning, the child will "take a break" in the classroom

3<sup>rd</sup> If the behavior continues after "taking a break", the child will be removed from the room for a supervised time out

4<sup>th</sup> If behavior continues, child be brought to the office and parents contacted

### **Communication:**

The VPK teachers will be setting up WhatsApp accounts to keep parents informed. Details on how to sign up will be provided at Orientation. We will also be communicating through email and students' folders that will go home each day. One parent/teacher conference will be scheduled as well. If you have any questions, please email your teacher.

### **Parent/Teacher Conferences:**

VPK requires the FAST Assessment to be completed three times a year. The Coordinated Screening and Progress Monitoring Program is the statewide, standardized program known as Florida Assessment of Student Thinking (FAST) Star Early Literacy. It is implemented in all VPK programs as required by s. 1002.68, F.S., and used to assess student achievement of the performance standards established in s. 1002.67(1)(a), F.S., in early literacy and mathematics. Results of these screenings will be signed by the guardian and sent home. Your classroom teacher will be reaching out to set up a parent/teacher conference after the 2<sup>nd</sup> assessment.

### **Toileting Policy:**

We expect that all children are completely toilet trained. This includes being able to wipe properly and pull clothing up and down as needed. All children are to wear underwear. Pullups are not allowed. We know occasional bladder accidents will occur. If frequent problems arise, we will work with you to establish a manageable plan.

### **Health and Medication Policy:**

Please refer to the SHCS Parent Handbook for health and medication policies. As a reminder, please make sure your child is symptom free for at least 24 hours before returning to school after having fever, heavy nasal discharge, diarrhea, vomiting, coughing or rash. If your child experiences any of these symptoms during school, you will be called and asked to pick them up immediately.

### **Below you will find the Pre-K school supply donation list.**

#### **Classroom Supply Donations**

1. Glue sticks
2. White paper plates
3. 1 box of tissues
4. Clorox wipes
5. 1 pack Baby wipes
6. 1 pack of Flushable wipes
7. Spoons
8. Forks
9. 24 pack (or larger) of Crayola crayons
10. 10 count Washable Crayola markers
11. 2 - one inch white three ring binders with clear sleeve on the front
12. Pack of sheet protectors for three ring binders

## **Uniforms**

**Pre-K Girls and Boys** will wear the navy t-shirt with school crest and hunter green athletic bottoms with school crest from Risse Brothers. (Students can also order Pre-K pants and a jacket, but these items are not required.)

Orders can be placed online: [Risse Brothers School Uniforms](#)

\*When ordering online make sure to select St. Helen Catholic School in Vero Beach.

\*You will want at least two uniforms. One should be kept in your child's backpack in a large zip lock bag labeled with their name on the items and the bag labeled as well. This way we always have a change of clothes if needed.

## **Shoes**

Pre-K girls and boys must wear all white or all black Velcro athletic shoes. **VELCRO** shoes only. Please NO shoelaces unless your child can tie their own shoes.

## **Backpack, water bottle & lunch box guidelines**

"Morning Only" Students will bring one snack, backpack & water bottle daily.

"School Day" Students will need to bring two small snacks, backpack, water bottle and a lunch box daily.

## **BACKPACK REQUIREMENTS:**

- **Full school size backpack** (Should be large enough to send home weekly folder, a binder & artwork)
- Backpack needs a front pouch large enough to hold daily snacks. Please do not put their snacks in their lunchbox. The front pocket of the backpack should hold snacks for students to unpack independently each day.
- Backpack should have a side compartment large enough to hold your child's water bottle.

## **LUNCHBOX:**

We are encouraging our students to be independent and for their little fingers to grow stronger each day. Please consider packing items that your child can try to open on their own. (We are always here to help when needed but independence is a great way to learn and grow!) Also, we are unable to heat up any snack or lunch items. Please pack cold packs inside of lunches that need to remain cool.

## **SNACK REQUIREMENTS:**

The children will need one or two small snacks (morning only students will need only 1 snack). Please make sure all items are non-refrigerated. They must be labeled with your child's name. You can write your child's name with a marker or put their snacks in a labeled, small reusable container that is returned home each day.

## **WATER BOTTLE REQUIREMENTS:**

Must have a spill proof top (the top must close shut and not leak when tipped on its side). \*Pre-K water bottles should be small enough to fit into the side of your child's backpack for them to put their own water bottle in and out. This is great for fine motor skill development! WATER only. No milk or juice at school please.

## St. Joseph Room

7:30am-8:15am Morning Warm Up,  
Fine Motor & Manipulatives

8:15am Playground

8:45am Wash Hands & Eat Snack

9:10am Calendar & Storytime

9:40am CENTERS

10:25am Closing Circle & Pack Up

10:45am VPK Dismissal

10:45am-11:15am Playground

11:15am-11:45am LUNCH

11:45am-12:00pm Story & Prep Mats

12:00pm-1:30pm Quiet Time

1:30pm-1:45pm Mat Clean Up

1:45pm – 2:30pm Elective

2:30pm-2:50pm Snack

2:50pm-3:00pm Review & Pack up

3:00pm-3:15pm Closing Prayer &  
Dismissal



## Mary Room

7:30am-8:15am Morning Warm Up,  
Fine Motor & Manipulatives

8:15am Calendar & Storytime

8:45am Playground

9:15am Wash Hands & Eat Snack

9:35am Transitional Activity

9:45am CENTERS

10:30am Closing Circle & Pack Up

10:45am-11:15am LUNCH

11:15am-11:45am Playground

11:45am-12:00pm Story & Prep Mats

12:00pm-1:30pm Quiet Time

1:30pm-1:45pm Mat Clean Up

1:45pm – 2:30pm Elective

2:30pm-2:50pm Snack

2:50pm-3:00pm Review & Pack up

3:00pm-3:15pm Closing Prayer &  
Dismissal





## **St. Helen Catholic School**

### **Pre-K Handbook Acknowledgement Form**

I, as Parent of Legal Gaurdian, acknowledge that I have read the Pre-K Handbook. I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Pre-K Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies.

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(Print Student Name)

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(Print Parent/Legal Guardian Name)

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(Signature Parent/Legal Guardian)