



*Community Based
4K Program*

Parent Handbook

Mission Statement:

The DC Everest Community-Based Four Year Old Kindergarten (4K) Program is dedicated to providing high quality, developmentally appropriate learning experiences to all four year old children.

In partnership with ten area childcare centers, DC Everest 4K Program will strive to prepare all students with a strong foundation for life-long learning and success.

Dear DCE 4K Parents,

The DC Everest Community based Four Year Old Kindergarten (4K) Program is dedicated to providing high quality, developmentally appropriate learning experiences to all four year old children. In partnership with ten area childcare centers, the DC Everest 4K Program will strive to prepare all students with a strong foundation for life long learning and success.

All classrooms and staff will provide safe and nurturing environments, within which all children will learn and grow. Research shows that children with preschool experiences begin school more ready to learn, therefore a research based curriculum will be implemented. Creative Curriculum is a widely regarded preschool curriculum approach that honors creativity and acknowledges the important role that teachers play in making learning exciting!

Very crucial to your child's 4K experience is the partnership with the families. We recognize and support parents as partners in their child's education and care. There will be many opportunities for families to participate in events throughout the year.

Please take your time reading this parent handbook. Most of your questions will be answered. You are also encouraged to call anyone listed on the next page if you need further information.

Sincerely,

*Terese Baier
4K Director
(715) 355-0302 (5872)
tbaier@dce.k12.wi.us*



INTRODUCTION

This Parent-Student Handbook describes the major policies and procedures of the DC Everest 4K Program. Our program is a community based program. None of the classes take place at the public schools. The school district has entered into a cooperative program with local preschool, childcare, and parochial providers. Each center has policies and procedures that follow Wisconsin State Licensing Codes for childcare and/or schools. Please feel free to call if you have additional questions or concerns not addressed in this handbook.

4K Partnering Agencies

Aspirus YMCA Child Development Center

3402 Howland Ave.
Weston, WI 54476
(715) 841-1857
a.m. and p.m. sessions

Bethlehem Community Preschool & Childcare

1750 Cty. Rd. XX
Rothschild, WI 54474
(715) 359-3366
a.m. and p.m. sessions

Key To Life Childcare Center

3915 Sandy Ln.
Weston, WI 54476
(715) 359-5451
a.m. and p.m. sessions

KinderCare Learning Center

5201 Alderson St.
Weston, WI 54476
(715) 359-4118
a.m. and p.m. sessions

Marathon County Child Development Agency, Inc.

Head Start
112 W. Kort St.
Schofield, WI 54476
(715) 845-2947
a.m. and p.m. sessions

Mt. Olive Preschool

6205 Alderson St.
Weston, WI 54476
(715) 359-5546
a.m. and p.m. sessions

St. John's Lutheran School

E10723 Hwy. Z
Wausau, WI 54403
(715) 845-7031
a.m. and p.m. sessions

Newman Catholic Elementary

School: St. Mark
602 Military Rd.
Rothschild, WI 54474
(715) 359-9662
a.m. and p.m. sessions

Newman Catholic Early Childhood Center:

St. Therese
112 W. Kort St.
Schofield, WI 54476
(715) 355-5254
a.m. and p.m. sessions

Wausau Child Care - Cedar Creek

1841 Cty. Rd. XX
Mosinee, WI 54455
(715) 359-5437
a.m. and p.m. sessions

**Terese Baier
4K Director
(715) 355-0302 (5872)*



GENERAL INFORMATION

Program Description:

The program will be a Community based 4K program under the supervision of the DC Everest School District (District). Students will be attending existing preschool or child care centers (4K Partners) with a licensed teacher who is hired by the 4K Partner. The school district receives funds for the program. 4K Partners are paid on a per-student basis. The Wisconsin Department of Public Instruction has the following requirements:

- * The 4K program is under the supervision of the school district*
- * The District's 4K program is providing a minimum of 437 hours of instruction*
- * The District is providing transportation to and from the 4K program for eligible students attending the a.m. sessions*
- * The District has appropriate DPI-licensed teaching staff for its 4K program*
- * The District, not some other entity, is incurring the cost of the 4K program*
- * The 4K program is open tuition-free to all eligible resident students*

The DC Everest community based 4K program will include an outreach program (e.g. home visits, training, team planning, parent outreach, etc.) for 87.5 hours per year, for a total of 524.5 hours per year. The District hired a licensed 4K program director to provide curriculum and instruction training and coordination services for the District and Providers. The program will run half-days, five days a week.

Participating Providers:

***Refer to page #2*



Enrollment:

Parents sign up with individual community 4K Partners. Placement is determined on the date registration is completed, as well as other factors that may play into meeting the needs of all children and families.. It is important to register early and complete all required paperwork. Tentative class lists are formulated in the spring. Written confirmation will be sent to parents.

Open Enrollment:

If you do not live in the DC Everest School District but would like your child to attend the 4K program, you may be eligible to attend under Open Enrollment. Procedures for inter-district transfers are governed by Wisconsin Statutes and school district policy. Detailed information regarding due dates and forms which need to be completed are available at the District Office. The Open Enrollment application period takes place in February each year.

Transportation:

The District will provide bus transportation to and from 4K Partner centers for a.m. sessions to eligible students. Parents may check with our contracted bus company – **Lamers Bus Company**: 715-298-6110. Parents may also find it more convenient to provide their own transportation depending on home and work situations.

Sign Up and Enrollment:

Children must be four years old on or by September 1st of the current school year. There is no early entrance to the DC Everest 4K Program. Parents must complete the DC Everest School District 4K Enrollment Form and provide the child's birth certificate at the time of registration.



Attendance:

All 4K students are expected to attend all regularly scheduled school days unless excused. If your child is going to be absent from school or late in arriving, please call before school starts. Regular attendance is essential to the child's success in the 4K Program. However, children should not be in school if their presence is detrimental to their own health or that of others.

Doors Open:

The 4K Program hours are approximately 9:00 a.m. – 11:40 a.m. and 12:30-3:10 p.m.. Times may vary for some 4K Partners due to transportation (bus) needs. Please do not send your child earlier unless you have made arrangements with your 4K Partner. Wrap around care may be available at each center, so please check with the program administrator for more information.

Dismissal:

Students should go home as soon as they are dismissed. For safety reasons, parents must come to the office to check out and pick up their child or must give prior notice and permission for other adults to pick up a child.

Early Dismissals and Snow Days:

4K follows the public school calendar. When there are Early dismissals, there will be **no 4K**. Snow days will also follow the public school directives. Parents may want to check with the provider for the possibility of child care during early dismissal or snow days. **2 hour delay means no 4K classes for the day.**

Field Trips:

School sponsored field trips may be taken throughout the year. Parent volunteers and chaperones are most welcome to attend! Before each trip, your child will bring a notice home of the upcoming event. If your child is unable to attend, please notify the teacher. Also, should your child be on medication, please update the teacher on your child's needs.



Health, Wellness, and Safety:

The health, safety, and well-being of every child who enters school are of prime importance. In order to ensure that the school is a healthy and safe place, certain state laws, board policies, and school procedures have been established.

Accidents:

All students are expected to observe and promote the rules of safety. Accidents occurring on school premises must be reported to the teacher/adult supervisor in charge

All attempts will be made to notify parents of a serious accident. Emergency situations will be cared for as stated on the Information Card, completed by parents at the beginning of the school year.

Conditions that could jeopardize safety should be reported to a teacher or program administrator.

Positive Guidance:

In preschool, positive social relationships are the foundation of the classroom community. The 4K classroom is an important setting for developing positive relationships that are important for all other learning. The 4K classroom community is a place where children feel safe, help one another, and consider themselves part of a group. This community nurtures social competence by helping children understand how to treat other people well and how they want to be treated by others.

The Pyramid Model provides strategies for helping children acquire these important social skills, to problem solve as well as to understand and self-regulate their own behaviors.



Discipline and Child Guidance Policies:

Parents raise their children with a set of values that match their personal beliefs. 4K Teachers support parents in that effort and will create with the children classroom rules and expectations. These expectations are taught, practiced, and reinforced in classroom activities, through positive discipline, and the curriculum.

Bus Conduct:

The school district will maintain travel in a safe manner via control of student conduct. The bus driver shall be responsible for the maintenance of order among children being transported, and shall properly report any misconduct to the proper authorities or parents. The privilege of riding a school bus may be denied or withdrawn by the school district.

Dispensing Medications:

Written authorization from a physician and parent will be required for prescription medications to be dispensed by school personnel. This authorization form is available from the school. Nonprescription medications will be dispensed only upon written authorizations from a parent or guardian. The authorization shall identify the medication, the dosage, and the frequency of administration.

*Medication given in school **MUST** have the following information printed on the container:*

- * child's full name*
- * name of the drug and dosage*
- * time to be given*
- * physician's name*
- * name and telephone number of pharmacy*

Duplicate medication bottles for school use are available from local pharmacies upon request.

School personnel do not provide aspirin or any other medication to students without meeting the criteria above. Diagnosis and treatment of illnesses and prescribing of drugs are never the responsibilities of a school and are not to be practiced by any school personnel.



Emergency Crisis Action Plan:

Each 4K Partner has an emergency/crisis action plan that can be activated whenever a crisis occurs. Various emergency drills are in these Emergency Plans and are practiced throughout the year. Be assured that these were designed in the best interest of your child's protection. The Police Department and American Red Cross are partners in these Emergency Plans.

Health Information:

Every child should attend school in good health and with a good attitude so that all school experiences will be successful. To reach this goal, it is suggested that your child have regular health examinations by your doctor. Prior to 4K enrollment, parents are encouraged to have their child examined by the family doctor, optometrist, and dentist. These examinations are important since the information from them assure you, the parent, that your child is starting school in a state of good health. At this time, your child's immunizations should be brought up to date to provide further protection from serious illness.

If your child has developed a fever or shows signs of an illness, the student should remain at home. Some illnesses are contagious. If your child is ill, or contracts a communicable disease, notify the school office. Unexplained absences from school are a concern to your child's teacher.

State statutes require your child to be excused from school during a communicable disease. If you have questions regarding the length of time for the absence, contact the teacher or administrator.

Health Programs:

Emergency Contact Information:

It is very important to have emergency phone numbers and contacts kept up-to-date should your child become ill or an emergency situation occurs. Also, updating any health changes for your child is critical in meeting the needs of your child.

First Aid:

First aid given at school is for temporary care only. No matter how minor the injury may be, the parent should check the injury at home and provide further care or consult a physician if indicated. In certain injuries, tetanus boosters may be advised, so it may be important for you to contact your physician.



Immunizations:

To keep your child well protected from certain communicable diseases and serious illnesses, routine immunizations and boosters are advised. It is important for you to maintain your own written record of immunizations and of your child's contagious diseases.

Special Health Concerns:

If your child has a special health concern or problem, it is important that this information be relayed to the teacher or district nurse. This will aid staff in helping your child in normal school activities and in meeting any health needs.

Right to Privacy:

Media Coverage:

Photographs, pictures, and names may be used in newsletters, media, and/or school related activities. Please discuss this with your 4K teacher/program director if you do not want your child's name or image to be used.

Assessment:

Just as children develop in different stages, so learning takes place at various rates. Assessments indicate to teachers a child's progress or learning needs. Each program will use the assessment tool that coincides with the curriculum chosen for 4K, which is Teaching Strategies Gold.

Progress Reports and Parent Conferences:

Parents of 4K students will receive Progress Reports on their child's growth and development 3 times per school year. Parent Teacher Conferences will be held in November and May.



4K Curriculum and Instruction

Curriculum:

The 4K curriculum is Creative Curriculum and aligns with the Wisconsin Model Early Learning Standards. Each 4K Program has developed specific activities and experiences that are aligned with these standards and with the district kindergarten expectations. These are closely monitored by the school district.

Guiding Principles:

1. All children are capable and competent.
2. A child's early learning and development is multidimensional.
3. Expectations for children must be guided by knowledge of child growth and development.
4. Children are individuals who develop at various times.
5. Children are members of cultural groups that share developmental patterns.
6. Children exhibit a range of skills and competencies within any area of development.
7. Children learn through play and the active exploration of their environment.
8. Parents are children's primary and most important caregivers and educators.

Wisconsin Early Learning Standards:

1. *Health and Physical Development:* This includes knowledge and activities that promote healthy living, safety, fitness and nutrition. Coordination, balance, large and small muscle control and the use of all senses are emphasized to improve learning.
2. *Social and Emotional Development:* This includes children's feelings about themselves and others, their ability to form relationships, interest in and skills needed to maintain positive relationships with adults and children, ability to understand the perspective and feelings of others and skills needed to succeed in a group setting. Children's early relationships are the foundation for social and emotional competence and cognitive development.
3. *Language Development and Communication:* This refers to children's developing ability to convey and interpret meaning. This is reflected in their progress in listening and understanding, speaking and communication, and early literacy.
4. *Approaches to Learning:* This recognizes that children's search for meaning as the basis for intellectual development. It focuses on children's curiosity about the world and their developing ability to acquire, organize, and use information in increasingly complex ways to satisfy that curiosity. Children are engaged in and appreciate the arts to express ideas and feelings. Primary components include mathematics and logical thinking, scientific thinking and problem solving, an understanding of social studies.



DCE 4K Program

D.C. Everest Area Schools

Questions & Answers

1. Q: What is a community based 4K program?

A: In a community based 4K program, four-year-olds receive pre-kindergarten instruction in a child care center or private/public preschool. A Wisconsin certified licensed teacher, hired by the provider, conducts a two hour and thirty minute program five days a week. A teacher's assistant helps facilitate learning in each session. School District funds support the 4K program at the child care or private/public preschool site. Families may then choose to have their child(ren) participate in additional private -pay child care or other services provided at day care licensed sites for the rest of the day.

2. Q: Will there be 4K in September 2013?

A: Yes, we are preparing for the first year of our Community Based 4-Year-Old Kindergarten.

3. Q: Will there be a charge for 4K?

A: Like K-5 elementary school, 4K is offered at no cost.

4. Q: Will there be transportation for 4K?

A: Yes, transportation will be provided for those who require it. Generally students requiring transportation will attend the 4K program during an a.m. session.

5. Q: How do I know what 4K site my child will be in?

A: If parents will be transporting their child to and from the site, they may indicate site preferences on the registration form. We will attempt to honor such preferences, but cannot guarantee a specific site. Also, it is our desire that children who currently attend a given site for childcare remain there for 4K. Registration forms will be time and date stamped so it is important for those indicating a site preference to submit their registration in a timely manner. As this is our first year of implementation, boundary areas will be created based upon the home addresses of registered students. Minimizing time on the bus will play a large part in determining boundary areas. We plan to notify families of site placement by mail before the end of April.

6. Q: Will the 4K bus routes include K-5 grade students?

A: No, 4K students who ride the bus will ride only with other 4K students.



7. Q: What will the District do to keep my 4 year old safe on the bus and at pickup and drop off?

A: We will require an adult that you deem responsible, have **visual contact** of your child when picked up or dropped off by the bus. All 4K students will have a wristband with key information listed including bussing location and the name of the visual contact person. We will ask you to identify that person when you enroll your child. The 4K children will also be required to ride in the front of the bus and they will be checked ON and OFF the bus by the driver and their teacher once at the 4K site. The bus will **not** drop off your child unless the receiving adult is within close visual contact.

8. Q: How many days of the week will there be 4K?

A: Community based 4K will be held 5 days per week for two and on-half hours per day and follow the D.C. Everest calendar.

9. Q: Will there be A.M. and P.M. sessions? What are the times for each session?

A: There will be morning and afternoon sessions. The morning session is expected to run from 9:00-11:40 a.m. The afternoon session is expected to run from 12:30-3:10 p.m. Please note that a.m. and p.m. session offerings may depend upon enrollment numbers.

10. Q: Will there be an orientation for my 4K child?

A: Yes, in August each site will host an open-house for enrolled children. This will be a time for parents and children to visit their classroom and meet their teacher. Parents will receive more information about open-house once enrollments are completed.

11. Q: What will my child learn in 4K?

A: At each 4K site, a licensed teacher implements The Creative Curriculum For Preschool in order to provide consistent learning experiences in the areas of Literacy, Mathematics, Science, Social Studies, Language Development, Social-Emotional Development, Cognitive Development, Physical Development, The Arts, and English Language Acquisition.

12. Q: How can I learn more about the standards that will support the 4K program?

A: The Creative Curriculum for Preschool is aligned with the Wisconsin Model Early Learning Standards (WMELS) as well as with the Common Core State Standards. You can learn more about these alignments by going to <https://www.teachingstrategies.com/page/GOLD-assessment-online.cfm#alignments>

13. Q: How many students will be in each session?

A: Our goal is to limit enrollment in each session to 17 students. The number of sessions of 4K will be determined by the number of children enrolled in the 4K program district-wide.



14. Q: Who will teach 4K?

A: The teachers are hired and supervised by the site at which the session is held. Teachers that teach 4K are licensed Wisconsin teachers and must have the appropriate license to teach preschool-aged children.

15. Q: What if my child will be four after September 1st?

A: There will be NO early admission to 4K for the upcoming school year. However, check with area site providers to inquire about other preschool offerings.

16. Q: How will emergency weather situations be addressed at each site? How will security be addressed at each site?

A: 1. Weather situations will be addressed using the Emergency/Inclement Weather form completed by parents at the time of registration. If there is early dismissal, the plans on this form will be followed.

2. School closings and delayed starts will be announced with regular district announcements on both television and the District website.

3. If there is a delayed start there will be no morning sessions of 4K. Each 4K site will have emergency plans that include, fire, tornado, medical, and intruder situations. These procedures will be part of each site's handbook. 4K staff and students will practice these drills.

17. Q: How soon do I need to decide if I want to send my child to Community Based 4K?

A: We would like to have all interested families registered during the second full week of February. However, if you decide at a later time, please contact a partnering agency convenient to you (see brochure).

18. Q: How will parents be involved?

A: Parent Outreach is an integral part of the 4K experience and will serve as an important step toward each child's success in school. It will take on many different forms, some of which are:

- Orientation - before the first day of school.
- Classroom helpers/volunteers
- Literacy nights
- Curriculum night
- Cooking
- Fitness
- Arts and Crafts
- Other activities as planned.

19. Q: Is 4K voluntary or mandatory?

A: 4K is a voluntary program and not subject to mandatory attendance. However, we would anticipate that you would send your child to class each day unless your child is ill or otherwise excused.

20. Q. Will there be before and/or after school day care?

A: Yes, there will be before and after day care at most sites. Please inquire about your before and after care needs at the time of registration.

21. Q. If a child is age eligible for 5K, but parents plan to delay their kindergarten enrollment, can the child attend 4K?

A: The DC Everest school district supports having children progress with same-age peers. However, in unique situations, parents may decide enrollment in 4K is best for their child. In these cases, since the child has reached the minimum age prior to September 1, they will be eligible to enroll in the 4K program. However, it is important for parents to understand that state statutes say their child **MUST** complete the 5K program prior to enrolling in grade 1. Therefore, this decision should be made carefully.

22. Q: We reside outside the DC Everest school district, but would like my child to attend DCE 4K. What should I do?

A: In this situation parents would need to apply for “open enrollment”. Information about this process can be found at:

http://sms.dpi.wi.gov/files/sms/pdf/oe_brochure_2013-14.pdf

Parents may apply for open enrollment during the window of February 4-April 30,. Families will be notified by mail if their application has been approved or denied.. Most parents will choose to wait until they find out if their open enrollment application is approved before completing the DCE 4K registration forms. However, if a parent chooses to complete the DCE 4K registration forms prior to open enrollment approval, they should indicate that their child’s home elementary school is “other district”. In this case the registration will be held until an approval or denial is issued on the open enrollment application.

23. Q: What do I need to bring when registering my child for 4K?

A: Parents should bring the original birth certificate to verify name and date of birth, immunization records, and name and phone numbers for doctors, dentists, emergency contacts, etc. The forms take approximately 30-40 minutes to complete.

24. Q: What snacks can my child bring?

A: All 4K Partner Sites determine their own snack policy. You will receive this information at the 4K Site’s Open House in August, or you can contact the Director at your child’s 4K site.

25. Q: What school supply's do I need for my child for 4K?

A: All 4K Partner Sites generate their own school supply list. Across all of the community partners, the school supply list is kept to what is reasonable for families and helpful to the classroom and your child. Please contact the director at your child’s 4K Site to obtain the information.

