

REEK SCHOOL  
THREE-YEAR-OLD KINDERGARTEN  
2020-2021 Handbook

W4094 South Lakeshore Drive  
Lake Geneva, WI 53147  
(262) 248 – 4120

The Reek School Children's Center  
policies and fees are subject to annual  
review and change by the Linn Jt. 6  
School District Board of Education.

# Welcome

Dear Parents,

On behalf of the Board of Education and the staff of the Linn Jt. 6 School District, we thank you for enrolling your child in the Reek School 3K Program. We have created these programs to better serve the needs of our families and to reduce the number of transitions that our students experience during a school day.

This Parent Handbook is designed to inform and notify parents/guardians of Reek School's policies and to demonstrate the district's commitment to respect, excellence and community in providing quality early childhood educational activities as well wrap-around services for our students. Please read the following policies so that you have a better understanding of our policies and procedures.

If you have any questions regarding our programs or policies, please contact me at 248-4120 Ext 203

Thank you again for sharing your child with us.

Yours truly,

Dr. Samantha Polek

# Program Policies

## A. Admission/Enrollment Policies and Procedures

### Discrimination Clause

The Linn Jt. 6 School District does not discriminate on the basis of age, race sex, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Preference is given to the children of residents of the Linn Jt. 6 School District as we exist to serve our community.

### Enrollment

Enrollment is determined by the teacher/child ratio, the space available, the date when care is required, age limits and the appropriateness of service of the child's needs. As noted above, children of residents will be given priority for available space. Non-resident students will be allowed to continue attending once enrolled.

### Special Needs

A child will be admitted as long as his/her special needs can be met by our staff. There will be a two (2) week trial period at which time the parent and Program Coordinator will review our ability to meet the student's needs. If it is determined that the Center is unable to adequately meet the student's needs, the student will be dismissed from the program without penalty. As appropriate, students will be referred for evaluation for special education services. Parent permission will be secured prior to any special education evaluation.

### Ages Served

Our 3K Program serves children 3 years to 4 years of age. Students must be 3 years old by September 1 in order to register for the start of school in September. Students enrolled in our Early Childhood programs must be toilet trained.

### Licensed Capacities

Our 3K Program serves 10 full-time students.

### Operational Hours

Monday through Friday      8:00 a.m. – 11:15 a.m.

### Transportation

The district does not offer transportation to or from 3K.

## Enrollment Procedure

A parent/guardian must enroll his/her child. An appointment will be set up to review the program's policies and to complete the necessary enrollment forms. Parents may tour the facility at this time or at any time prior to enrollment. A child's start date in the program(s) must be given at the time of enrollment. Enrollment forms that must be completed by the parent/guardian prior to the first day of attendance include:

- Registration Agreement
- Enrollment Form
- Medical Information
- Physical Form
- Immunization Form
- Legal Custody Form (as applicable)
- Pictures/Video Release (Student Directory Data Form)
- Any additional forms required by the State per a specific age group.

\*The Physical Form must be completed and returned by the first day of attendance according to State regulations. Failure to do so will result in suspension of service.

Parents are responsible for reporting any changes in address, home or work telephone numbers, emergency information, or changes in persons responsible for transportation. It is very important that emergency information be kept up to date.

ALL STUDENT RECORDS ARE CONFIDENTIAL

### **B. Registration**

1. There is a \$25 registration fee for each child. If a parent/guardian intends to register at the time of the interview, the registration fee as well as the first month's tuition is due at that time.
2. Registration fees are paid yearly.
3. Registration fees help to cover program supplies and insurance for each child.
4. Registration fees are Non-Refundable.
5. All registration forms are due prior to the first day of attendance.

### **C. Fees and Refunds**

At the time of enrollment/registration, parents/guardians will be asked to sign a tuition agreement. Fees are charged according to this agreement.

## Statements and Accounts

1. Checks are made payable to Reek School.
2. 3K fees are prepaid on a monthly basis. Payment not made by the 1st of the month will result in suspension of services. Reinstatement will occur if payment is made in full. Payment not made within ten (10) days will result in termination of services.
3. The parent/guardian who registers a child will be financially responsible for the payment of all 3K services.

## **D. Schedules**

1. At the time of registration, a parent/guardian must choose a schedule for his/her child. Parents may choose for their child to attend 2-5 days per week.
2. A parent may revise this status and add more days only if space is available.
3. A parent will be charged according to the schedule given to the office at the time of registration.
4. Any change in schedules due to illness, vacation, etc. must be reported directly to the classroom teacher. There are no make-up days or switches.
5. If a child is brought in or picked up after the scheduled time, the child will be sent to our Children's Center, and parents will be charged.
6. If a child is involved in outside activities during his/her regularly scheduled time, his/her parent is responsible for paying for the time that his/her child is absent from the center for these outside activities.
7. Parents will receive a copy of the Center's schedule for the school year at registration.

**ALL SCHEDULE  
CHANGES WILL BE  
PRE-APPROVED BY  
THE PROGRAM  
COORDINATOR**

## **E. Attendance and Absences**

The Reek School Children's Center complies with the Wisconsin State Licensing Regulations regarding teacher/child ratios. Children's schedules will be kept on file and followed.

### Attendance

1. Attendance is taken daily and recorded by the staff.
2. The parent will submit the date of the first day of attendance.

### Absences

1. Parents will be charged for all absences from the child's regular schedule.
2. A parent is responsible for calling the center when the child is going to be absent by 9:00 a.m.
3. No-show – More than three (3) absences not called in may result in the loss of services.
4. Sick days are considered paid absences.
5. Parents must contact the office regarding payment for absences of more than five (5) consecutive days.
6. In the event that a child is sent home from school due to illness, his/her parent is responsible for payment of the regularly schedule hours.

## **F. Arrival and Dismissal**

### Arrival

Each child will be signed in upon arrival by the 3K teacher.

### Dismissal

1. A child will be released only to authorized individuals as approved by the child's parent on the enrollment form.
2. Individuals not known to district employees must present a driver's license in order to pick up the child.
3. STAFF WILL NOT RELEASE ANY CHILD TO ANY PERSON WHO IS NOT AUTHORIZED BY THE CHILD'S PARENT.
4. Parents are expected to pick up their child by the end of his/her contracted daily time.
5. Aftercare is available, but the child's parent must let the teacher know at drop off.

### Suspension/Termination of Service

Termination of enrollment may be voluntary or involuntary.

### Voluntary Withdrawal by Parent(s)

A parent may decide to terminate his/her child's participation in the 3K program(s) for a variety of reasons.

1. Parents are expected to provide one (1) week's notice of withdrawal to the Office.
2. Prepaid fees for that week will not be refunded.

If a parent decides to reinstate his/her child's enrollment within the year, the child's parent will be required to update his/her child's file and to pay a new registration fee.

### Involuntary Suspension/Termination by Reek School

Involuntary suspension/termination of a child may be determined by the District Administrator for the following reasons:

1. Repeated failure of a child to observe and follow program guidelines.
2. If a child's behavior/actions are a safety concern to the child, the staff, or other children.
3. If, after consultations with the staff and the parent(s)/guardian(s), the District Administrator determines that a child's needs cannot be met.
4. Failure to submit state required child information.
5. Failure to submit Health and Immunization Forms.
6. Non-compliance with Reek School Children's Center policies and procedures.
7. Continued misuse of contracted scheduled hours.

## **G. Additional Parent Information**

### Communication

All members of our Reek School Family receive copies of important policies at registration. The Reek Reporter is available on our website each month. Also available on the website is the Friday Flyer with weekly updates about school events. Additionally, calendars, Board of Education meeting minutes, menus, photos and other staff and student information is posted on our web site: [www.linn6.k12.wi.us](http://www.linn6.k12.wi.us).

### Physical Setting

Our Children's Center provides a physical environment that is conducive to learning. Our physical space meets local and state requirements for fire, health and safety. Our well water is routinely tested throughout the calendar year. The Children's Center's interior space exceeds the minimum requirement of 35 square feet per child and 75 square feet per child outdoors, excluding bathrooms, halls, etc. Our lighting, ventilation, heat and acoustics are at the optimal level for children in a group setting. Furniture, equipment, and materials are organized to facilitate learning. Materials and equipment are age appropriate and in sufficient quantity to meet the needs of all children. These materials and equipment are:

1. consistent with specific goals
2. geared to the age of the children
3. safe, durable, and in good condition
4. stored in an orderly manner
5. accessible to the students at specified times
6. designed to provide a variety of learning experiences and to encourage exploration and experimentation.

## Evacuation Procedures

Emergency instructions are posted in every room in the building. In the event of a fire, all children will be evacuated through the nearest safe exit. Our alarm system is connected to the Linn Fire Department.

In the case of a tornado, children will be escorted to the nearest shelter area. We have an emergency lighting system that is activated in the event of an emergency. Additionally we have flashlights with extra batteries and emergency communication systems provided by our local police and fire department. The local Fire Marshall routinely inspects our building. We practice drills every month.

In the event of an emergency, we will follow the procedures outlined in the Linn Jt. 6 School District Crisis Plan. Every staff member employed by the district is in-serviced in the implementation of the Crisis Plan.

In the event of an emergency, parents will be contacted as soon as practicable.

## Visiting Our School

The Board of Education and staff of Reek Elementary School, welcome parents, members of the community and other interested persons to visit our school. Parent involvement is a critical factor in a child's ability to develop positive attitudes towards learning, self, and others.

In order to assure that no unauthorized persons enter the school with wrongful intent, any person other than students, staff members or Board of Education personnel must report to the school office when entering the building to receive authorization to visit elsewhere in the building.

## Student Clothing

1. Three-year-old students are required to have an additional set of clothes to be kept at the Center. All extra clothing must be marked and put in a large zip lock bag.
2. Student attire should be comfortable and appropriate.
3. All removable clothing must be labeled with the child's name.  
Children go outdoors every day except in inclement weather. Please refer to the Board of Education policy regarding cold weather recess procedures.
4. Outdoor clothing should be worn when the weather changes. If a child does not have snow pants and boots, they cannot go outside in the snow.
5. Please launder and return any borrowed clothes by the end of the week.
6. Gym shoes should be worn or brought every day as the students go to gym on a daily basis.

## Student Toys/Personal Belongings

1. Students are discouraged from bringing his/her toys to school, unless it is the request of the child's teacher for a specific activity.
2. Gum, candy, small pocket toys, etc. are not allowed.
3. Any personal items/toys brought by a student will be held by the teacher and returned to the parent at the end of the day.



The Reek School District and its staff are not responsible for any clothing, toys, or personal belongings which might be lost stolen or damaged while a child is attending our school.

### Supplies

Parents need to provide the following items for each child upon enrollment:

- At least one complete set of clothes, consistent with the season.
- One box of tissues
- Backpack
- Crayons (box of 8)
- One bottle of Elmer's glue
- Markers (primary colors)
- One container of Clorox disinfecting wipes
- One Washable Water Color Set
- One box of snacks to start the year (acceptable choices include goldfish type crackers, pretzels, granola bars, teddy grahams, animal crackers, etc.)
- One 2-pocket folder
- One craft supply (beads, play dough, popsicle sticks, stickers, glitter, crayons, ect.)
- One ream of white paper and one package of construction paper, any color
- One dry erase marker

### Pictures/Video Release

Photographs of students attending the Center may be taken by the staff for special projects or programs for our web site or by local newspapers covering an event. A parent must sign a Picture/Video Release granting permission for pictures to be taken.

### Request for Students to Remain Indoors

Outdoor time is part of our daily routine. If a student is too ill to go outside, the student should stay home from school. Unless a student has a doctor's excuse to the contrary, students are expected to go outside, weather permitting. Please refer to the Board of Education policy regarding cold weather recess procedures.

## Lost and Found

Lost and Found items are displayed on tables outside the library. Please label all of your student's items to help us return your possessions to you. All items that remain unclaimed after 30 day will be donated to a charitable organization.

## Child Abuse

As employees of the Linn Jt. 6 School District, we are mandated reporters. We are required by law to report any suspected abuse to the Walworth County Department of Health and Family Services or to the police.

# Program Objectives and Components

## Child Center Philosophy

The mission of Reek Elementary School, Linn Jt. 6 School District is to provide a traditional, yet innovative place for children to grow academically, emotionally, socially, intellectually, culturally, and personally in a challenging, positive, nurturing environment encompassing the values of respect, excellence and community. Grounded in developmentally appropriate practices, we embrace the adage that childhood should be a journey and not a race.

Consistent with the developmentally appropriate practices modeled in our four-year-old kindergarten and our five-year-old kindergarten classrooms, our learning environment is constructed so that each student can express him/herself as a unique individual. Operating from a multiple intelligences framework, each child is exposed to a variety of activities to promote intellectual as well as social growth and development. Within the structure of the daily routine, each student will have opportunities to experience success and to select activities allowing for creative expression. Students will also learn to recognize their own feelings and the feelings of others through peer group interactions and modeling. Feelings will be acknowledged and honored fostering appropriate self-expression. Daily communication between staff and students individually and collectively as well as positive reinforcement encourages the development of a healthy self-concept. Opportunities for fine and gross motor development are interwoven into the schedule. Brain research tells us that children learn best when they have opportunities for hands on, direct experiences and we help them make connections.

Learning centers, small group and one-to-one interactions provide students with opportunities to make choices, explore new concepts, and actively participate in learning. These experiences will provide students with opportunities to develop essential understandings in number sense, concepts of print, science concepts, their social community as well as the allied arts. Students will have access to our gymnasium. Additionally children will be encouraged to develop an appreciation for other cultures through exposure to diverse foods, celebrations, holiday customs, music and art.

## Discipline

Corporal punishment is expressly prohibited by state law and district policy. In accordance with state laws, punishment that may be humiliating, frightening, or physically harmful to a child, is prohibited. However, to ensure a safe, orderly program and environment for all children in the center “Time Out” may be used for children who do not follow the rules of the center or who misbehaves in a manner that endangers the property and safety of others. Time Out shall last no more than five minutes.

For the purpose of providing guidance and teaching the children positive behavior and respect for self and others, all rules and undesirable behaviors will be discussed with the children who can understand such a discussion. These rules shall include but not be limited to:

1. being kind and gentle to others and their property
2. respect for others
3. not taking other’s property without permission
4. waiting for his/her turn
5. use respectful and polite language
6. not fighting (physically or verbally)
7. not pushing or shoving
8. not breaking toys or other household items
9. not disrupting others
10. sharing toys with others
11. putting toys away when done playing them

## Snacks

Parents may be asked to contribute to the snack. Children will also be encouraged to develop good table manners and eating habits. There will be occasions when food is used as part of a learning experience for children and new food will be introduced as part of the activity. While children will be encouraged to try new food items, they will never be forced to eat or finish what they do not enjoy.

If a child has a special nutritional need or is on a special diet, parents must provide the needed food. Snacks at the center must conform to USDA Food Guidelines. Sweets may be served on special occasions, like birthdays but we ask parents not to send candy and other sugary foods to school.

Parents must notify us in writing of children with food allergies. Please refer to the Health Policies and Procedures section. Parents must describe the nature of the allergy and the kind of food the child cannot eat.

## Daily Schedule

The daily schedule reflects times for social contact, athletics, organized individual and group activities, snack and meal times, rest/quiet time, as well as indoor and outdoor activities.

- Table work and fine motor development
- Circle time and story time

- Centers which include building math,
- Literacy and art activities
- Free choice centers
- Large motor and outdoor/gym time
- Snack time
- Music and literacy time
- Dismissal

### Field Trip Policy

Excursions from the school building may be implemented to enrich a particular unit of study.

1. All field trips must be approved by the District Administrator
2. Field trip permission forms will be given to parents prior to the trip and the signed form must be returned or the child may not leave our campus.
3. All drivers must have completed the district's insurance forms and meet the standards outlined in the district's transportation policy.
4. Emergency information is taken on every field trip along with any necessary medications (i.e. epi-pens, inhalers, etc.).
5. A first aid kit is taken on all field trips.

## Health Policies and Procedures

### Immunizations, Physicals, and Medical Records

1. A child's parent must submit a copy of his/her immunization record prior to the child's first day of attendance.
2. Immunizations may be waived by a physician if the physician writes and dates a statement that the immunizations may be detrimental to the child's health.
3. The parent for religious and/or personal conviction reasons may waive immunizations.
4. All children must have a physical upon enrollment in the center no earlier than six (6) months prior to admission and no later than thirty (30) days after admission. If a child has not had a physical, an appointment date must be given in order for the child to start in the program.
5. All allergies, medical conditions, and medications must be recorded on the medical form.

### Medications

Wisconsin statutes prevent school personnel from dispensing ANY medication, over-the-counter or prescription) without a "Dispensing and Administering Medication to Students" form. The completed form must be on file in the office.

1. Prescription medication must be in the pharmaceutical container and labeled with the name of the medication, doctor's name, patient's name, and the dosage and the time the medication is to be administered.
2. Over-the-counter medication must be in its original container and clearly marked with the student's name.

3. Medication requiring refrigeration will be kept in the refrigerator in the nurse's room. All other medication will be kept in a locked area in the district office.
4. All medication must be turned into the district office.
5. Only staff trained to administer medication will do so.

These procedures and forms are for the protection of your child. Please help us with your cooperation.

### Illness

It is in the best interest of ALL children in our school that a sick child be kept home. If your child has any of the following symptoms, please keep his/her at home

- An elevated temperature
  - Vomiting
  - Diarrhea
  - Chicken pox
  - Measles
  - Pink Eye
  - Strep Throat
  - Head lice
  - Ringworm
  - A very bad cold
1. A child who becomes ill will be removed from the group setting and made comfortable in the nurse's office until the child can be removed from the center.
  2. A child's parent will be contacted immediately
  3. In the event we can not reach either parent, an emergency contact person will be contacted.
  4. If a child is absent for more than one week, a doctor's note will be required for re-admission.
  5. Parents are responsible for making advanced alternative arrangements in the event their child becomes ill.

### Communicable Diseases

1. When a child is confirmed to have a communicable disease listed on the Wisconsin Communicable Disease Chart, a letter is sent home to all parents in the center alerting them of the disease. If exclusion from the center is required, the parent will be so notified.
2. Parents will be advised to take the child to their doctor/clinic.
3. The Walworth County Health Department will be contacted.
4. A child is required to stay away from school if they are ill with any communicable disease.
5. A child can be readmitted after having a communicable disease only if the child has been absent for the appropriate time designated by the Health Department.
6. When a condition is questionable, the district's nurse or the Center Manager/Administrator can require a doctor's statement diagnosing the child and stating when the child can return to school.

## Hygiene

1. A child's hands will be washed prior to eating and after toileting.
2. A child's hands and face will be washed after eating.
3. Wet or soiled clothing will be changed immediately and clean clothing put on.
4. Teachers will develop age-appropriate activities, which will teach the children proper hygiene and personal habits.
5. Staff shall wash their hands with soap and water prior to and when handling food, and after assisting with toileting.

## Allergies

1. Information regarding food and other allergies will be given to the staff and any individual having direct contact with the child.
2. Food allergies will be posted in the center.
3. If a child's parent states that his/her child has a food allergy, the physician should state it on the Health Form.

## Injuries

We follow the Linn Joint 6 Student Health and Accident Policy with respect to emergency medical procedures. In the event that a child sustains a minor injury, the provider shall provide him/her with appropriate and necessary care such as protecting an injury with Band-Aid or bandage, comforting with an icepack. If the injury requires immediate medical attention, we will call a parent or guardian immediately. If the injury is very minor, we may not contact the parent(s).

Amendment

The Linn Jt. 6 School Board reserves the right to change this policy any time as deemed necessary to meet the needs of the children or to comply with state and local law and regulation changes. This may occur with or without consultation with the parents. If changes in any of these policies should occur, parents will be informed and provided with a revised copy within 30 days.

Signing below, I certify that a representative of the Linn Jt. 6 School district has explained to me the terms and conditions contained in the Reek School Children's Center policy manual and that a copy of the policy has been provided to me. I also certify that I understand and agree with the terms and conditions therein. I understand that I have the right to ask questions if I do not understand any part of the policy and that the Linn Jt. 6 School District is obligated to do its best to explain it to me.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date