



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



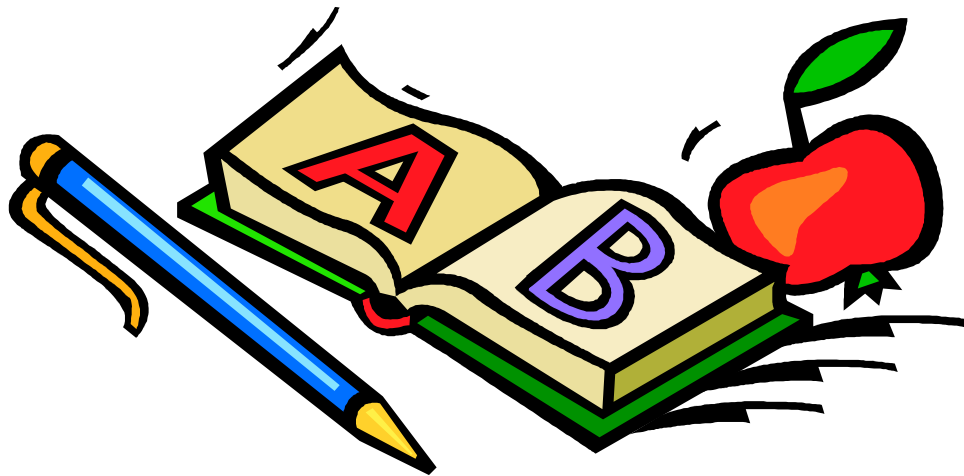
*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

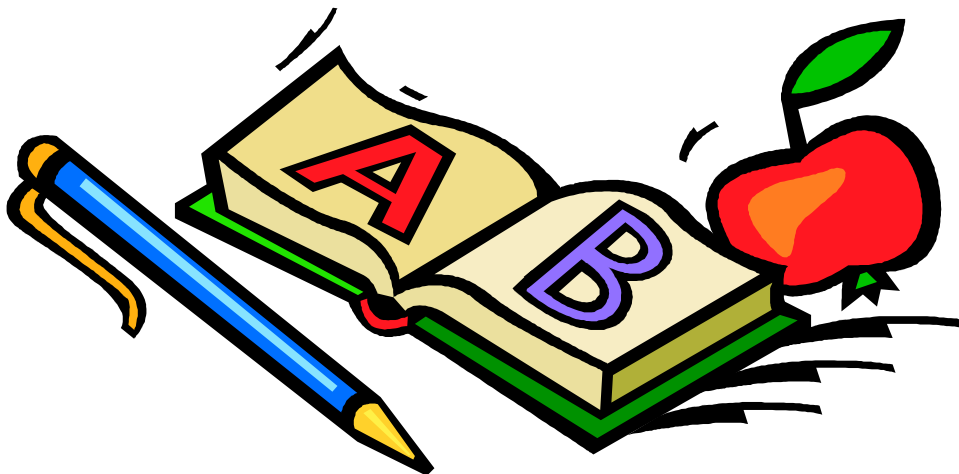
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.



## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
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Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)



## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

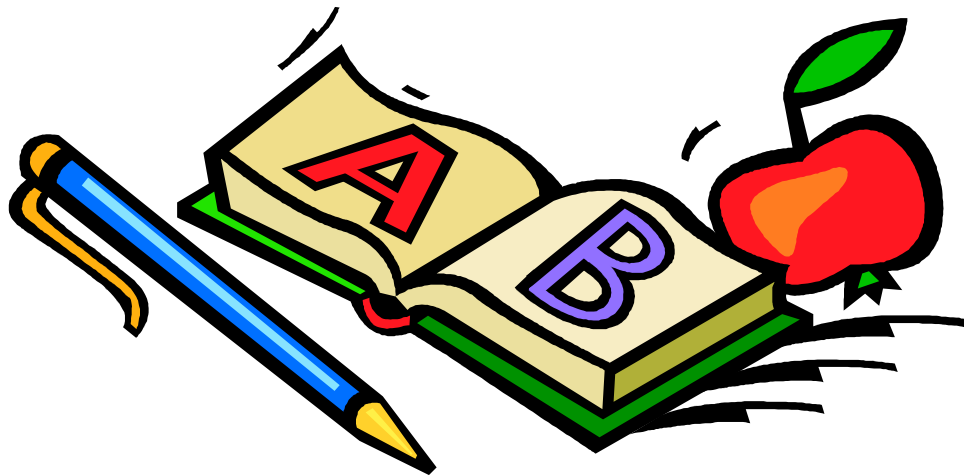
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

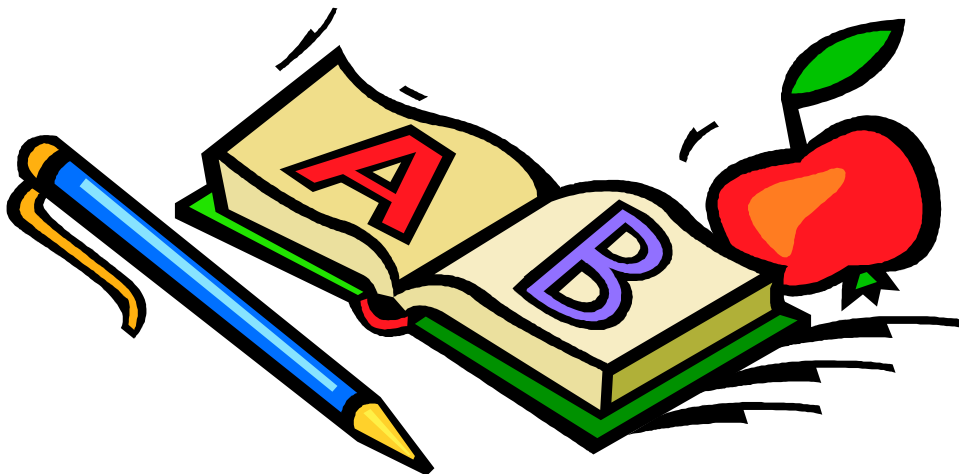
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>



### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.



## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
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Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

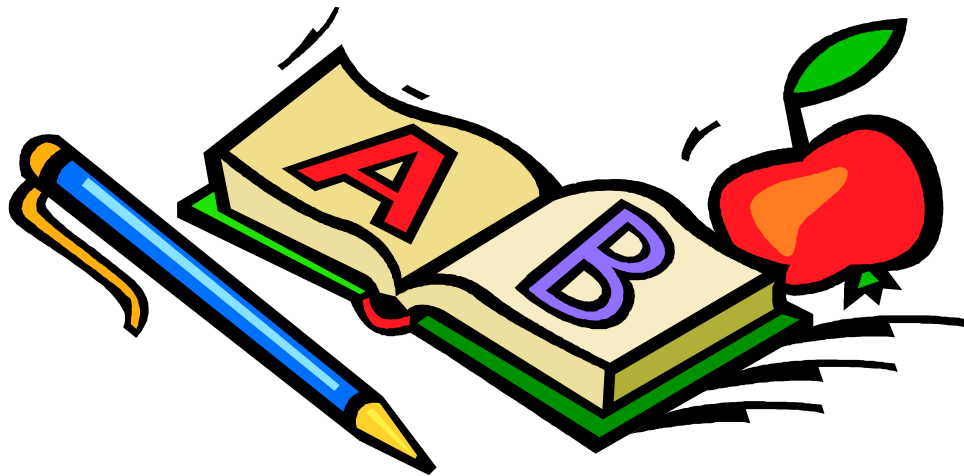
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

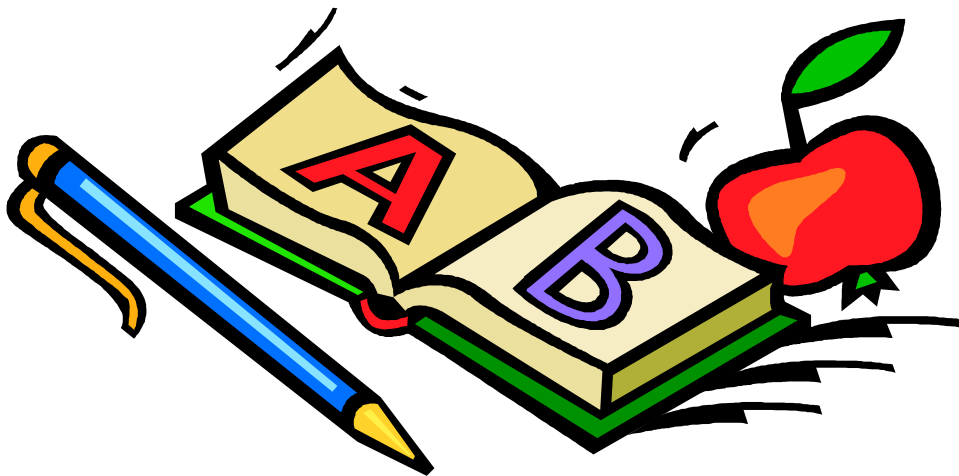
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.



### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*



## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

**When Children Do This.....They Are Learning To:**

Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

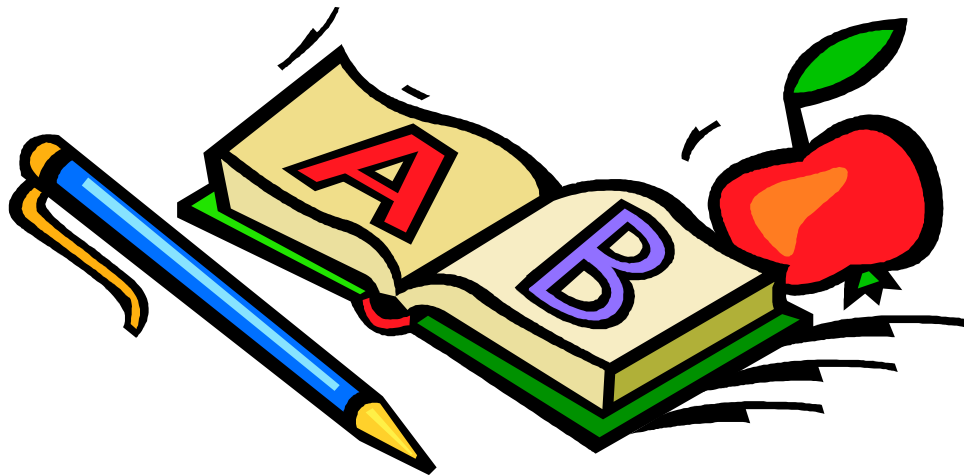
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019







## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

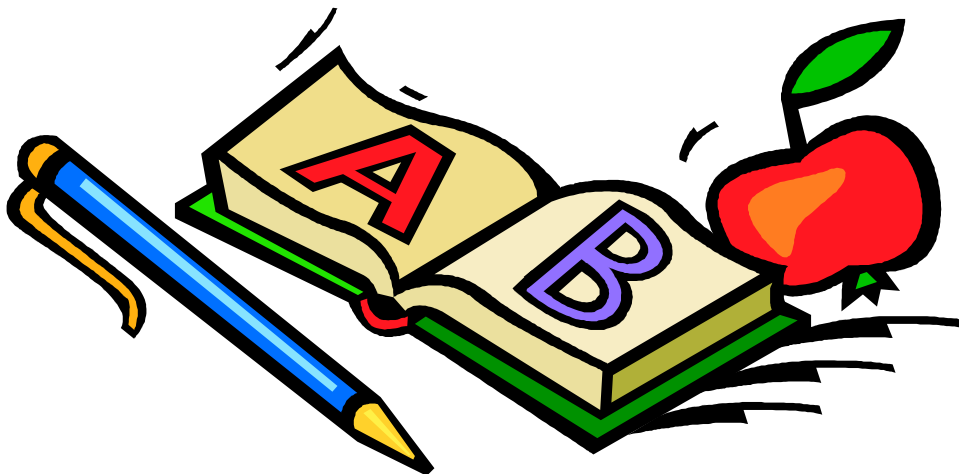
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.



## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
---	-------------------------------------

Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities





## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

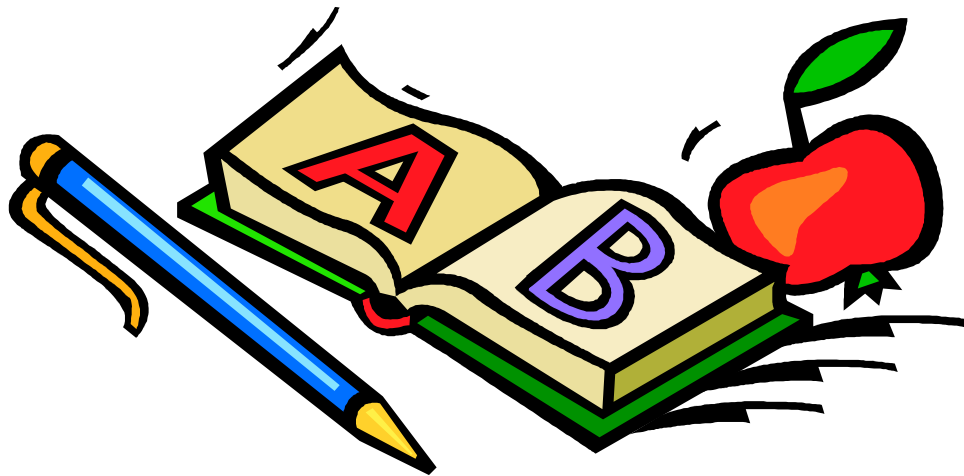
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

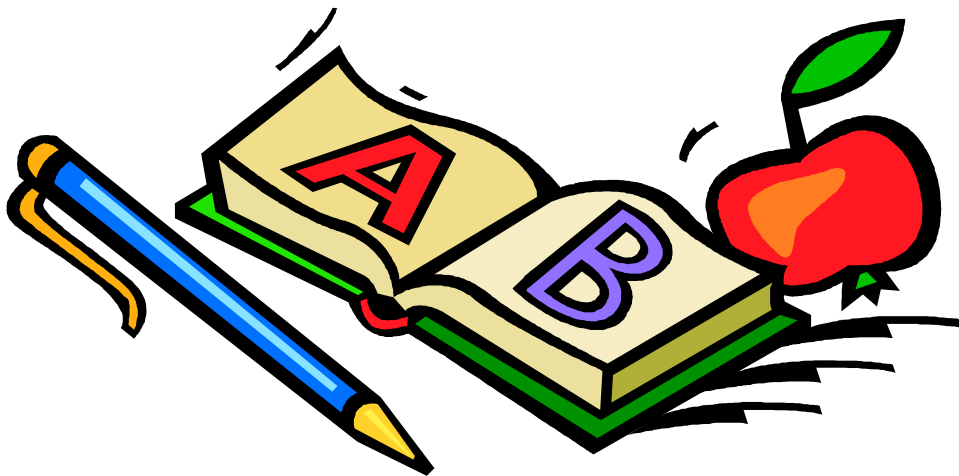
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.



## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
---	-------------------------------------

Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)



## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

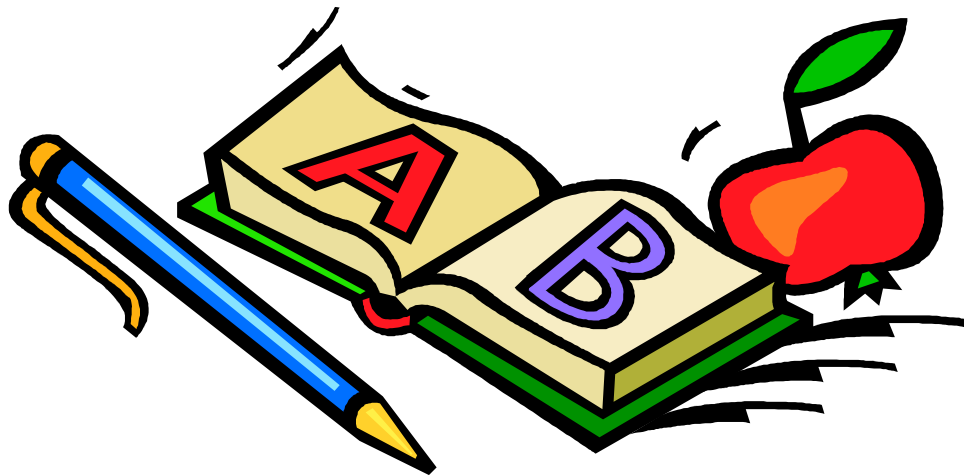
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

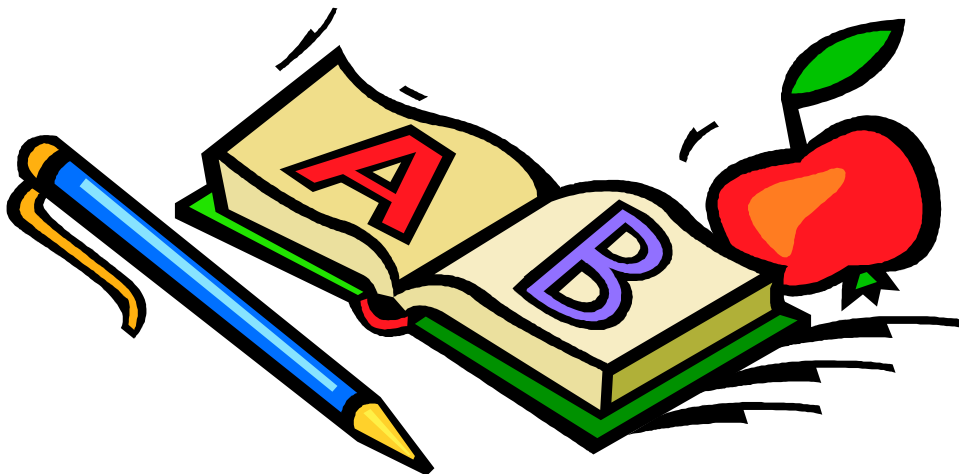
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>



### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.



## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
---	-------------------------------------

Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

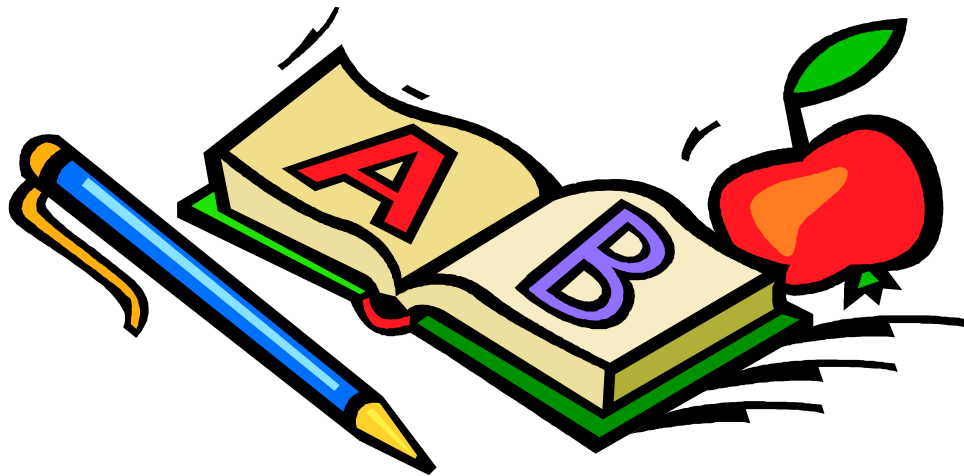
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

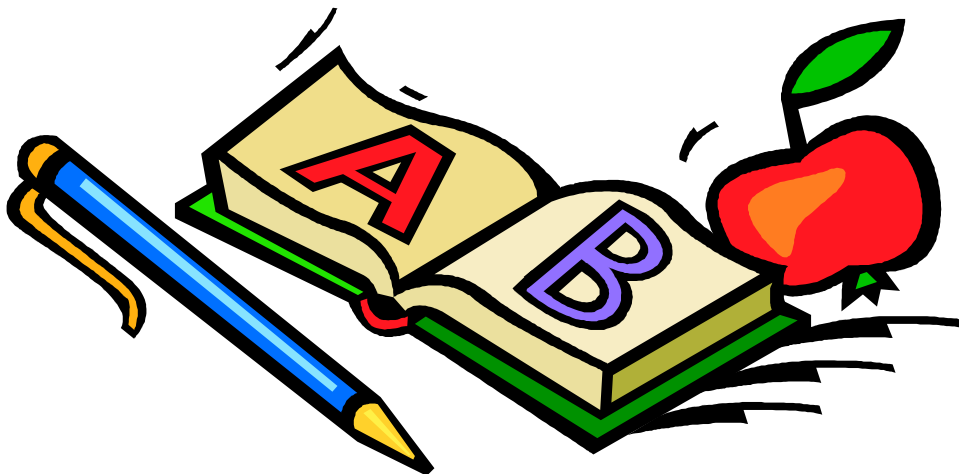
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.



### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*



## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
---	-------------------------------------

Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

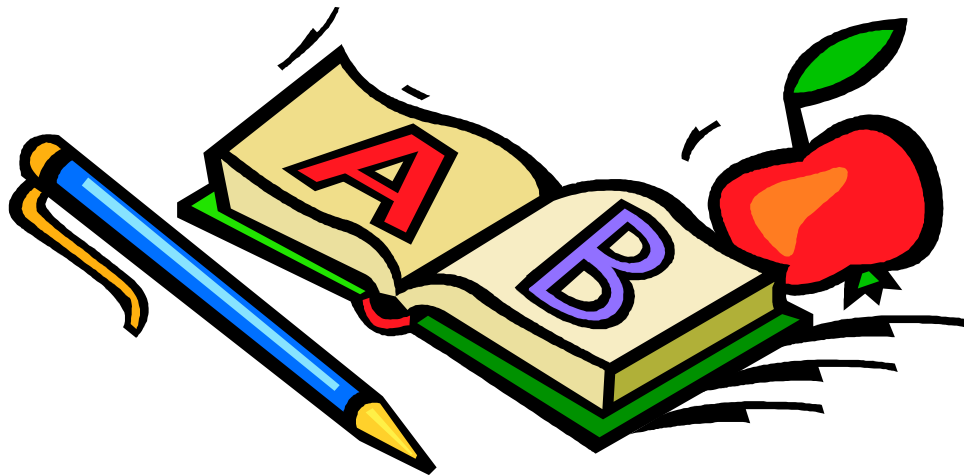
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019







## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

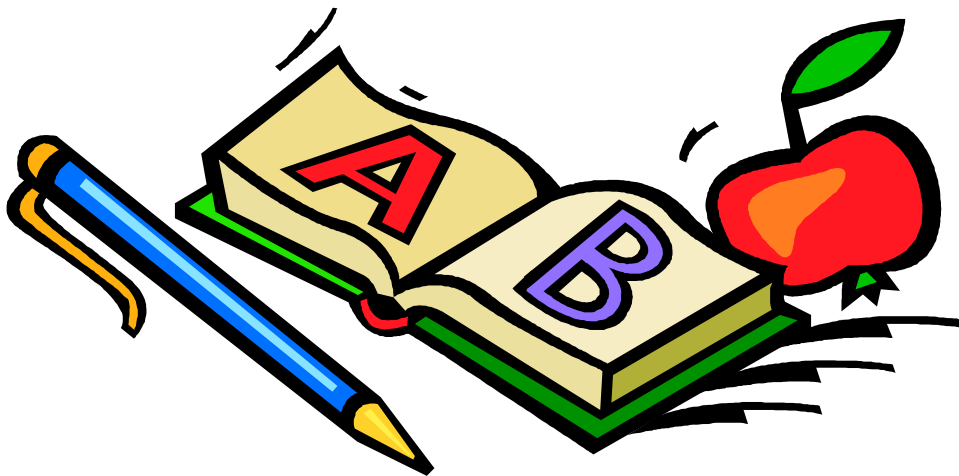
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.



## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
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Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities





## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

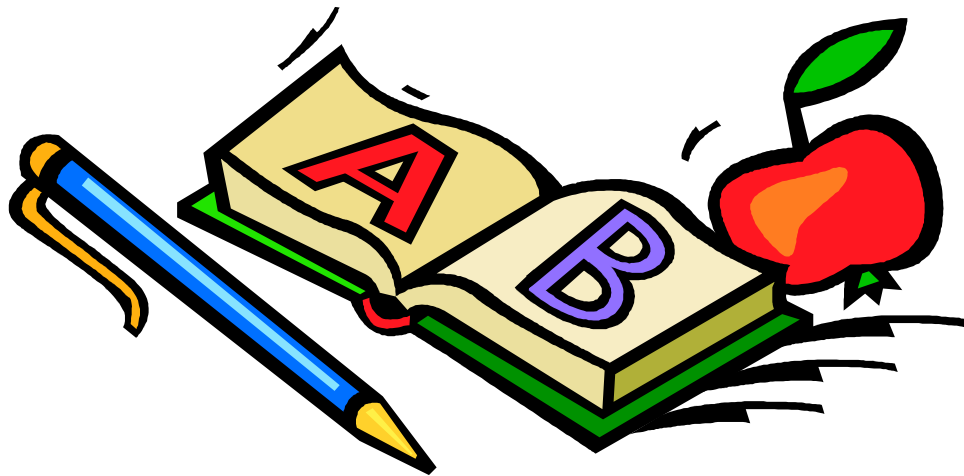
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

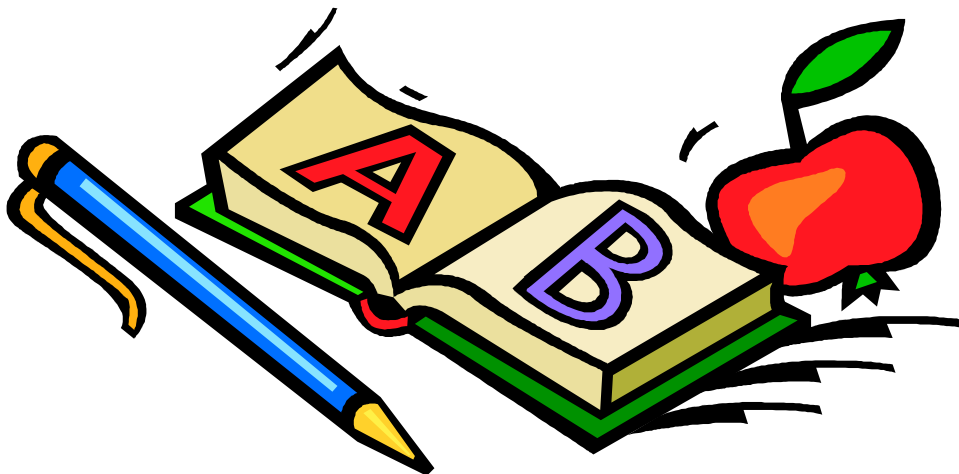
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>

### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.



## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.

## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
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Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)



## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities



## Waupun Area School District

950 Wilcox Street      Waupun, WI 53963  
Phone: 920-324-9341      Fax: 920-324-2630  
[www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)



*Challenging Minds, Inspiring Action, Prepared for Tomorrow*

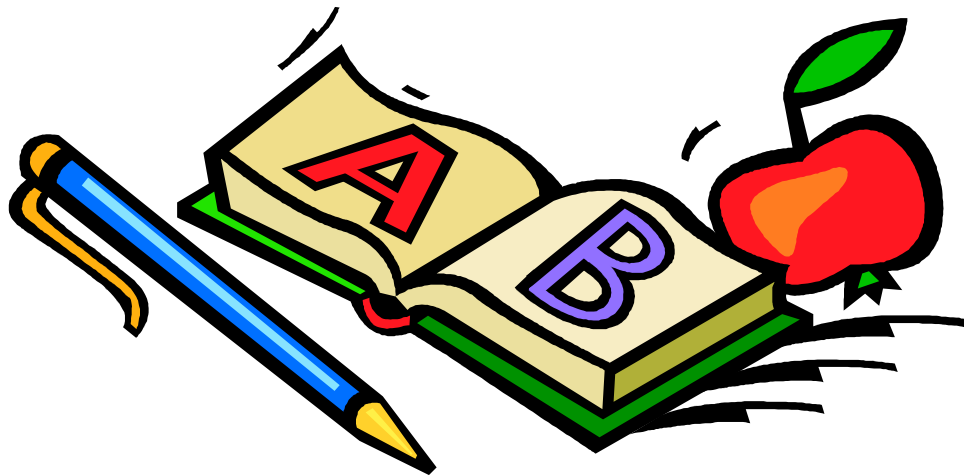
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4K Sites: *Alto    Meadow View Primary    SAGES    Waupun Preschool    Wee Care*

# Waupun 4-Year Old Kindergarten (4K)

## Handbook

2018-2019





## **Waupun 4-year old Kindergarten (4K)**

### **Where would my child attend Waupun 4-year old Kindergarten (4K)?**

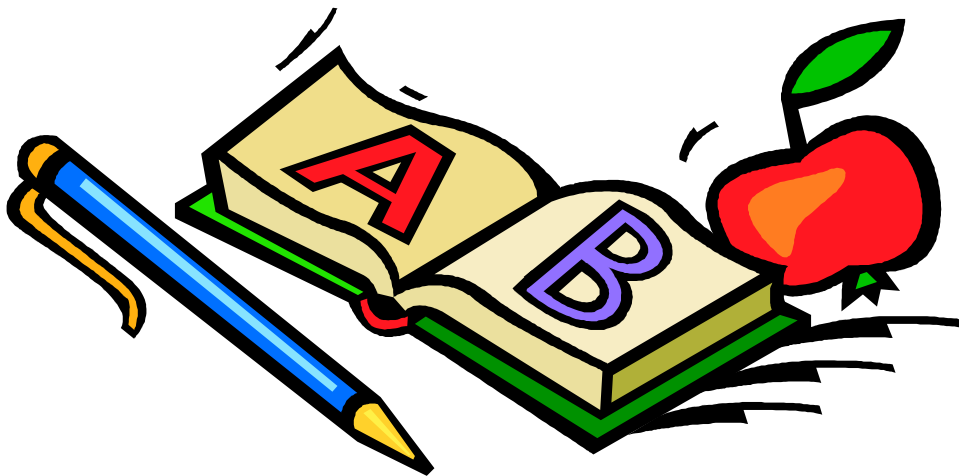
Several local agencies have partnered with the Waupun Area School District to provide this four-year-old kindergarten program. Parents will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice preference on the application. Every effort will be made to secure the best placement for your child.

### **How do I apply?**

Parents living in the Waupun Area School District may apply by contacting the ESC office located at 950 Wilcox Street, Waupun, WI 53963 or calling 920-324-9341 for a registration packet. Registration packets are available in English and Spanish.

### **ELIGIBILITY**

Students participating in the Waupun 4-year old kindergarten program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Waupun Area School District or apply through Open Enrollment, if eligible.



2018-2019 WAUPUN 4-YEAR OLD KINDERGARTEN  
PROGRAM LOCATIONS, COORDINATORS, AND TEACHERS

**Waupun Area School District – Education Service Center**

Address: 950 Wilcox Street, Waupun, WI 53963  
Phone: 920-324-9341  
Fax: 920-324-2630  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)

**Alto Reformed Church**

Address: N3697 Cty Hwy EE, Waupun, WI 53963  
Phone: 920-346-5505  
Program Director: Adrea Daane  
[altoreformed@waupun.k12.wi.us](mailto:altoreformed@waupun.k12.wi.us)  
Teacher: Erin Anderson  
[eanderson@waupun.k12.wi.us](mailto:eanderson@waupun.k12.wi.us)

**Unique features about Alto Reformed Church:**

- Here at Alto Reformed Church, a pillar of the community for over 150 years, we value education and our youth programs in the highest regard. This is evidenced in our many current programs available to both members of our church and those in the community.
- In addition to the 4K curriculum, an optional 15 minute Religion class is offered at the end of the session.
- Our large facility, which includes an outdoor playground area, offers many options for educational and fun activities for children.

**Meadow View Primary 4K**

Address: 506 Beaver Dam St., Waupun, WI 53963  
Phone: 920-324-9322  
Program Director: Wendy Sallam; Meadow View Principal and 4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
Teacher: Alison Smith  
[asmith@waupun.k12.wi.us](mailto:asmith@waupun.k12.wi.us)

**Unique features about Meadow View Primary 4K:**

- We are located within the public school.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **SAGES 4K**

Address: 200 S. Depot St., Fox Lake, WI 53963  
Phone: 920-928-3136  
Program Director: Wendy Sallam; Meadow View Principal/4K Director  
[wsallam@waupun.k12.wi.us](mailto:wsallam@waupun.k12.wi.us)  
SAGES Principal: Julie Schmidt  
[jschmidt@waupun.k12.wi.us](mailto:jschmidt@waupun.k12.wi.us)  
Teacher: Tanya Roberts  
[troberts@waupun.k12.wi.us](mailto:troberts@waupun.k12.wi.us)

#### **Unique features about SAGES 4K:**

- We are located within the public school in Fox Lake.
- We have access to a full size gym for large motor activities on inclement weather days.
- We have access to an outdoor playground for outdoor time and large motor activities
- The District will pay for daily milk.
- Students will partake in many hands-on activities and learn through play, in individual and group settings.

### **Waupun Preschool Education, Inc.**

Address: 114 S. Forest St., Waupun, WI 53963 (Wesley Center)  
Phone: 920-345-1124  
Program Director: Tiffany Zingsheim  
[waupunpreschool@waupun.k12.wi.us](mailto:waupunpreschool@waupun.k12.wi.us)  
Teacher: Sandy Schumacher  
[sschumacher@waupun.k12.wi.us](mailto:sschumacher@waupun.k12.wi.us)

#### **Unique features about Waupun Preschool**

- Established in 1958, we have been providing a quality preschool education in the Waupun area for more than 50 years.
- Developed curriculum
- Experienced staff with low student to staff ratio
- Extra large classroom for large and small group activities
- Full size gym for large motor activities
- Two unique class times

### **Wee Care Child Center of Waupun, Inc.**

Address: 1 West Brown St., Waupun, WI 53963  
Phone: 920-324-9558  
Program Director: Allison Neuman and Miranda Bykowski  
[weecare@waupun.k12.wi.us](mailto:weecare@waupun.k12.wi.us)  
Teacher: Stephanie Hartwig  
[shartwig@waupun.k12.wi.us](mailto:shartwig@waupun.k12.wi.us)

#### **Unique features about Wee Care:**

- Has been providing pre-school for all children attending since 1989, when we opened our doors for business.
- Wrap- around childcare available from 5:30 a.m. to 6:00 p.m., year-round.
- Healthy meals and snacks are provided to all children who attend, at no cost to you.
- Offers a great summer camp program for school-age children during the summer, filled with fieldtrips and fun outings.
- Handicapped accessible.
- The 4-K classroom will be in the new addition built in 2006

## **PROGRAM DAYS AND HOURS**

### **School Hours**

- Alto Reformed Church
  - *Monday through Thursday*
  - AM 8:30 – 11:45 a.m.      Optional religion class: 11:45 a.m. – 12:00 p.m.
- Meadow View Primary
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- SAGES
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
- Waupun Preschool Education, Inc.
  - *Monday through Thursday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.
- Wee Care Child Center of Waupun, Inc.
  - *Monday through Friday*
  - AM 8:00 – 11:00 a.m.
  - PM 12:00 – 3:00 p.m.

## **ABSENCE CALL-IN**

It is an expectation that children enrolled in Waupun 4-year old kindergarten (4K) will attend every day school is in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Waupun 4-year old kindergarten. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate!

### **Absence phone numbers:**

<b>Alto Reformed Church.....</b>	<b>(920) 346-5505</b>
<b>Meadow View Primary 4K.....</b>	<b>(920) 324-3361</b>
<b>SAGES 4K.....</b>	<b>(920) 928-3136</b>
<b>Waupun Preschool Education, Inc.....</b>	<b>(920) 345-1124</b>
<b>Wee Care Child Center of Waupun, Inc.....</b>	<b>(920) 324-9558</b>



### **2018-19 GENERAL 4K CALENDAR**

The calendars will vary slightly between the different 4K sites. Each 4K site will send out an individual calendar. Below is the general calendar.

<b>September</b>	<b>4-7</b>	Screening (dates vary by sites; see individual calendars)
<b>September</b>	<b>5</b>	Alto Student first day
<b>September</b>	<b>10</b>	Student first day at all other 4K sites
<b>October</b>	<b>4</b>	Picture day held at MVP and SAGES
<b>November</b>	<b>22-24</b> <b>20-24</b>	No school – Thanksgiving recess: Alto and Waupun Preschool No school – Thanksgiving recess: MVP, SAGES and Wee Care
<b>December</b>	<b>24-28</b>	No school – winter recess
<b>January</b>	<b>1-4</b>	No school – winter recess – Wee Care
<b>January</b>	<b>2</b>	School resumes – Alto, MVP, SAGES and Waupun Preschool
<b>January</b>	<b>7</b>	School resumes – Wee Care
<b>March</b>	<b>25 – 29</b>	No school - Spring Recess
<b>April</b>	<b>1</b>	School resumes

### **NON-DISCRIMINATION POLICY**

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Waupun Area School District. If you have any questions about procedures, or if you wish to file a grievance, please contact Wendi Dawson, Pupil Services Director, Waupun Area School District, 950 Wilcox Street, Waupun, WI 53963 (920) 324-9341.

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Waupun 4-year old kindergarten.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records which include the child's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not talk about incidents observed in the classroom or at any other activities that involve children other than own.

## **FAMILY OUTREACH PROGRAM**

An important component of the Waupun Area School District 4-year old kindergarten is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to all families. Each family is encouraged to participate. The activities will be scheduled for the evenings when most families are available. Activities will be offered throughout the year, please watch the newsletters.

## **ATTENDANCE**

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Waupun 4-year old kindergarten maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots...until you know what it is.

General criteria for parents to use in deciding if their child should attend not school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has diarrhea within a 24 time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an ear ache.
- If the child has any skin diseases (such as impetigo, scabies, etc.) A doctor's note will be required for the child to return to school.

In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the preschools is of utmost importance. Communication between parents and teachers should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for each child so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## **TRANSPORTATION**

Transportation will be provided to each rural Waupun 4K student that lives in a rural area. Busing will be provided on the same bus service contracted for the regular district bussing, Lamars Bus Services. Families that have children riding a bus will be provided transportation information. The goal of Waupun Area School District is to always provide the safest transportation to the children.

Waupun Area School District approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students safer transportation.

## **VOLUNTEER OPPORTUNITIES**

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Waupun 4-year old kindergarten program. In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

## **CHILD ABUSE, NEGLECT, AND SEXUAL ABUSE**

Most parents and guardians try hard to provide a caring environment for their children. They want to meet their children's basic needs and offer support and encouragement to their children. However, stresses in today's society make it difficult for some families to cope and child abuse and neglect do occur.

We ask each parent enrolling their child in the Waupun 4-year old kindergarten program to examine their own childrearing practices and determine what each parent can, and are willing, to do to help prevent child abuse.

All staff of the Waupun 4-year old kindergarten program is required by state law to report known or suspected cases of abuse and neglect. Staff members do not like to report child abuse and neglect as doing so often causes anger from the parent. However, it is important to realize that the staff is obligated as a teacher to protect the physical and emotional well-being of our children.

Waupun 4-year old kindergarten staff is always willing to assist parents in child rearing. The staff will be happy to provide parents with support and assistance in parenting strategies and techniques. The staff will also refer parents when they feel additional help may be required for the family.

## **CHILD GUIDANCE**

The Waupun Area School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become independent and well-adjusted individuals.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Ignoring
- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore staff and parents must remember that each child needs to be looked at individually.*

*Actions Prohibited:*

- *Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.*
- *Verbal abuse, threats or derogatory remarks about the child or the child's family.*
- *Binding or tying to restrict movement or enclosing a child in a confined space such as a closet, locked room, or similar cubicle.*
- *Withholding or forcing meals, snacks, or naps.*
- *Children will not be punished for lapses in toilet training.*

## **INDIVIDUAL CHILD BEHAVIOR**

It is the goal of the Waupun 4-year old kindergarten program to work in collaboration with parents or guardians in promoting positive child guidance strategies, both in the classroom, in the home, and the community. The Child Guidance Policy outlined many of the techniques used in the Waupun 4-year old kindergarten program. Parents or guardians will receive an appropriate orientation to the policy during the initial home visit by the teachers. If parents want additional strategies like *1-2-3 Magic* or *Love & Logic*, etc. please contact your child's teacher

An Individual Behavior Plan will be used with those children who demonstrate repeated or significant behavior problems in the classroom. Adults will use observations of the child to document the child's behavior in a variety of situations. Conferences will be held with staff and parents to review classroom observations and to develop appropriate intervention strategies to address the individual needs of the child.

The following procedures will be reviewed and incorporated as needed in the Individual Behavior Plan:

1. Staff documentation, including behavioral observations and anecdotal notes.
2. Conferences between staff, parents, and consultants.
3. Review of the child's Individual Education Plan (IEP) if the child has a documented special education disability.
4. Additional staff support in addition to the classroom staff. Observations and technical assistance may be provided by the Site Manager, Program Coordinators, and/or consultants.
5. Physical examination by a physician to rule out any medical cause of the behavior.
6. Modifications in the classroom setting, classroom schedule, or physical environment.
7. Changes in classroom staffing pattern (shadowing, break times, office times, etc.) and/or transportation procedures for the child.
8. Changes in program options may be available.
9. Referral to appropriate outside agencies (school district, medical facilities, mental health agencies, family agencies, etc.) for evaluation and services.

All procedures utilized in regard to the Individualized Behavior Plan will be properly documented in writing by the staff. Parents/guardians will be actively involved in and informed of all procedures.

### **WEATHER RELATED INFORMATION**

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

#### Television:

Channel 3	WISC	Channel 27	WKOW-TV
Channel 4	Today's TMJF	Channel 15	WMTV
Channel 5	WFRV – TV	Channel 12	WISN
Channel 11	WLUK		

#### Radio:

AM1600	WRPN	FM99.5	WPKR
AM1450	KFIZ	FM107.1	KFIZ
AM1430	WBEV	FM97.7	WFDL
AM1170	WFDL	FM103.9	WVBO/WOSH
AM1490	WVBO/WOSH		

Online: [www.waupun.k12.wi.us](http://www.waupun.k12.wi.us)

If the Waupun Area School District cancels school for the day, all 4K programs will also be canceled. If the public school system delays school in the mornings, both AM and PM sessions of 4K will be canceled. If the public school system closes school early for the day, 4K afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **HEALTH RELATED SERVICES PHILOSOPHY**

### **Physical Health**

Waupun 4-year old kindergarten works collaboratively with parents and providers to assist families in establishing a permanent medical home. Families are involved as full partners in prevention, early intervention, and well child care. Waupun 4-year old kindergarten works to support families as advocates for their child and helps families to understand their eligibility for services in a variety of health delivery systems.

### **Mental Health**

Waupun 4-year old kindergarten staff works together with families, mental professionals, and community agencies to provide awareness, intervention, education, and support to strengthen relationships and strive for positive interaction.

### **Nutrition**

Waupun 4-year old kindergarten promotes child and family wellness by providing nutrition services that supplement and compliment those of the home and community. Nutrition services assist families in meeting each family's nutritional needs and in establishing good eating habits that nurture health development and promote life-long well-being.

### **Children with Disabilities**

Waupun 4-year old kindergarten recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions, evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Waupun 4-year old kindergarten works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

*Waupun 4-year old kindergarten is committed to wellness of our children. Therefore we embrace a comprehensive vision of health for the children, families, and the staff. Through collaborative relationships among families, staff, and health professionals, child health and developmental concerns are identified and children and families are linked to an ongoing source of continue care that meets the needs of the children and their families.*

## **SPECIAL OCCASION TREATS**

The Waupun Area School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts should be avoided if possible* in the classroom.

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jell-O Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream / Yogurt / Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substance known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods.*

### **ALCOLHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

Alcohol and other drug use is prohibited at all Waupun 4-year old kindergarten functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Waupun 4-year old kindergarten functions are strongly discouraged. Any behavior exhibited at Waupun 4-year old kindergarten programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

Waupun 4-year old kindergarten locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Waupun 4-year old kindergarten functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.



## **WAUPUN 4K MISSION STATEMENT**

- We believe that every child in Waupun has a right to high-quality developmentally appropriate preschool education
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within Waupun
  - Support for networking between parents, school and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

## **WAUPUN 4K PROGRAM PHILOSOPHY**

The Waupun Area School District and the community agency partners believe that every child in the Waupun Area School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion or gender. Every child and parent will be treated with an attitude of respect and care.

It is the intention of the Waupun 4K program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

## **CURRICULUM OF WAUPUN 4K**

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing...they use all of their senses to explore and get information. The Waupun Area School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Waupun 4K preschool program will use the Wisconsin Early Learning Standards as a curriculum guide. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best.....through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b><u>When Children Do This</u></b> .....	<b><u>They Are Learning To:</u></b>
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Put blocks in a truck and dump them out

Understand size, weight, and number concepts (math and science)

Put pegs in a pegboard

Eye-Hand Coordination  
(Reading and writing readiness)

Finish a puzzle

Complete a task from start to finish  
(Study habits and self-esteem)

Follow directions in a recipe by adding ingredients

Understanding measurements  
(Math)

Turning pages of a book

Learning to read from right to left

Scribble on paper

Using writing as a means to communicate,  
(Fine motor coordination)

Listen to a story and talk about what happened

Love of books, remembering details,  
expressing ideas (Language)

Put on dress-up clothes

Small muscle development (Writing and self-help)

Make play-dough

See how materials change (Science)  
Following directions (Listening comprehension)

Separate cups and plates

Grouping objects into categories (Math)

## **WAUPUN 4K CURRICULUM**

### Language Development

- Clearly expresses personal needs, wants, ideas
- Expresses feelings with words
- Demonstrates understanding of positional concepts
- Listens and responds appropriately to others
- Asks questions and comments about things in the learning environment

### Reading and Writing

- Recognizes and prints first name
- Hears rhyming words
- Matches picture, objects to beginning sounds
- Identifies letters in his/her name
- Listens to a story for at least 10 minutes
- Describes and attempts to label his/her own drawing
- Describes and identifies items when shown a picture
- Answers Who, What, Where, Why questions after listening to a story
- Predicts what might happen next in a story
- Recognizes a problem in a story and thinks of a solution

### Math Readiness Skills

- Rote counts to 20
- Counts with one-to-one correspondence to ten
- Recognizes numbers one through ten
- Sequences numbers in order one through ten
- Identifies square, circle, triangle, rectangle
- Recognizes dot formations one to five
- Sorts and compares objects
- Makes a group of 1-10 objects

### Social Skills

- Respects safety of self and others
- Plays cooperatively with others
- Shares materials and equipment with others

### Independence

- Handles self-care needs independently
- Uses acceptable methods to solve problems
- Uses social skills appropriate to situation
- Takes care of possessions and cleans up after self

### School readiness skills

- Enjoys and relates to stories and other school activities
- Focuses on teacher-directed activity for 10-15 minutes
- Participates in group activities
- Follows routine and transitions smoothly between activities
- Tries a variety of new experiences
- Participates in art opportunities
- Participates in music and movement

#### Fine Motor Skills

- Draws/colors showing adequate control, using more than 1 or 2 colors
- Holds a scissors correctly and cuts with control
- Holds a pencil with acceptable handwriting grip
- Draws a circle
- Draws a person with at least five features
- Zips and buttons unassisted

#### Gross motor skills

- Stands on one foot for five seconds
- Catches a bean bag or ball with hands
- Throws a bean bag or ball, hitting a target
- Kicks a ball
- Controls body during activities