

4-YEAR-OLD KINDERGARTEN

Handbook For Parents

2018 - 2019

High quality early childhood education...
because their journey starts now.



2018-2019 Stevens Point Area Public School District Calendar



| July 2018 | | | | | | |
|------------------------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| 4 No Summer School | | | | | | |
| 19 Last Day of Summer School | | | | | | |

| August 2018 | | | | | | |
|-------------------------------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| 20-22 New Teacher Induction Week | | | | | | |
| 28-30 Professional Development Days | | | | | | |

| September 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |
| 3 Labor Day, No School | | | | | | |
| 4 First Day for Students | | | | | | |

| October 2018 | | | | | | |
|--|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| 26 Professional Development Day, No School | | | | | | |

| November 2018 | | | | | | |
|---|----|----|----|----|----|----|
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| 2 End of 1st Quarter | | | | | | |
| 8 Parent Teacher Conferences 4-8 PM Jr High | | | | | | |
| 12 Parent Teacher Conferences, No School | | | | | | |
| 15 Parent Teacher Conferences 4-8 PM Elem & SPASH | | | | | | |
| 21-23 Thanksgiving Break, No School | | | | | | |

| December 2018 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| 24-31 Winter Break, No School | | | | | | |

| January 2019 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| 1 Winter Break, No School | | | | | | |
| 18 End of Semester One | | | | | | |
| 21 Professional Development Day, No School | | | | | | |

| February 2019 | | | | | | |
|---|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |
| 7 Parent Teacher Conferences, 4-8 PM Jr Highs | | | | | | |
| 12 Parent Teacher Conferences, 4-8 PM HS | | | | | | |
| 18-22 4K Registration begins for 2019-2020 | | | | | | |
| 21 Parent Teacher Conferences, 4-8 PM Elem | | | | | | |
| 22 Professional Development Day, No School | | | | | | |
| 25 No School Elementary students only Parent Teacher conferences, 11-7 PM Elem | | | | | | |

| March 2019 | | | | | | |
|---|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| 18-22 Spring Break, No School | | | | | | |
| 25 Online Summer School Registration Begins | | | | | | |

| April 2019 | | | | | | |
|--|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| 2 End of 3rd Quarter | | | | | | |
| 19 Traditional Good Friday, No School | | | | | | |
| 22 Professional Development Day, No School | | | | | | |

| May 2019 | | | | | | |
|---|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| 10 Online Summer School Registration Ends | | | | | | |
| 26 SPASH Commencement | | | | | | |
| 27 Memorial Day, No School | | | | | | |

| June 2019 | | | | | | |
|--------------------------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |
| 6 Last day of School | | | | | | |
| 7 Professional Development Day | | | | | | |
| 10 Summer School Begins | | | | | | |

OVERVIEW

The Stevens Point Area Public School District's Four-Year-Old Kindergarten (4K) program is a community-based, collaboration program. The program operates in 16 various locations throughout the school district including sites in Stevens Point, Junction City, and Plover. Some of these sites offer wraparound child care options as well. Currently, there are 30 classrooms operating, with both morning and/or afternoon sessions available. There are 19 highly qualified DPI certified teachers. The program began in the Stevens Point Area Public School District in 2007. The community approach to 4K is not unique to our district. The Wisconsin Department of Public Instruction encourages communities to adopt a collaborative approach to serving young children. Through this collaboration, we are able serve children in locations that best fit their needs and schedules. The District curriculum is play-based and aligns to the Wisconsin Model Early Learning Standards. Families typically have opportunities to participate in family outreach activities on a monthly basis that promote parent involvement.

4K Guiding Principles

"To provide equal access to quality early childhood learning experiences for all children."

For collaborative community based early childhood programs to be successful, *we believe...*

- Quality education occurs in safe facilitative environments
- Young children learn best in play-based classrooms with developmentally appropriate practices and curriculum (e.g. The Wisconsin Model Early Learning Standards)
- In teaching to the whole child (cognitive, physical, social, emotional)
- Literacy is at the core of quality instructional programming
- That teachers must respect the individuality of each child by appreciating their unique style and rate of learning
- Early childhood classrooms should be inclusive with early identification and intervention for children with special needs
- Parent/Community involvement is essential for successful programs
- Early learning environments are best when supporting consistent care while minimizing transitions
- Diversity within children and families builds a stronger learning community
- Early education is strengthened through offering comprehensive services such as family support and education, resource & referral, on-going assessment, and transportation

The Stevens Point Area Public School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex or other requirements constitutes a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The assistant superintendent for pupil services is the district's compliance officer. If you have concerns, please call 715-345-5454.

4K Community Sites

“To provide equal access to quality early childhood learning experiences for all children.”

**Below is a list of community sites for 4K
in the Stevens Point Area Public School District**

Canaland Christian Day Care/Preschool

801 Hwy HH W
Stevens Point, WI 54481
Phone: (715) 341-3275

CAP Services: Family Development Center

1640 West River Drive
Stevens Point, WI 54481
Phone: (715) 343-7539

Children’s Discovery Center

3109 John Joanis Drive
Stevens Point, WI 54482
Phone: (715) 343-7539

Community Child Care Center

1508 Texas Avenue
Stevens Point, WI 54481
Phone: (715) 341-2797

Gesell Institute

University of Wisconsin - Stevens Point
1901 4th Avenue
Stevens Point, WI 54481
Phone: (715) 346-4075

Hometown Children’s Center

709 North Point Dr
Stevens Point, WI 54481
Phone: (715) 344-4319

HRG - UCCLC

University of Wisconsin - Stevens Point
910 Fremont
Stevens Point, WI 54481
Phone: (715) 346-4370

Little Scholars

3310 John Joanis Drive
Stevens Point, WI 54482
Phone: (715) 344-0205

Little Scholars Beginnings

3209 Business Park Dr
Stevens Point, WI 54482
Phone: (715) 344-4330

St. Bronislava

3301 Willow Drive
Plover, WI 54467
Phone: (715) 342-2015

Pacelli Catholic Schools Early Childhood Center

2150 High Street
Stevens Point, WI 54481
Phone: (715) 341-2878

The Imagination Center at Bannach

5400 Walter St
Stevens Point, WI 54482
Phone: (715) 345-5438

Trinity Learning Center & Preschool

1410 Rogers Street
Stevens Point, WI 54481
Phone: (715) 344-2227

YMCA Preschool and Child Care

1000 Division Street
Stevens Point, WI 54481
Phone: (715) 342-2980 ext. 310

YMCA Learning Center – Junction City

St. Paul's Lutheran Church
1225 Main Street
Junction City, WI 54443
Phone: (715) 321-2240

YMCA Learning Center - Plover

2000 Roosevelt Dr
Plover, WI 54467
Phone: (715) 321-2241

General Information

District 4K Staff

Sherrie Stanczyk – Early Learning (4K) Principal

Amber Haferman – Administrative Assistant to the Director of Elementary Education

**To contact the 4K Principal please call (715) 345-5466.*

Enrollment

Enrollment for 4K takes place online. For more information please see our District website at www.pointschools.net. If you have technology needs or need other assistance please contact the Administrative Assistant to the Director of Elementary Education at (715) 345-5466.

Age of Entry

A child must be four (4) years old on or before September 1 to enter 4K and five (5) years old on or before September 1 to enter Kindergarten.

Early Entrance

There is no early entrance into the 4K program.

Promotion and Retention

Promotion or retention of a student shall be based on the following factors: ability, age, achievement, and emotional/physical/social maturity. Please view Board Policy [345.4 Promotion and Retention of Students](#) for additional information regarding retention in 4K.

Choice of Site

You may choose the site you would like your child to attend if you transport your child to and from the site. If you need District transportation, you will be given a choice of sites which is based upon the address provided for transportation.

If you choose to self-transport your child to the site and then decide at a later time you would like District transportation, transportation will not be guaranteed. If the site that your child attends is not on the bus route from the address your child will be picked up and dropped off to, your child may need to change to a different site that is on the bus route.

Bussing

Bussing is based on the address where your child will be picked up from and dropped off to; this does not need to be your home address. The bus will pick up and drop off your child at the end of the driveway. It is important to be waiting for the bus. An adult must be visible when your child is dropped off or your child will not be allowed off the bus. If this occurs, your child will be taken to the District bus garage and you will be notified. If your child will not be riding the bus, please contact the District Transportation Department at (715) 345-5477.

It is not a state law that children will be on the bus for less than 1 hour. It is a District goal to maintain a bus ride less than 1 hour, but that is not always possible. It is also not required that our busses have safety belts. Large and small busses are used for transportation which may or may not have a Bus Aide. Having a Bus Aide on the bus is determined by student needs. It may be possible for children to ride with siblings on other routes if space, location, and time permits. 4K children may be placed on elementary routes as well. Parents will be notified if this occurs. Front seats will be reserved for the 4K children on these routes.

Address and Phone Number Changes

Please notify the District office or your child's teacher of any changes to family information. If the District is unable to verify your address you may be asked to provide a copy of a billing statement, lease or closing papers, a piece of mail, and/or etc. as verification. Please notify the District of any phone number changes as well.

Withdrawing from 4K

If your family moves out of the District, or if at any time you decide to withdraw your child from our 4K program, you will need notify the Administrative Assistant to the Director of Elementary Education at (715) 345-5466.

Transfer between Sites

If you desire to make a transfer to another 4K site for any reason, you must contact the Administrative Assistant to the Director of Elementary Education at (715) 345-5466. Movement to another site is dependent upon availability.

Child Abuse and Neglect

School personnel are required by law to report the facts and circumstances of any suspected child abuse and neglect to the Portage County Human Services department (per [school board policy 454](#)).

Curriculum

The 4K curriculum is based on the Wisconsin Model Early Learning Standards. It is a play-based curriculum which focuses on developing skills and knowledge through play. Each site follows the District developed curriculum.

Report Cards

[4K report cards](#) are based off of the Four-Year-Old Kindergarten curriculum. They will be sent home at the end of 2nd, 3rd, and 4th quarters.

Student Records

The purpose of student records is to serve in the best interests of the students by assisting school personnel in developing appropriate educational experiences for each student. Confidentiality of such records is maintained as required by Wisconsin Statutes and the Federal Family Educational Rights and Privacy Act of 1974.

Student records shall be transferred within five (5) school days to another school or school district upon written request from the other school or school district that the student has enrolled.

Wisconsin law designates the right to parents/guardians and adult students to inspect and review the student's education records and to question information they believe to be inaccurate. All requests must be in writing and submitted to the principal.

Parent/Teacher Conferences

Regular conferences are scheduled in the fall of each year. Spring conferences are optional and may be requested by the parent or teacher. Other conferences may be arranged by parents or teachers as needed.

A conference can help the teacher to better understand your child. Parents are encouraged to come to the conference prepared to ask questions and to tell us about your child.

Special Education Services

Special Education Services are available at 4K sites. Please contact Student Services at (715) 345-5454 for more information.

Family Outreach

The 4K program is required to provide 87.5 hours of family outreach. Our hope is that these activities provide engaging educational learning opportunities for families. These activities are offered both by the District and by individual 4K sites. The District partners with community organizations to provide these activities. The goal is to provide a monthly district-wide activity for all 4K families. Your child will bring home invites for these activities. Examples of past activities include: family skate/swim nights, Children's Museum nights, and etc.

School Closings and Early Dismissal

If the District Transportation Department must cancel school because of inclement weather, the following radio stations will be called:

WYTE 106.5 FM
WLJY 96.7 FM

WSPT 98 FM
WIZD 100 FM

WGNV 88.5 FM
WIFC 99.5 FM

These stations will announce school closings as soon as they are notified of such a decision. You may also tune in to television channels 7 and 9 for school closing updates or log onto the district website at www.pointschools.net.

Parents should have a plan in place in case such an event occurs.

Attendance

A record of attendance will be kept for each student. Notify your 4K site if your child will be late or will not be in school due to illness, vacation, and etc. If your child uses District transportation, please notify the District transportation office at (715)345-5477.

In Case of Emergency

It is important that your child's Health information and Emergency Contact Information is updated. This will provide us with information necessary to help your child if the need arises. If your child is injured or becomes ill at school, we will notify you and render simple first aid only. If you cannot be reached, the District reserves the right to seek medical attention.

E-Mail Opt-Out

The District strives to communicate and work together with the parents and guardians of the students we serve. The use of e-mail has become an excellent tool for convenient two-way communication between parents/guardians and teachers.

This communication may include student grade information, non-statute based attendance, or non-statute based discipline information of your minor child. Unless permitted by law, the District does not intend for such email communication to include notices related to truancy, suspension, expulsion, special education, or student health records. Though today's technology is quite secure, we cannot guarantee that an e-mail sent from the District e-mail server will remain secure once it leaves our system.

This notice does not include directory data disclosure.

If you do NOT want your student's teacher communicating with you via email, please contact your school office for an opt-out form.

Parent Right to Restrict School in Release of Public Information

Wisconsin law permits parents or guardians to request that public schools **not** release certain directory information about their child. That information is: 1) student name, 2) address, 3) telephone listing, 4) date and place of birth, 5) major field of study, 6) participation in activities and sports, 7) weight and height, 8) dates of attendance, 9) photographs, 10) degrees and awards received, 11) name of school attended. Those who want to deny release of all or part of this directory information during the school year should send a letter by the second Friday in September to the Superintendent of Schools, Bliss Educational Services Center, 1900 Polk Street, Stevens Point, 54481. The letter should state the specific information to be withheld from public disclosure.

Prepare Each Student To Be Successful

www.pointschools.net

Bliss Educational Services Center
1900 Polk Street, Stevens Point, WI 54481
Ph: (715) 345-5454 Fax: (715) 345-7302



Dear Parent/Guardian,

The District may photograph, videotape and record audio files of students and their accomplishments for presentations in newsletters, web pages and/or the District’s social media channels. Occasionally the media, either television and/or newspaper, will feature activities of individual students or groups of students who have excelled at a particular activity, and along with the story, will want to videotape and/or photograph students.

The District is proud of the tremendous accomplishments of our students, your children, and looks forward to sharing their successes with the larger community; however, we are also sensitive to the fact that for reasons unique to each family, it may not be wise for pictures of students to appear in any media.

If you do NOT want your student’s image (video, photo, and/or audio) to be displayed, please complete, date, sign, and return the bottom form to your student’s school main office by September 15. Please use a separate form for each student enrolled. Please be advised that this form is only intended to address consent related to photographing, filming and/or videotaping conducted by the District, its officers, employees, agents, and/or representative. This form is not intended to interfere with or impact the opt-out form completed by the parent/student regarding student records, directory data disclosures under Board Policies 347 and 347.1

Additionally, please inform your student of your desire so that they may assist us in fulfilling your request. Be aware that if a student is involved in a high profile activity, or is a public figure by choice (such as athletics or student council), it is likely he/she will be photographed and/or videotaped. Also, because the school and grounds are relatively public places, we cannot guarantee that your student’s image will never appear as part of an incidental crowd photo. For more information, please reference Board policy 447.5.

We value your family’s right to privacy and look forward to communicating the accomplishments of students in the upcoming year.

Return this form only if you do NOT want your student’s image to be displayed.

As the parent or legal guardian, I do not wish the image of the below named student to be used and request the school take reasonable precaution to prevent it.

Student Name: _____ Date: _____

School: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Please return this form to your school main office.

This non-permission will be in effect until revoked in writing by the parent/guardian.

Immunizations

State law now requires that an immunization record be on file within the District for children to attend school. Parents are responsible for keeping their children’s records and Immunizations up-to-date. The community health nurse provides schools and parents with schedules of monthly (day and evening) immunization clinics. Immunizations cost \$5.00 per dose. You can get further information about the clinics by calling the Portage County Human Services Health Department (715)345- 5350.



Immunization Requirements

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (07/2017)

STATE OF WISCONSIN
Wis. Stat. § 252.04

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS**

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

| Grade/Age | Number of Doses | | | | | |
|---|---|----------------------|----------------------------|----------------------------|--------------------------|--------------------------|
| Pre-K (ages 2 through 4 yrs) ¹ | 4 DTaP/DTP/DT ² | 3 Polio | 3 Hepatitis B ⁶ | 1 MMR ⁷ | 1 Varicella ⁸ | |
| Kindergarten through Grade 5 | 4 DTaP ¹ /DTP/DT/Td ^{2,3} | 4 Polio ⁵ | 3 Hepatitis B ⁶ | 2 MMR ⁷ | 2 Varicella ⁸ | |
| Grades 6 through 12 | 4 DTaP/DTP/DT/Td ² | 1 Tdap ⁴ | 4 Polio ⁵ | 3 Hepatitis B ⁶ | 2 MMR ⁷ | 2 Varicella ⁸ |

- Children > 4 years of age who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5 which would normally correspond to the individual’s age.
- D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
- Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

Communicable Diseases

Children with communicable diseases are required by state law to be kept out of school until the disease is under control and no longer contagious. This list shows typical childhood diseases and the number of days a child might be excluded from school.

| <u>Diseases</u> | <u>Usual Time from exposure to first symptoms</u> | <u>Days at home</u> |
|--|---|---|
| Chickenpox (Varicella) | 13 – 21 days | Usually 5 days in unimmunized person. 1 – 4 days in immunized persons with break-through Varicella. |
| Scabies, Lice | 2 – 6 weeks | Exclude until day after treatment is initiated. |
| Streptococcal Diseases (Scarlet Fever, Strep Throat, Impetigo) | 1 – 3 days | Exclude until 24 hours after antibiotic therapy is initiated. |
| Pink Eye | 1 – 3 days | Exclusion from school usually 24 hours after treatment has begun. |
| Ringworm Body Scalp | 4 – 10 days 10 – 14 days | Excluded from school 24 hours after treatment has begun. |