



**4-Year-Old Kindergarten  
Parent-Student Handbook**

2019-20



Dear Parents,

Welcome to the 2019-20 school year. The Two Rivers School District is excited to offer universal access to 4-year-old kindergarten (4K) programs. The program offers 4-year-old children an opportunity to be involved in a wide variety of play and learning activities that are developmentally appropriate for their age.

All of the 4K programs are guided by the Wisconsin Model Early Learning Standards, all of the teachers have received instruction in the use of Creative Curriculum, and all teachers are licensed by the Department of Public Instruction (DPI). Regardless of the 4K site your child is attending, you can be assured that he/she will have a positive early learning experience.

The 4-year-old kindergarten program is not designed to replace the parent as the primary teacher, but rather expose each child to pre-school social and learning activities that will better prepare them for their K-12 learning experience. Parents should continue to play a significant role in their child's early learning experiences. With that in mind, the Two Rivers School District and the 4K sites will offer parent outreach activities throughout the school year.

I am anticipating that every 4-year-old child who is participating in the 4K program will have a positive experience during the 2019-20 school year. If you have any questions or concerns about the 4K program, please do not hesitate to give me a call.

*Have a Great School Year!*

Chad Bauknecht  
4K Program Coordinator

## SITES AND CONTACTS

### **TWO RIVERS PUBLIC SCHOOL DISTRICT**

Lisa Quistorf, District Administrator 793-4560  
Chad Bauknecht, 4K Program Director 793-4560

### **KOENIG**

Principal: Dana McLinn 794-7522  
4K Teacher: Stephanie Jeske 794-7522  
4K Teacher: Justine Kiel 794-7522

### **CREATIVE LEARNING**

Director: Julie Puestow 794-1814  
4K Teacher: Tricia Spaeth 794-1814

### **GOOD SHEPHERD**

Director: Carol Schwantes 793-1716  
4K Teacher: Lori Kilps 793-1716

### **TINY TREASURES**

Director: Kristine Forsberg 794-8543  
4K Teacher: Jennifer Kieselhorst 794-8543

### **HEAD START @ GOOD SHEPHERD**

Director: Kim Larson 683-9160  
4K Teacher: Mary Finnel 657-1757

## **BOARD OF EDUCATION**

Jaimie Salta, President

Jennifer Harteau, Vice-President

Julie Schroeder, Clerk

Randy Williams, Treasurer

Maria Veldre, Commissioner

Zak Peterson, Commissioner

Gregory Ross, Commissioner

# WHAT SUPPLIES ARE NEEDED?

## 4K School Supplies

2 Bottles Elmer's School Glue (8 oz)  
1 Large Glue Stick

2 Boxes of Eight Fat Washable Markers

A Labeled Change of Clothes  
(pants, underwear, shirt, and socks)

2 Boxes of Healthy Snacks  
(eg., crackers, pretzels, snack mix, etc.)

1 Box of Kleenex

Zip Lock Bags  
(boys gallon size / girls quart size)



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# MISSION

The Two Rivers Public School District shall implement an effective and comprehensive community wide effort to provide educational opportunities to all students in the District. All students will be provided extensive educational opportunities to obtain the knowledge, motivation, and desire to continue the educational process and thus lead satisfying lives while becoming productive members of an interdependent global society.



## GUIDING PRINCIPLES

4-year-old kindergarten will provide:

- A play-based environment.
- Activities that are designed to meet the developmental levels of students.
- A nurturing environment that allows students opportunities for choice and activities that enhance creativity and individual skill development.
- Numerous opportunities for parents to get involved.
- Community collaboration and outreach.
- A quality curriculum based on the Wisconsin Early Learning Standards and is aligned with District Kindergarten competencies.

## WHAT SHOULD MY CHILD KNOW BEFORE ENTERING 4-YEAR-OLD KINDERGARTEN?

This is a common question from parents. Whatever your child knows at the beginning of the school year is exactly what he/she should know. All children come to school with a wide range of abilities. We will strive to meet each child's needs so that they can enjoy a positive and successful 4K year.

## WHAT WILL MY CHILD DO IN 4-YEAR-OLD KINDERGARTEN?

The 4K curriculum contains developmentally appropriate activities for the pre-school age child. All skills are practiced and mastered individually at the child's own rate. Real and meaningful learning activities are developed around a selected theme.

## Curriculum

### Language Arts

#### *Whole Language Activities*

Shared Reading Experiences  
(Big Books)

Language Experience Activities  
Class Books

Reading Buddies

Story Dictation & Dramatization

Immersion in Literature and the  
Printed Word

Children's Writing

Story Telling

Guided Reading

### Logic/Mathematics

Free Exploration

Number & Counting

Sorting/Classification

Ordering & Patterning

Graphing & Estimating

Comparing & Problem Solving

### Social Skills & Work Habits

Follow 3 & 4 step directions

Timely in completing activities

Work independently

Shares and plays well with others

Follows rules and routines

Seeks help when needed

### Science/Social Studies

#### **Inquiry Approach—(Hands on Experience/Thematic Units)**

Life Cycles

Magnets

Environmental Awareness

Colors

Health/Safety

Plant Life

Insects/Spiders

Senses

Seasons

Transportation

Cultural Awareness

#### **Motor Development**

**Fine Motor:** Cutting skills, Pre-handwriting Skills, Manipulative Skills, and Drawing Skills

**Gross Motor Skills:** Cooperative Games, Body Awareness, Balance/Coordination, Ball Skills, Eye-Hand Coordination, and Eye-Foot Coordination

#### **Creative Arts**

Art, Music, Creative Dramatics, Creative Movement, and Rhythms and Dance

# WISCONSIN EARLY LEARNING STANDARDS

1. **Health and Physical Development**— This includes knowledge and activities that promote healthy living, safety, fitness and nutrition. Coordination, balance, large and small muscle control and the use of all senses are emphasized to improve learning.
2. **Social and Emotional Development**—This includes children’s feelings about themselves and others, their ability to form relationships, interest in and skills needed to maintain positive relationships with adults and children, ability to understand the perspective and feelings of others and skills needed to succeed in a group setting. Children’s early relationships are the foundation for social and emotional competence and cognitive development.
3. **Language Development and Communication**—This refers to children’s developing the ability to convey and interpret meaning. This is observed in their ability to listen and understand, speak and communicate, and in early literacy.
4. **Approaches to Learning**—This recognizes that children approach learning in different ways and emphasizes the development of positive attitudes and dispositions to acquire information. It is inclusive of a child’s curiosity about the world and openness to new tasks and challenges; initiative, staying on task and paying attention; imagination and invention; and cognitive skills.
5. **Cognition and General Knowledge**—This recognizes children’s search for meaning as the basis for intellectual development. It reflects on children’s curiosity about the world and their developing ability to acquire, organize, and use information in increasingly complex ways to satisfy that curiosity. Children are engaged in and appreciate the arts to express ideas and feelings. Primary components include mathematics and logical thinking, scientific thinking and problem-solving, and understanding social studies.



# INTRODUCTION

This Parent-Student Handbook describes the major policies and procedures of the Two Rivers Public Schools 4K Program. The school district has entered into a cooperative program with local preschool providers. Each center has policies and procedures that follow Wisconsin State Licensing Codes for Childcare. Please feel free to call if you have additional questions or concerns not addressed in this handbook.

## **TWO RIVERS PUBLIC SCHOOL DISTRICT 793-4560**

Lisa Quistorf, District Administrator  
Chad Bauknecht, 4K Program Director

## **KOENIG 794-7522**

Principal: Dana McLinn  
4K Teacher: Stephanie Jeske  
4K Teacher: Justine Kiel

## **CREATIVE LEARNING 794-1814**

Director: Julie Puestow  
4K Teacher: Tricia Spaeth

## **GOOD SHEPHERD 793-1716**

Board Chair: Carol Schwantes  
Director/4K Teacher: Lori Kilps

## **TINY TREASURES 794-8543**

Director: Kristine Dey  
4K Teacher: Jennifer Kieselhorst

## **HEAD START 683-1960**

Director: Kim Larson  
4K Teacher: Mary Finnel

*The School District of Two Rivers does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities, and complies with all requirements and regulations pursuant to law.*

# TWO RIVERS PUBLIC SCHOOL DISTRICT 4K CALENDAR

All 4K programs are in session on Monday through Thursday. There is no 4K programming on Fridays. Afternoon 4K programs will meet on district early release days.

Aug. 19, 26–28	TEACHER PROFESSIONAL DEVELOPMENT
September 3	FIRST DAY OF SCHOOL FOR STUDENTS
November 1	END OF FIRST QUARTER
November 4	NO SCHOOL—Teacher Inservice
November 27-29	NO SCHOOL—Thanksgiving
Dec. 23 - Jan 1	NO SCHOOL—Winter Break
January 17	END OF SECOND QUARTER
January 20	NO SCHOOL
February 17	NO SCHOOL
February 20	NO SCHOOL — Child Devel. Days
March 16-20	NO SCHOOL—Spring Break
March 27	END OF THIRD QUARTER
April 13	NO SCHOOL
May 22 - 26	NO SCHOOL—Memorial Day
June 4	LAST DAY OF SCHOOL

# CURRICULUM AND INSTRUCTION

The 4K curriculum is based on the Wisconsin Model Early Learning Standards. Each 4K program has developed specific activities and experiences that are aligned with these standards and with the district kindergarten expectations. All of the 4K teachers have been trained in the use of Creative Curriculum which is designed specifically for early learners. Student progress is closely monitored by the 4K teachers and by the district.



## *Guiding Principles:*

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



# RIGHT TO PRIVACY

## ***RIGHT TO PRIVACY***

### ***Media Coverage***

Photographs, pictures and names are used in newsletters, media and/or school related activities. A release form will be given to parents to authorize the use of their child's image or name.

## **UNIVERSAL PRECAUTIONS AND INFECTION CONTROL BLOODBORNE PATHOGEN STANDARD (DILHR)**

In response to the increase in Hepatitis B and Human Immunodeficiency Virus (HIV) infections, the Centers for Disease Control have recommended "universal blood and body fluid precautions." These measures are intended to prevent transmission of these and other infections, as well as to decrease the risk of exposure for care providers and students. As it is currently not possible to identify all infected individuals, these precautions must be used with every student, regardless of their medical diagnosis.

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, the care giver should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. Using common sense in the application of these measures will enhance protection of both the care giver and the students.

Accidental exposure to blood, body products or body fluids places the exposed individual at risk of infection. This risk varies, depending on the type of body fluid (blood vs. respiratory vs. feces), the type of infection (salmonella vs. HIV) and the integrity of the skin that is contaminated.

If a student's clothing becomes contaminated with blood or body fluids, the contaminated clothing will be sent home in a plastic bag.

# GENERAL INFORMATION

## ***Attendance (Board Policy 5200)***

All 4K students are expected to attend all regularly scheduled school days unless excused.

If your child is going to be absent from school or late in arriving:

- Telephone the Two Rivers Bus Co. prior to pick-up (793-2541)
- Call before school starts
- You may be required to provide a physician's excuse for lengthy/frequent absences

Regular attendance is essential to your child's success in the 4K Program. However, children should not be in school if their presence is detrimental to their own health or that of others.

## ***Doors Open***

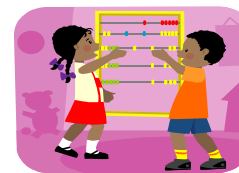
The morning program at Tiny Treasures and Koenig runs from 8:00 to 11:05 and the morning program at Good Shepherd and Creative Learning runs from 8:10 to 11:15. The afternoon 4K sessions at Koenig will run from 11:45 to 2:50. Please do not send your child earlier. You must wait at the "Parent Wait Area" with your child and then walk them to their classroom at the designated start time.

## ***Dismissal***

Students should go home as soon as they are dismissed. For safety reasons, parents must wait in the designated "Parent Wait Area" until dismissal time. Parents must give prior notice and permission for other adults to pick up a child. Children not picked up within 15 minutes of the end of the school day, can be charged child care fees at the sites providing wrap-around care.

## ***Supplies***

Each 4K site will inform parents of their child's supply needs for the school year.



## FIELD TRIPS

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

### **STUDENT PLACEMENT**

Students are assigned to class lists based on three criteria (1) past involvement with the site (eg., child care center), (2) geographic proximity to the site, and (3) parent preference.

Tentative class lists are formulated in early summer and parents are notified no later than mid July. Placement cannot be guaranteed until school begins since many families leave the community and new families arrive throughout the summer months. This requires continuous adjustments to the class lists to insure proper group size. Final class lists are compiled in early to mid August.

### **STUDENT TRANSFERS**

Once assigned, students can not transfer to another 4K site without district approval. Please contact Mr. Chad Bauknecht, Program Administrator, for further information (793-4560).



## INCLEMENT WEATHER

### **SCHOOL CLOSING PROCEDURES**

If it is decided not to hold school due to inclement weather, to start later, or dismiss early, the decision will be announced on:

WCUB 980 AM, WOMT 1240 AM, WIXX 101.1 FM, Cable TV Channel 98/994 — WLUK TV (Channel 11), — NBC Channel 26 — WBAY TV (Channel 2) — WFRV TV (Channel 5)

The following guidelines will be adhered to when making the decision to delay or close school:

1. The decision to close school or issue a 2-hour delay shall be made no later than 6:30 a.m., preferably by 6:00 a.m.
2. With a 2-hour delay, all schools will begin classes 2 hours later than their normal starting time. There will be no morning 4-year-old Kindergarten or Early Childhood classes.
3. If a 2-hour delay turns into a school cancellation, this decision must be made by 8:00 a.m.
4. If an early dismissal is necessary, this decision must be made by 11:00 a.m. in order to cancel the 4-year-old Kindergarten afternoon session. Early dismissal will be communicated through all of the above media sources and with “Alert Now” which places an automated phone call to parent notifying them of the early dismissal.

General guidelines for canceling school include any of the following:

- At least 6 or more inches of snow
- At least 50 below wind chill factors
- Icy conditions
- Poor visibility—white outs
- Extreme fog conditions

### **OUTDOOR ACTIVITIES**

Weather conditions dictate whether students have outdoor recess. The following considerations are used:

- Days when temperature/wind factor is 0 degrees or below
- Days of sleet or rain
- Times when a threat of a severe storm exists
- The safety of the youngsters is foremost at all times, so it is important that your child has appropriate clothing to stay warm and dry. Remember to mark clothing with your child's name.



# HEALTH

examinations assure you that your child is starting school in a state of good health. Your child's immunizations should be brought up to date for further protection from serious illness.

If your child develops a fever or shows signs of an illness, he/she should remain at home. Some illnesses are contagious. State statutes require your child to be excused from school during a communicable disease. If your child is ill or contracts a communicable disease, notify the school office. Unexplained absences from school are a concern to your child's teacher. If you have questions regarding the length of time for the absence, contact the teacher or administrator.

## ***Health Programs***

### *Emergency Cards*

Each child must have an Emergency Card. It is very important to have this card filled out and **updated annually**, or more frequently, should a student's health change. It is used in case of illness or a serious accident occurs. If at any time throughout the year information changes, you must call the office to update your child's card.

### *First Aid*

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

### *Immunizations*

To keep your child well protected from certain communicable diseases and serious illnesses, routine immunizations and boosters are advised. It is important for you to maintain your own written record of immunizations and of your child's contagious diseases. A copy of the immunization record must be kept at your child's school site.

### *Special Health Concerns*

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

# HEALTH, WELLNESS, & SAFETY

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

## **ACCIDENTS**

All students are expected to observe and promote the rules of safety. Accidents occurring on school premises must be reported to the teacher/adult supervisor in charge. Accident Report Forms are available in the principal's office.

All attempts will be made to notify parents of a serious accident. Emergency situations will be cared for as stated on the Information Card that is completed by parents at the beginning of the school year. Conditions that could jeopardize safety should be reported to a teacher or program administrator.

## **CODE OF CONDUCT**

Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it in accordance with this policy. If bullying is suspected or reported, staff will deal with the incident immediately.

## ***DISCIPLINE and CHILD GUIDANCE POLICIES***

Parents raise their children with a set of values that match their personal beliefs. Teachers support parents in that effort and have identified three universal values: *honesty, respect, and responsibility*. These values are taught, practiced, and reinforced in classroom activities, discipline, and the curriculum.

# BUS TRANSPORTATION

Bus service is provided by Two Rivers Buses, Inc. Bus questions should be directed to Two Rivers Buses, Inc. at 793-2541. Students are expected to act appropriately on the bus. The bus is a moving vehicle. Students are to remain seated at all times. Other rules will be at the discretion of the bus company. The Bus Company will revoke the bus privilege for repeated rule violation.



## *Entering and Leaving Buses*

1. The Two Rivers Bus Co., provides door-to-door bus service for all 4-year-old children requiring bussing to school.
2. Parents are responsible to put their child on the bus prior to school and be there to take them off the bus at the end of the school day.
3. If the student does not plan to ride the bus, the parent or guardian must notify the driver or the bus company in the morning. The teacher must be informed if a child is not to take the bus home in the evening.
4. **Under no circumstances will a child be dropped off unless an approved adult is present.** The child will be returned to the school if an approved adult is not present at the drop off site. Parents can be charged child care fees at the sites providing wraparound care if the child is returned.

# DISPENSING MEDICATION

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

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

- Child's full name
- Name of the drug and dosage
- Time to be given
- Physician's name
- Name and telephone number of pharmacy

Duplicate medication bottles for school use are available from local pharmacies upon request. School personnel do not provide aspirin or any other medication to students without meeting the criteria above. Diagnosis and treatment of illnesses and prescribing of drugs are never the responsibilities of a school and are not to be practiced by any school personnel.

## Emergency Crisis Action Plan

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

## **HEALTH INFORMATION**

Every child should attend school in good health and with a good attitude so that all school experiences will be successful. To reach this goal, it is suggested that your child have regular health examinations by your doctor. Prior to 4-year-old kindergarten enrollment, parents are encouraged to have their child examined by the family doctor, optometrist, and dentist. These examinations are important since the information from these