

Welcome to Appleton Community 4K



2020-2021 Family Handbook

Site: Little Inspirations Childcare

Address: 740 Lake Park Rd, Menasha, WI 54952

4K Teacher: Ms Lisa

Phone: (920) 882-5566

Email: shauna@littleinspirationschildcare.com

Site Director: Shauna Schmidt

Email: shauna@littleinspirationschildcare.com

Appleton Community 4K Administrator
Suzette Preston, Director of 4 Year Old Kindergarten

(920) 832-1742

COMMUNITY-4K@asd.k12.wi.us

Program website:

<http://4k.asd.k12.wi.us/>

Site website:

www.littleinspirationschildcare.com

Welcome to Appleton Community 4K! We are looking forward to taking many great steps with you and your family on this journey. We will do our best to help you along the way and give your child the means to reach his or her greatest potential. We believe with your support and participation in the classroom, we can work side by side as a team to make your child's first school experience positive and memorable. If at any time you have questions, please do not hesitate to contact your child's teacher, your Site Director, or the 4K Administrator. We are all here to ensure that you and your child have a fantastic year of learning and growing!

A Message from Your Site Director

Little Inspirations philosophy is "Inspiring Hearts and Building Minds" and we hope you will see and agree that our commitment to the childcare profession is unparalleled. Little Inspirations respects the parents as the primary and most important people in the child's life. We will attempt to complement your role by working with you to agree on what is best for your child. Little Inspirations believes that each child is unique and deserves to be treated with dignity and respect. We promote cultural awareness and celebrate each child's individuality. Should something occur that you have a question about or are unhappy with, please do not hesitate to contact your teacher or give me a call so we can work together to address your need. Please do not think that your concern is too little or that you do not want to bother us. Some of the greatest ideas we have had, have come from our parents and families.

If you have a concern that you have been unable to resolve with your teacher and/or the Site Director, please contact:

Suzette Preston, Director of 4 Year Old Kindergarten
(920) 832-1742 or COMMUNITY-4K@asd.k12.wi.us

She will help to address your concern and/or direct you to the appropriate individual.

Philosophy

The philosophy of Appleton Community 4K is that children learn best through play. The 4K grade is designed to provide a safe and nurturing environment in which children can learn through a wide variety of play activities. Children learn best when they are involved in their own learning. Therefore, we will provide developmentally appropriate, hands-on activities, in which your child is an active participant in the learning process. Activities and materials will also be based upon things that are of interest to the children. Children also learn best in a positive supportive environment that encourages each child to be independent, creative and self-assured. It is our goal to make this experience a positive one for your child. More information regarding the 4K curriculum can be found later in this handbook and on our Appleton Community 4K website.

School Hours

Our morning class will begin at 8:30 am and end at 11:14 am. Our afternoon class will begin at 12:20 pm and end at 3:04 pm.

Drop-off / Pick-up Procedures

Students are not to be dropped off at school before 8:20 am for the morning class or 12:10 pm for the afternoon class. The children should be brought into the classroom as class begins. Children should be picked up promptly at 11:14 (morning class) and 3:04 (afternoon class). Parents may incur a child care charge if children are dropped off or not picked up within 15 minutes of school start and end times.

Attendance / Tardy Policy

Regular school attendance is essential to school success and is the shared responsibility of students, families, schools, and community. Daily educational opportunities lost through absences can never fully be made up. Studies demonstrate that missing 10% of enrolled days, or a minimum of 14 school days, will lead to lower scores in math, letter recognition and social-emotional aspects on kindergarten readiness assessment. This pattern is established early in a child's life and is influenced by the attitude and support shown by the child's family. Again, studies demonstrate that missing the same amount of school, 14 days in preschool, may lead to substantially lower rates of reading fluency in second grade.

Appleton Community 4K is a public school grade level and students in 4 year old kindergarten are expected to attend 4K classes on a daily basis. Excused and unexcused absences will be determined based on the procedures described in the AASD Student Attendance Policy. Regular, on time, attendance is always vital to your child's success. Our school day starts with a class meeting and discussion of our learning topics for the day.

Please be aware, consistent with the practice in all AASD schools, if your child misses 10 days of school or more, regardless of the reason, you will receive a letter from the district. Our intent with the letter is to remind you of the importance of regular school attendance, and to offer assistance for those families who may be having difficulties maintaining regular attendance with their child.

If your child is ill or will be absent from 4K, please call your child's site at (920)882-5566 no later than 15 minutes after the class session is scheduled to begin. For safety reasons, if we do not receive a call from you, we will call you at home or work to verify your child's absence. If your child rides a Lamers bus please

also notify the bus company that your child will not be riding the bus by calling Lamers Bus Lines at 832-8800 ext 2.

Illness Policy

In order to promote a healthy environment at school for your children, we ask that you be particularly alert to the beginning signs of illness in your child. Keeping your child home during an illness until recovered will help prevent the spread of illness to others in the school. The following symptoms may indicate the presence of a communicable disease:

Thick mucus from the nose	Persistent, productive cough
Persistent abdominal discomfort	Diarrhea
Nausea or vomiting	Skin infection
Discharge from eyes or ears	Red eyes
Excessive drowsiness	Sore throat
Earache	
Any rash that is not normal for your child	
Elevated temperature associated with other symptoms	

If your child has any of these symptoms at school, you may be contacted, and if so will be expected to make arrangements to pick your child up from school as soon as possible.

To assist us in providing the best possible care for your child at school, please keep us informed of any changes in your child's health status, including medication changes, allergies, etc. We would be happy to discuss any concerns you may have about your child's health. Please feel free to contact us at school.

Health Information

Medications should be given at home whenever possible. Should a medication be required during school hours, parents and child's health care provider must fill out and sign an "Authorization for Medication Administration" form. Medications must be supplied in properly labeled containers from the pharmacy. The school must be notified whenever changes in medication or treatment are made. Children are not allowed to medicate themselves. For you and your child's protection, an adult must deliver all medications to the classroom teachers or 4K site office. Medications are never sent home with a child.

All students must be in compliance with Wisconsin's Immunization Law. If your child is due for immunizations, they can be received at no cost, or for a minimal fee, through the Appleton Health Department 920-832-6429. Your child's pediatrician or family

doctor will also be able assist you with ensuring your child's immunizations are up to date.

Please inform the school of any changes in your child's health or any new health concerns that may develop.

In Case of Lice: The parent/guardian of any student found to have nits or live lice will be notified. The student may remain in school until dismissal; however, parent/guardian may choose to pick up student at the time of discovery or at the end of the school day.

Dressing for the Weather

In warm weather, we ask that your child dress appropriately. Students may not wear scanty or revealing clothing. Examples include items that expose midriffs or undergarments. Make sure that shoes fit well and are safe on steps and playgrounds.

Children may go outside when weather and playground conditions permit, this includes winter weather when temperatures are above zero degrees including wind chill. Children will need appropriate outdoor clothing. If this is a concern, please contact your child's teacher.

School Closures

In the event of bad weather, dangerous road conditions, school emergencies, school closings, delays in starting the school day, or early school dismissals, important information may be announced on local radio and TV stations. The AASD uses local radio and TV stations to inform families of such schedule changes as quickly as possible. Please avoid calling District or school offices during such emergency situations. This seriously disrupts our phone lines and makes it difficult to make vital out-going calls. The District's website also contains school cancellation information: www.aasd.k12.wi.us.

School Closing: When the Appleton Area School District closes, Appleton Community 4K classes will also be cancelled. Little Inspirations wrap around care does not close due to inclement weather but your child must be enrolled in care to attend.

School Delay: If the school has a two-hour delay due to bad weather or any other emergency the morning 4K class will be cancelled. The afternoon class will begin as normal on emergency two-hour delay days.



Communication

If you have a change in your child's schedule, pick up procedures, or other information that you need to share with us please send a note with your child in his or her take home folder or back pack. These folders are checked every day. Written communication is always best practice and can clarify confusion. **Teachers will not be able to make changes in your child's scheduled pick up procedures without direct written communication from you. If an emergency or unexpected situation arises which requires a temporary change, please call your site directly at (920) 882-5566.** A note or phone call to us about unusual situations such as: sleep, appetite, unique home situations, illness, family changes (new baby, moving, etc) will help prepare teachers to better understand your child.

Change of Address / Phone Information

It is critical that the school is able to contact a parent immediately in the event of an emergency involving your child. Therefore it is essential that we are promptly notified **IN WRITING** if your home, work, cell or emergency contact numbers have changed. If there is a change in your address, home phone number, cell phone number, emergency contact, or email address it is also important that you please log into your Infinite Campus parent portal immediately to update this information for the school district.

Bussing / Expectations on Bus

If your child rides a bus, they will be given an Appleton Area School District Pupil Transportation Handbook by their bus driver. Please review these expectations for children riding the bus with your child. In addition, please ensure that the colored transportation I.D. band for your child's backpack is in place throughout the school year. If you have not received one, or are in need of a replacement, please contact your child's teacher.

Birthday / Holiday Celebrations

The Appleton Area School District promotes a whole child approach, which ensures that each student is healthy, safe, engaged, supported, and challenged as part of the total learning environment. For important medical, diversity and cultural reasons, and to strive toward inclusive environments wherever possible, the Appleton Area School District School Wellness Policy was revised in Spring 2018. Recognitions for special occasions (birthdays, holidays, etc.) during the school day will not include students bringing in snacks/treats from outside of the District for other students and will instead take place through non-food practices. This policy includes our school host and community partner classrooms of Appleton Community 4K.

Home / School Folders

A take home folder will be provided to your child on the first day of school. This folder will contain important information regarding your child's 4K program, as well as class projects or activities that your child will want to share with you. At times, your child's folder will include forms that need your attention and require that you return the form(s) to school. Please place communications from your family to the teacher in this folder as well. Please keep this Home/School Folder inside of your child's backpack and check it daily for information regarding school.

Daily Schedule

The daily schedule will include large group, small group, center work(play) time, and large and fine motor time. The tentative schedule with times will be distributed on the first day of school.

Our Appleton Community 4K Curriculum

The AASD 4K Curriculum was developed by a committee of school district and community early childhood teachers and approved by the Board of Education on March 25, 2013. The Appleton Area School District 4 Year Old Essential Learning Objectives of the curriculum were developed utilizing the resources of the Wisconsin Model Early Learning Standards, the Wisconsin Common Core State Standards for ELA, Math and Literacy and the Wisconsin Pyramid Model for Social and Emotional Competencies. Your child will experience many opportunities for large group, small group and center activities designed to support each individual child's development in the domains of early learning. Through these experiences, the children work to become independent, self-confident, curious learners who can work well with others. We are teaching children "how" to learn not just in school but throughout their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas of their development.

Retention

Children enrolled in Appleton Community 4K attend for one year. A grade level retention may be considered if a child demonstrates a lack of progress in completing the board adopted 4K curriculum, based on observation and progress monitoring data. If, after spring Parent/Teacher conferences, a parent/guardian of an Appleton Community 4K student would like their child to be considered for retention, they should submit a letter to the Director of 4 Year Old Kindergarten stating their request for consideration and the concerns leading to their request. Requests must be received by April 15th.

Upon receipt of a request for consideration of retention the Director will identify a Student Services team, which will include the child's 4K teacher and site director. This team will review progress and assessment data for the student and complete classroom observations. In order to fully assess the child's progress throughout the 4K year, a meeting will be held during the final two weeks of school with the Student Services team and the child's parents/guardians to discuss the request and the information collected, to determine whether retention will be recommended.

Parents who are concerned with their child's progress should contact their child's teacher for more information regarding the Consideration for Retention process. In addition, your child's teacher will be able to provide you with informational resources for you to review as you consider your child's growth during 4K.

Newsletters

A classroom newsletter will be sent home each week to provide an overview of the activities for the week ahead. This communication tool will not only allow you to know what is happening in your child's classroom, but will also serve as a way to start conversations with your child about his or her day. In addition a monthly newsletter will be available from the Appleton Community 4K office that will provide families with program information including information about upcoming Family Involvement events. The monthly newsletter will be sent home with families in the students take home folder, as well as be available on-line at: <http://4k.aasd.k12.wi.us/news/newsletter> .

Family Involvement

An important part of our program is family involvement. Families will have an opportunity to become involved with their child in the school setting and in learning activities throughout the community. It is a fun way for your child to show you the things he/she is learning and for you to learn and experience new things with them.

Parents and families are a child's first and most important teacher. We are excited to join you in this important work. Please take advantage of the many opportunities that will be available throughout this school year here at our site and throughout the district. Information about family involvement activities will be included in your child's weekly and monthly newsletter.

Field Trips

Little Inspirations will not ask your child to attend fieldtrips during the school year. Instead we will bring community helpers to our classroom if the teacher feels they can enhance the learning objectives.

Parent Teacher Conferences

Parent Teacher conferences will be held twice a year for all children attending Appleton Community 4K. These will be scheduled in October and March. In January and May families will receive an Appleton Community 4K Progress Report which will provide further information regarding your child's progress and development.

Toys and Electronic Devices From Home

Parents are asked to discourage children from bringing toys from home to school. When these items are misplaced or broken, it causes much unnecessary grief. Electronic devices such as cellular phones, electronic paging, two-way communication or gaming devices must be stored in the students backpack during the school day. Because of the young age of our 4K students and the lack of personal storage areas with locks, parents are encouraged to not send such devices with children to school.

