



Four-Year-Old
Kindergarten
and Early Childhood
Parent Handbook
2017-2018

Important Dates (EC & 4K)

Wednesday, October 4 - Sunset School Pictures

Friday, October 6 - No School - Teacher In-Service (**All Grades**)

Monday, November 6 - Parent/Teacher Conferences 8a-6p (by appointment)

Monday, November 13 - Parent/Teacher Conferences 8a-6p (by appointment)

Thursday & Friday, November 23 & 24 - No School - Thanksgiving Break

December 25 - January 1 - Winter Vacation

Tuesday, January 2 - Classes Resume for EC and 4K

Friday, February 23 - No School - Teacher In-service (**All Grades**)

March 26 - March 30 - No School - Spring Break

Tuesday, April 2 - Classes Resume for EC and 4K

Friday, April 27 - No School (**All Grades**)

Friday, May 25 - No School (**All Grades**) - Teacher In-Service

Thursday, June 6 - Last day of school for EC and 4K

This handbook will assist you in helping your child adjust to their school experience. It addresses concerns often raised by 4K/Early Childhood children and their parents. If there are unanswered questions, please call the secretary, teacher or the principal.

4K Teachers:

Melissa Benzinger 746-5803

Ashley Gloudemans - 746-5856

Gwen Gregory - 746-5805

Kristin Wachsmuth 746-5709

Early Childhood Teacher: Carey Potier 746-5714

Physical Education Teacher: Carrie Lundy 746-5918

Principal: Ann Smejkal, 746-2815

Sunset Secretary: Erin Dawidiuk, 746-5855

Speech/Language Teacher: Polly Schink, 746-5716

Occupational Therapist: Katie Rankin, 746-5801

Physical Therapist: Rebecca Ullman, 746-5801

Entrance Age/Birth Certificate

According to Wisconsin State Law, children who are four years old on or before September 1st are eligible to enter 4K. Your child's certified birth certificate provides proof of age. Your child may attend 4K for two years if they would benefit from more time to develop prior to Kindergarten.

Class Days and Times

4K and Early Childhood classes are held:

Tuesday - Friday FULL DAY 4K 7:40-2:35 AM 7:40-10:40 (4K & EC) PM 11:35-2:35 (EC ONLY)
(Students may be dropped off at the site no earlier than 20 minutes before start time and must be picked up promptly at ending time.)

Family Fun Night

There will be a Family Fun Night held in the fall and spring for parents and children. You will receive more information from the teacher.

4K Session Assignment

The elementary principal has made 4K session assignments with consideration given to:

- * special education needs
- * extended day enrollment - Headstart or Day Care
- * class size
- * boy/girl ratio

Attendance

- *Be sure your child attends school regularly. Good attendance patterns will help your child through their entire school career. If your child is absent from school please call Mrs. Dawidiuk at 746-5855. Parents who do not have a phone are expected to send a written note of explanation with the child upon return to school. If parents make no contact with the school stating the reason for the absence, it will be classified as unexcused. Students may be excused from school during the course of the day to the custody of their parents or to a designated adult listed on the emergency cards. PM 4K & Early Childhood do have classes on the $\frac{1}{2}$ day afternoons when grades K-12 are dismissed at the end of the morning.*

Physical Examinations

Your child should have a physical by December 31. Please submit the form to the Sunset School Office.

4K Supplies

Only the change of clothing needs to be labeled.

- 1 change of clothing in a labeled Ziploc bag
 - Small sleeping mat, no larger than 19" x 45"- (FULL DAY 4K ONLY)
 - 2 large glue sticks
 - 2 dry erase markers - any color
 - 2 boxes 5 oz Dixie cups
 - 2 large packs of baby wipes
 - 1 box (24 count) Crayola crayons
 - 1 box of (10 count) Classic Crayola washable markers
 - 1 notebook
 - 1 large backpack (not with wheels and handles)
 - 2 non-perishable snacks (cereal, applesauce/pudding cups, granola bars, crackers, etc.)
- If you are purchasing new shoes for 4K, please consider buying shoes with Velcro fasteners

Supplies for Early Childhood

- 1 change of clothing in a labeled Ziploc bag
- 1 art shirt/smock - adult size T-shirt works well
- 1 large backpack (no wheels and handles)
- 1 large box of Kleenex
- 1 4oz bottle Elmer's school glue
- 2 large glue sticks
- 2 non-perishable snacks (fruit/applesauce cups, peanut butter, crackers, etc.)
- *Paints, crayons and markers are NOT NEEDED

Clothing Needed For 4K/Early Childhood

4K & EC are a time of messy learning experiences and bathroom accidents, therefore parents are asked to send an extra set of clothing in a labeled Ziploc bag to keep at school.

All removable clothing **MUST** be labeled with the child's name for easy identification: boots, jackets, scarves, caps, etc.

Please dress your child for outside weather everyday. We go outside for playtime unless the temperature is below 0° Fahrenheit including wind-chill. Boots and shoes must be large enough in size for the child to manipulate independently (**Velcro-no laces**). All other clothing should be simple and large enough to allow freedom of movement. It is a good idea to take your child with you when purchasing garments to see if it can be zipped, buttoned and tied.

Areas of Emphasis in our Program

Social-Emotional Growth

- *Shows concern and respect for people and things
- *Accepts and responds to teacher's authority
- *Plays with other children
- *Cooperates with other children
- *Expresses feelings appropriately
- *Exhibits self-control during transitions
- *Follows classroom rules
- *Makes good choices during free time

Communication Skills (listening & speaking)

- *Listens quietly to stories
- *Attention span is lengthening
- *Responds to a story by recalling details
- *Speaks clearly
- *Communicates in sentences
- *Listens to others
- *Asks questions
- *Answers questions
- *Waits for turn when speaking to others
- *Uses language to communicate wants and ideas
- *Participates in group discussions

Math Skills

- *Knows the 11 basic colors
- *Knows the 8 basic shapes
- *Counts to 20
- *Counts up to 10 objects
- *Recognizes numbers 0 - 10

Pre-Literacy Skills

- *Recognizes name
- *Experiments with emergent writing
- *Holds and manipulates crayons, pencils and markers
- *Writes own name legibly

Physical Development

- *Moves with control and coordination
- *Shows age appropriate small motor skills

Home/School Communication

Teachers will send home weekly parent letters. These will include areas of instruction, special interest topics and other pertinent information. The SLOOP (elementary newsletter) is distributed the first Tuesday of each month. It contains important dates and events. It may also be found on the District's website: www.sturbay.k12.wi.us Written communication (teacher letters, field trip permission slips, etc.) will be sent home in a specially designated Home/School Communication Folder. Check the folder's contents daily and return it to school. Also, check through your child's backpack.

- Replacement Home/School Communication Folders are available at the school for 50 cents per folder.

4K Report Cards & Conferences

Report Cards will be distributed to parents at the end of each trimester. Parent-Teacher conferences will be held in November and March. It is a cooperative exchange. The teacher will share information about your child in relation to their adjustment to the school situation. Parents will share information pertinent to their child's adjustment at school. Together, all can review the child's development and plan for a successful school experience. Additional conferences can be arranged at either the parents' or teachers' request. If you have any questions concerning your child, please call the school and make an appointment for a conference.

Miscellaneous Information

- Throughout the year families will be asked to contribute nutritious snacks for snack time. Teachers will notify parents through their weekly parent letters when classroom snacks are running low. If you'd like to send a special treat for birthdays or other occasions it is acceptable, but please let the teacher know in advance.
- All school vacations are indicated on the school calendar.
- Field trips are taken on occasion. A permission form must be filled out and signed by a parent for each trip or your child will not be able to go. Exceptions - visiting Crossroads and other Sturgeon Bay School District schools.
- If there is a change in who will be picking up your child, please notify the school.
- In case of an emergency, such as inclement weather, cancellations are announced on local radio and TV stations. All school events would be cancelled for that day.
- **PM 4K & Early Childhood** do have classes on the $\frac{1}{2}$ day afternoons when grades K-12 are dismissed at the end of the morning.

Helpful Tips to Prepare Your Child for 4K

1. **READ** to your child daily.
2. Limit television viewing.
3. Teach your child how to dress themselves, **INCLUDING HOW TO TIE SHOES.** (Flat, cotton laces are easiest to tie.)
4. Practice saying (singing) the alphabet.

5. Practice counting.
6. Offer your child many opportunities to use crayons, markers, pencils, scissors, glue, etc.
7. Teach your child their first and last name, address, telephone number, and birth date.
8. Go over rules of safety and health with your child.
9. Give your child opportunities to use playground equipment, balls, bicycles, etc. every day.
10. Teach children to take care of themselves in the bathroom. Encourage hand washing and flushing the toilet.
11. Help your child to feel a sense of independence when leaving you for school or play time with other children their own age.
12. Work with your child to increase their ability to sit quietly for short periods of time.
13. Teach your child to use a handkerchief or tissue when necessary.
14. Know the rules for behavior on the bus and while waiting for the bus. They are listed in the Elementary Parent Handbook you will receive in the fall.
15. Spend quality time with your child to help you decide if they are ready to enter the wonderful world of preschool. Remember, the most precious gift you can give your child is time.

We look forward to a cooperative venture with you and your child in exploring 4K or Early Childhood this year.