



## 4-Year Old Kindergarten Program Handbook

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## Welcome to BASD 4-Year Old Kindergarten Program

*The Burlington Area School District has a history of collaboration with the preschools and childcare facilities located in the school district and surrounding area. The physical, emotional, social, and early learning of children are the focus of the school district as well as the community agencies. The early childhood years are very important for children and their parents. When children experience success in responsive, nurturing programs they gain essential skills and knowledge.*

*Four-year-old preschool programs have been growing in number throughout the state of Wisconsin. For the 2014-2015 school year, the Burlington Area School Board voted to implement 4-year old kindergarten in partnership with community providers. BASD will collaborate with **Acelero Learning Wisconsin (Head Start), Noah's Ark, and Plymouth Center**. Tuition-free 4-year old kindergarten is now available to every four-year-old child living within Burlington Area School District.*

*The BASD Kindergarten Handbook has been written to provide parents and other interested parties with information regarding our program. We hope all will use the handbook to answer many questions that may come up throughout the year. If you have questions not answered in this Handbook, please do not hesitate to ask a teacher, call the school district office at 262-763-0214, or call Jackey Syens 4K Program Coordinator 262-763-0180.*



## 4-YEAR OLD KINDERGARTEN MISSION STATEMENT

### The Administrative staff:

- Believe that every child in Burlington has a right to high-quality developmentally appropriate preschool education.
- Believe that the important components of this program should include:
  - Academic preparation with developmentally appropriate learning opportunities
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in our public schools and community setting
  - Recognition of the diverse populations within the Burlington Area School District
  - Support for networking between parents, school, and community programs
- Believe that community collaboration will provide children and their families an array of learning opportunities that give children a jump-start in school and life.

## 4-YEAR OLD PROGRAM PHILOSOPHY

The Burlington Area School District and the community agency partners believe that every child in the Burlington 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 4K program to use the Wisconsin Model Early Learning Standards (WMELS) as a guide for classroom focus. BASD understands children are individuals who learn differently. BASD will use a comprehensive pre-kindergarten curriculum that emphasizes literacy, math, science, and other social skills. All services will be provided either in a BASD elementary school or a community setting typical of preschoolers.

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

Each child will be given the opportunity to learn at his/her own pace through a combination of teacher-directed and self-directed activities. A typical day would include teacher-directed instruction, hands-on activities, and opportunities for child-initiated exploration play. One third of the child's day will be spent on self-directed learning activities. Play is very important in a child's learning and acquiring new skills and concepts. What often looks like play has been planned by professionals to develop specific skills that your child will need for later school years. 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	Develop eye-hand coordination (Reading and writing readiness)
Finish a puzzle	Complete a task from start to finish (Study habits and self-esteem)
Play beside other children	Get along with others (Social skills)
Follow directions in a recipe by adding ingredients	Understand measurements (Math)
Turn pages of a book	Read from left to right
Scribble on paper	Use writing as a means to communicate, fine motor coordination
Listen to a story and talk about what happened	Love books, remember details, express ideas (Language)
Put on dress-up clothes	Develop small muscles (Writing and self-help)
Make play-dough	See how materials change (Science) Follow directions (Listening comprehension)
Separate cups and plates	Group objects into categories (Math)



## **ELIGIBILITY**

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

## **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 kindergarten level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location 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.

If students are going to be absent from school for any reason, parents are required to phone in the absence to the school 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 program. Attendance is taken every day. Prompt notification of absences helps keep the record-keeping accurate!

<b>Acelero-Head Start</b>	<b>262-758-6182</b>
<b>Cooper Elementary</b>	<b>262-763-0180</b>
<b>Noah's Ark</b>	<b>262-767-9095</b>
<b>Plymouth Child Center</b>	<b>262-763-5482</b>
<b>Waller Elementary</b>	<b>262-763-0185</b>
<b>Winkler Elementary</b>	<b>262-539-2726</b>

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.

## **GUIDELINES IF YOUR CHILD APPEARS SICK**

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 you 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 school:

- The child has a temperature of 100.0° degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has had diarrhea within a 24 hour 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. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for 24 hours after antibiotics have started.
- If the child is complaining of an earache.
- 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.

**Please notify the school and teacher if your child is diagnosed with a communicable infectious disease, as this needs to be reported to the health department.**

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

- The child has a temperature of 100°.
- 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.

## **SCHOOL CALENDAR**

4-year old kindergarten classes will meet Monday through Friday. Classes will follow the Burlington Area School District Calendar for vacation days and other school closings.

**Students will not have instruction on district scheduled early release days.**

## **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 to talk about incidents observed in the classroom or at any other activities that involve children other than their own.

## **FAMILY OUTREACH PROGRAM**

An important component of the 4-year old kindergarten program 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, families will be offered 87.5 hours of educational workshops, activities and presentations free of charge. Childcare is provided at some of the events. Families are highly encouraged to participate in the Family Outreach program.

## **NON-DISCRIMINATION POLICY**

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.

## **PARENT-TEACHER CONFERENCES**

Communication between the parents and the schools and community partners is of utmost importance. Communication between parents and teacher should take place as often as possible. At a minimum, each agency will schedule two parent-teacher conferences 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.

## **STUDENT RECORDS**

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District. The Board of Education recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District guidelines.

## **VOLUNTEER OPPORTUNITIES**

Parents are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the 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.

Any adult volunteering will be required to complete a background check form prior to assisting in the classroom. The volunteer forms are available at the school office and on the district web site.

## **ALCOHOL, TOBACCO, FIREARMS AND OTHER DRUGS**

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

- Classroom activities
- Field trips
- Family Outreach programs and activities

The program locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. Any behavior exhibited at the programs or activities that suggest abuse of alcohol or other drugs will result in that person asked to leave.

## **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:

- Burlington Area School District website- [www.basd.k12.wi.us](http://www.basd.k12.wi.us)
- Milwaukee Television Stations: TMJ Channel 4, WITI Fox 6, WISN Channel 12
- Radio Stations: WTMJ 620 AM and WDSB 89.1 FM
- Families will receive a voice message from the school district alerting you of any school closures. The message will be sent to the contact information provide in Skyward Family Access. Notices will be posted on the District's Facebook page and website.

## **TRANSPORTATION**

Thomas Bus Company provides transportation for the majority of the Burlington Area School District students. Busing service for 4-year old kindergarten is provided to and from school per the Burlington Area School District board policy or as determined by school placement. **If a child needs extended care transportation, this may be available on a case-by-case basis if the drop off is on a normal route.** Students will be riding the bus with other kindergarten through sixth grade students on morning and afternoon routes. If you have questions or concerns, please call Thomas Bus at 262-763-7564.

## **BUS EXPECTATIONS FOR PARENTS**

1. **FOR THE SAFETY OF YOUR CHILD, WE REQUIRE A DESIGNATED INDIVIDUAL TO ACCOMPANY THE 4-YEAR OLD KINDERGARTEN TO AND FROM THE HOUSE AND TO AND FROM THE BUS STOP.**
2. Children enrolled in 4-Year Old Kindergarten will be picked up and dropped off per established time schedule at specified locations. There may be some deviations to pick up and drop off times depending on weather or road conditions.
3. Children should be dressed and ready to board when the bus arrives. If the child misses the bus, it is the parent's responsibility to take the child to school.
4. Only students, staff, and district designated individuals are allowed to ride on buses. Parents are not allowed to ride on the bus.
5. If the child becomes ill on the bus, the child will be returned to the school site or to parent(s) if possible. If it is not possible to return the child to the home, the parent will be notified and asked to pick up the child at their school site location.
6. If, after five minutes, no parent or adult comes out to the bus to accept the child, the child will remain on the bus and will be returned to the 4-year old site location. Please see the "No One Home" Policy below.

## **EXPECTATIONS BEFORE GETTING ON THE BUS**

1. Students (and parent/adult) should be on time at the designated loading zone (5 minutes prior to the scheduled stop).
2. Students should stay off the road at all times while walking to, and waiting for, the bus. Students should line up single file perpendicular to the main road and off the roadway if more than one student is getting picked up.
3. The parent or designated adult is to accompany the student to the door of the bus. The bus driver is not allowed to leave the driver's seat to assist children.
4. Students should wait until the bus is completely stopped before moving forward to enter the bus. If a student must cross a highway, he/she should not cross until the bus driver signals that it is safe.
5. Students should enter the bus single file and immediately go to a seat and be seated.

## **EXPECTATIONS WHILE ON THE BUS**

1. All riders are to remain seated while the bus is in motion. No climbing on or under the seats is permitted at any time.
2. Windows are to be kept closed unless the driver gives permission. Children are to keep hands, head, and arms inside the bus if windows are open.
3. Children are not permitted to litter on the bus or throw any materials or objects from the bus.
4. Children are expected to listen to the driver who has full authority to operate the bus in the best safety and convenience of the children. The bus driver has full authority to assign seats or restrict privileges, if necessary.
5. Children are to keep books and packages on their laps. Objects that cannot be held on the lap should not be carried on the bus unless the driver has given specific permission. Animals/pets are never to be brought on the bus.
6. Objects that may be dangerous or potentially harmful to other children are strictly forbidden on the bus.
7. All children are expected to be respectful to all adults and children, bus equipment and the possessions of other children.

## **RULES UPON LEAVING THE BUS**

1. Students should not get up to leave the bus until the bus has completely stopped.
2. Students should cross the road, if necessary, after getting off the bus (at least ten feet in front of the bus) only after the driver signals that it is safe to cross the road.
3. Students should be alert to the danger signal from the driver.
4. The driver is not to discharge or pick up students at places other than their regular stop at home or at school unless he/she has proper authorization from both parents and the classroom teacher.

## **“NO ONE HOME” TRANSPORTATION POLICY**

1. **FOR THE SAFETY OF YOUR CHILD** it is very important that a parent or another adult be at home when the child arrives home from school.
2. It is absolutely essential for emergency purposes that staff has an emergency contact person that can be called in the event the parent is unable to be contacted.
3. If the parent arrives home after the scheduled drop-off time, the parent should call their child's 4K site or Thomas Bus at 763-7564 to determine where their child is and to notify the bus driver that the parent is home.
4. If a parent/adult does not come out to the bus after the bus arrives with the child, the child will remain on the bus while the following procedure is followed:
  - a. The driver will notify the 4K site. The bus company and/or the 4K site will first call the home to determine if a parent is at home. If no one is present at home, the 4K site will call the person(s) listed as the emergency contact.
  - b. If the 4K site is unable to contact either the parent or the emergency contact, the child will be delivered back to the 4K site at the end of the bus route. The site staff and/or bus company will continue attempts to contact the parent and/or emergency contact. The site staff will stay with the child until the parent or emergency contact arrives to pick up the child.
  - c. The school principal and/or director will be notified along with the District 4-Year Old Kindergarten Program Coordinator. A parent meeting may be necessary if this situation repeatedly occurs.

## **BEHAVIORAL CONCERNS ON THE BUS**

The safety of children on buses is a primary concern of our school district as well as our bus contractors. If a child continuously disregards the established bus rules, thus jeopardizing the safety of all the children on the bus, the child's parents will be notified.

Bus drivers will write an incident report of dangerous behavior on the bus. This report will be forwarded to 4K site and the parents will be contacted. Second or third reports will require a conference with the parent. An Action Plan will be developed to outline the steps the parents and staff can take to assist the child with his/her behavior.

If the child continues to exhibit inappropriate bus behavior, the child may be suspended from using the bus for a period of time. During this time the parent would be responsible for getting the child to and from school.



## 4-YEAR OLD KINDERGARTEN PROGRAM LOCATIONS

### **Burlington Area School District –School District Office**

Address: 100 N. Kane Street Burlington, WI 53105  
 Phone: 262-763-0214  
 Program Administrator: Jacqueline Syens  
 262-763-0180 [jsyens@basd.k12.wi.us](mailto:jsyens@basd.k12.wi.us)

### **Cooper Elementary**

Address: 249 Conkey Street Burlington, WI 53105  
 Phone: 262-763-0180  
 Principal: Jackey Syens [jsyens@basd.k12.wi.us](mailto:jsyens@basd.k12.wi.us)  
 4K Traditional: Teresa Forseth [tforseth@basd.k12.wi.us](mailto:tforseth@basd.k12.wi.us)  
 4K Montessori: Roxanne Robinson [rrobinson@basd.k12.wi.us](mailto:rrobinson@basd.k12.wi.us)  
 4K Montessori: Leah Nickolai [lnickolai@basd.k12.wi.us](mailto:lnickolai@basd.k12.wi.us)

### **Acelero Learning Wisconsin-Head Start**

Address: 209 Wainwright Avenue Burlington, WI 53105  
 Phone: Line 1: 262-758-6182 & Line 2: 262-661-4718  
 Director: Kathleen Wroblewski [kwroblewski@acelero.net](mailto:kwroblewski@acelero.net)  
 4K Teachers: Breeyn Cranley [bcranley@acelero.net](mailto:bcranley@acelero.net)

### **Noah's Ark**

Address: 126 Chapel Terrace Burlington, WI 53105  
 Phone: 262-767-9095  
 Administrator: Mary Pum [info@noaksarkburlington.com](mailto:info@noaksarkburlington.com)  
 4K Teacher (PM): Kris Fischer [kfischer@basd.k12.wi.us](mailto:kfischer@basd.k12.wi.us)

### **Plymouth Children's Center**

Address: 124 W. Washington Street Burlington, WI 53105  
 Phone: 262-763-5470  
 Administrator: Sara Trewyn [pccb2@sbcglobal.net](mailto:pccb2@sbcglobal.net)  
 Director: Phyllis Hancock [plymouthchildren@sbcglobal.net](mailto:plymouthchildren@sbcglobal.net)  
 4K Teacher (AM): Kris Fischer [kfischer@basd.k12.wi.us](mailto:kfischer@basd.k12.wi.us)

### **Waller Elementary**

Address: 195 Gardner Street Burlington, WI 53105  
 Phone: 262-763-0185  
 Principal: Victoria Libbey [vlibbey@basd.k12.wi.us](mailto:vlibbey@basd.k12.wi.us)  
 4K Teacher: Heather Gyenes [hgyenes@basd.k12.wi.us](mailto:hgyenes@basd.k12.wi.us)  
 4K Teacher: Patricia Menz [pmenz@basd.k12.wi.us](mailto:pmenz@basd.k12.wi.us)

### **Winkler Elementary**

Address: 34150 Fulton Street Burlington, WI 53105  
 Phone: 262-539-2726  
 Principal: Joel Graham [jgraham@basd.k12.wi.us](mailto:jgraham@basd.k12.wi.us)  
 4K Teacher(AM): Jamie Cook [jcook@basd.k12.wi.us](mailto:jcook@basd.k12.wi.us)

**2019-2020**  
**4-Year Old Kindergarten School Times**

Acelero-Head Start

All Day                    8:30-3:00pm

Noah's Ark

PM Session            12:45pm – 3:30pm

Plymouth

AM Session            8:10-10:55am

Cooper

AM Session            8:15-11:00am

PM Session            12:35-3:20pm

Waller

AM Session            8:15-11:00am

PM Session            12:35-3:20pm

Winkler

AM Session            8:25-11:10 am