

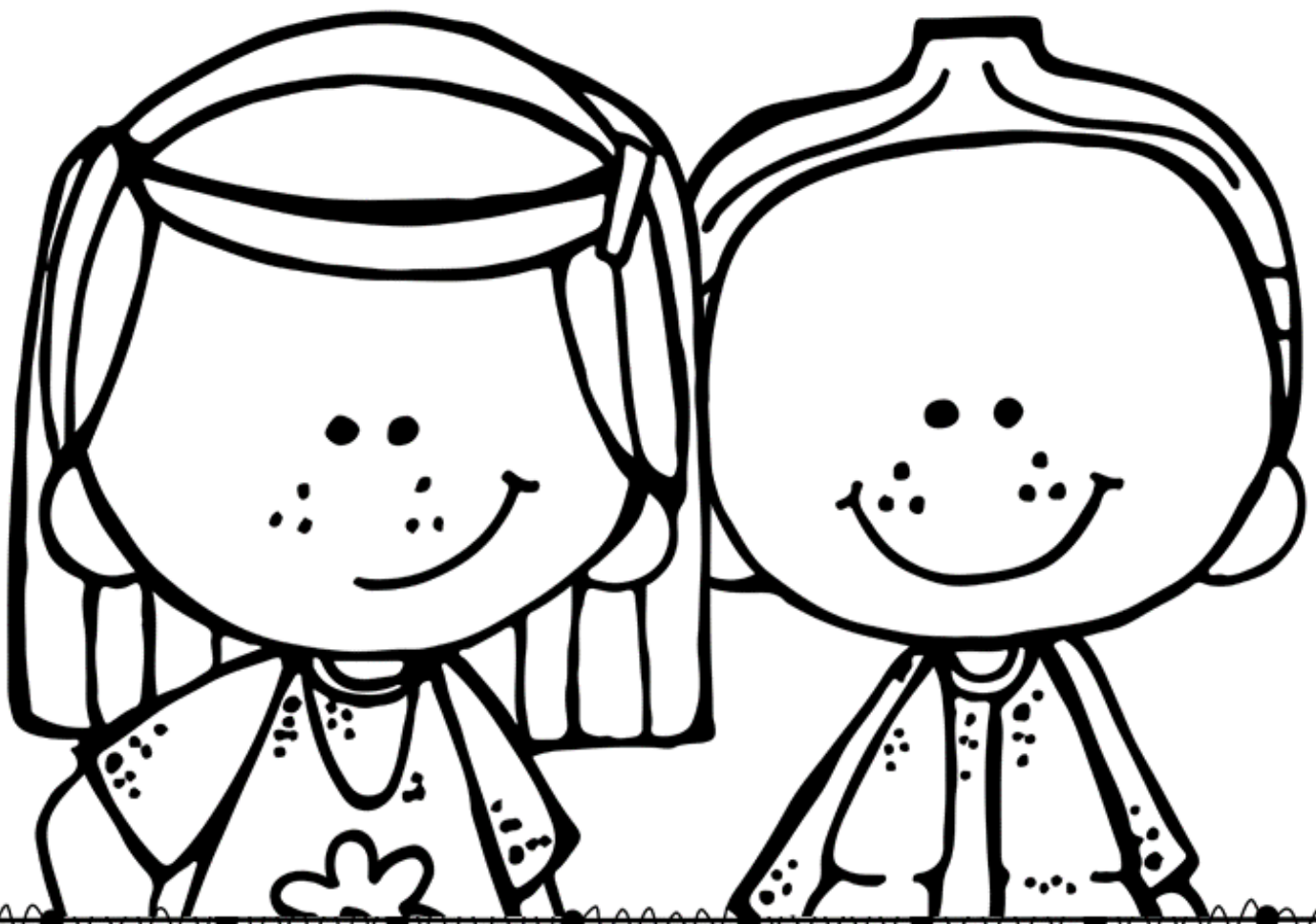
4K

Handbook

Important Information for Parents and Students

Mineral Point Elementary School

2019-2020



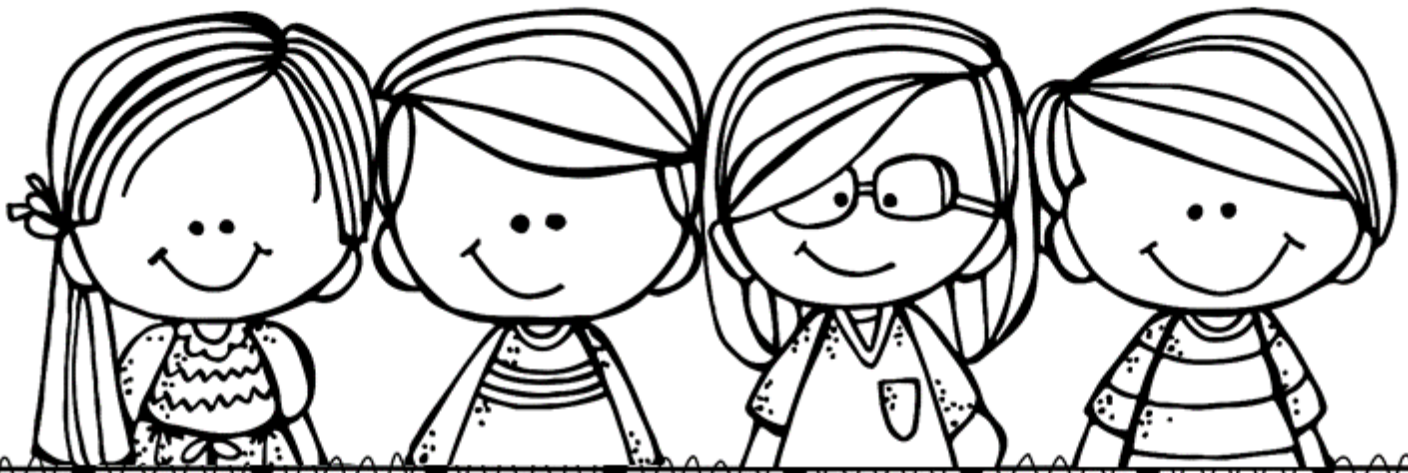
OVERVIEW

Policies and Procedures

Welcome! We understand that sending your child to preschool is a big milestone! We are happy to welcome you to the Mineral Point Elementary Preschool Program and we look forward to partnering with you to make your child's preschool experience a great one!

Our district offers a dynamic, student-centered preschool program to all interested families of pre-kindergarten students who are age-eligible each school year. Students who turn four on or before September 1st are eligible to attend preschool.

This handbook is designed to answer some commonly asked questions regarding preschool. If you have other questions, please feel free to contact one of the teachers, office staff, or administrators.



SCHOOL Contact Information

Elementary Office Line

987-0710

Attendance Line

987-0717

School Voice Mail

987-0739 (then enter extension)



Matt Renwick, Elementary Principal

extension 110

matt.renwick@mp.k12.wi.us

Morgan Burris, EC & PK Teacher

extension 167

morgan.burris@mp.k12.wi.us

Laura Busch, PK Teacher

extension 155

laura.busch@mp.k12.wi.us

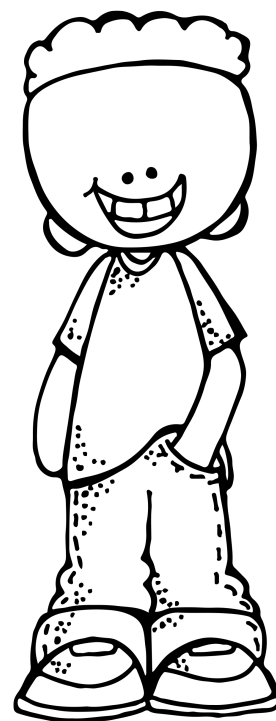
Julie Pompos, School Nurse

extension 147

julie.pompos@mp.k12.wi.us

Todd Schmitz, First Student Bus Company

987-3911



FOUR YEAR OLDS

Four-year-old children are active learners who gain knowledge by acting directly on and with concrete objects. Through their actions they make hypotheses, predict outcomes, and draw conclusions about their world. Children of this age are energetic and very curious about their surroundings. They need to be exposed to many different cognitive, physical, emotional, and social experiences (see below). We understand that each preschooler is unique and that each will bring different experiences to school. In general, four year old children:

Cognitive

- like to be read to
- learn by doing
- need encouragement to communicate
- are learning to listen
- enjoy participating in stories
- like to change tasks routinely

Social

- like to work & play with others
- are learning to become responsible
- are beginning to play in groups
- need encouragement to share
- are beginning to share
- are beginning to work independently

Physical

- have a great need for activity
- need a balance of rest & activity
- must develop large & small muscles
- are improving eye/hand coordination
- enjoy music and rhythm
- should be given time for free play
- can remain with one task for a limited time

Emotional

- need to know limits & expectations
- need encouragement
- have a need for security
- are sensitive to feeling of others
- thrive in a warm, nurturing environment
- need much success

If you are interested in learning more about child development & the Wisconsin Early Learning Standards that guide our instruction, please visit:

http://www.collaboratingpartners.com/documents/WMELS4thEdition_web_edit2.pdf



ABOUT OUR DAY

A.M. Class 8:00-11:15 • P.M. Classes 12:10-3:25

MPPK is a four-day a week program. Classes are held Monday, Tuesday, Thursday and Friday. There is one morning session of PK and there are two afternoon sessions of PK.

For student safety, students are not permitted in classrooms before class begins. Students should be dropped off as close to possible to the above listed times. Students who are dropped off prior to the start time will join K-5 students at recess.

At the end of each session, children will be walked to meet parents/guardians/daycare providers or be escorted to their appropriate busses.

If you are picking up your child after school, please be prompt. Please help us make your child's first school experience a positive one by adhering to the class start and end times. If children are not picked up at or near dismissal time, they will wait safely in the office, supervised by office staff, and you will receive a reminder phone call.

OUTDOOR PLAY



Mineral Point Elementary School students enjoy outdoor recess each day. We value the social and physical growth that can occur in outdoor and gross motor play situations. In the event of inclement weather (rain, very cold temperatures) students will participate in an indoor (hallway) recess or alternate indoor activity. Please keep recess in mind each day when helping your preschooler pick out clothing. Boots, snow pants, coats, hats, mittens/gloves are needed each day in the wintertime.

Absences & Dismissal Changes

If your preschooler is going to be absent or tardy, please call the office prior to 9:00 a.m. (morning classes) or 1:00 p.m. (afternoon classes). Families of students who are not present (or excused) by 9:00 a.m./1:00 p.m. will receive an automated attendance call from the school.

All dismissal changes must be communicated to your child's teacher through one of the following options:

- note in your child's folder (we check folders each day upon arrival)
- calling the office

Please **DO NOT** contact your child's teacher about dismissal changes through text or Facebook messenger. On days that there are substitute teachers or if a teacher does not have their phone available, your message may not be received.

Late Starts & Early Dismissals

If school is delayed due to severe weather or other safety reasons we will not have preschool class in the morning. If school is released early we will not have afternoon classes. School closing information will be available on local television and/or radio stations. In addition the school district uses an automated notification service which allows the school district to send a telephone message, email, and/or text to you providing important information about school delays, closings or emergencies.

INJURIES & ILLNESS

If your child is sick, please keep him/her at home. Small children spread (and catch) germs easily and illness can spread rapidly around the classroom. Please DO NOT send your child to school with any of the following symptoms:

FEVER—All students must be fever FREE (100° or less) without medication for 24 hours before returning to school.

RASH, VOMITING, PINK EYE/CONJUNCTIVITIS, DIARRHEA, LICE/FLEAS

If you will not be sending your child to school due to illness, please remember to contact the office. If your child becomes sick or is seriously injured at school, you will be notified and asked to pick him/her up. Please keep your emergency contact numbers up to date so that we can reach you quickly should illness or injury occur during school hours.

Potty Training & "accidents"

It is our school policy that all typically developing children who attend preschool at Mineral Point Elementary School should be fully toilet trained. If you have any questions about this policy or have concerns about your child's ability to become potty trained, please feel free to contact us at school for further resources.

We ask that each child has one set of extra (seasonally appropriate) clothing kept at school in case of toileting "accidents" (or spills). If your child has an accident at school we will send home their soiled clothing along with a note to let you know what happened and to alert you that we will need a new set of clothing to be kept at school.

TRANSPORTATION services & eligibility

Bussing services are provided to the district by First Student Bus Company. Please contact the bus barn at 987-3911 if you have any questions or concerns regarding bussing.

Preschool Children are eligible to receive bus transportation to and from school if any of the following apply:

- residence that is two miles or more from school
- residence is deemed to be on a hazardous route
- attend an established daycare (only applies to mid-day route)

Morning children who ride a bus will ride on the regular (all PK-12 students) route. Afternoon bussed children will ride the regular bus (all PK-12 students) route home. There will be a separate preschool route during the midday.

The bus company requires that the following conditions and qualifications are met:

1. The parent/guardian must complete a transportation form by July 15. Any changes that need to be made to the form that was submitted online will need to be communicated to the bus barn by the July 15 deadline. If changes or requests are made after this date we CANNOT guarantee transportation and it may change session placement (morning/afternoon).
2. Students MUST be picked up/dropped off at the same location at least three days per week to keep route times on a consistent schedule.
3. The student must be ready at the pick-up location 10 minutes prior to and after the scheduled bus time.
4. Before a driver can drop-off a preschool student, he or she must see the face of a designated adult either in person or through an open doorway or window. If the driver does not see that the adult is meeting the student, the bus will finish the route and the student will be brought to the elementary office. Family and emergency contacts will be called until arrangements are made for the family to pick-up the student.

You will be notified of pick-up and drop-off times prior to the start of school (near the end of August) by the bus company.

FAMILY PROJECTS & Parent Outreach

The purpose of our family and parent outreach program is to inform and educate parents and other caregivers about early childhood development and to provide opportunities for families to spend time together, with purpose.

Additionally family projects and outreach activities help to fulfill the required number of outreach hours mandated by the State of Wisconsin. We will be sending home family activities for you and your family to take part in and to enjoy together.

Projects are never meant to create stressful situations within the home; please view them as another opportunity to be with your child(ren) and to help them develop communication skills, creativity, and skills particular to each project.

We hope that you become involved & find enjoyment with the projects throughout the year.

PRESCHOOL curriculum & activities

Preschoolers enrolled in the MPSD Preschool Program build upon their existing experiences and knowledge at a rate within their individual **Zones of Proximal Development** (the range of development where a child learns/performs, from fully assisted by an adult to completely independent).

The activities throughout the curriculum are carefully sequenced in a developmental trajectory that corresponds with the typical development of pre-kindergarten students. Activities and specific skills within the curriculum are scaffolded for each student's individualized learning, with teachers providing more challenge and more support (scaffolds) as needed.

Learning scaffolds are temporary assistance or aids which are provided for a learner that enable skills to build and learning to occur. They are reduced and/or removed as independence is reached. Training wheels on the bicycle of a beginning bike rider is an example of scaffolding.

LEARNING

Through

PLAY

A typical day in preschool involves:

- whole group language and story time
- large and small group activity times
- scaffolded early literacy play times
- play planning and review sessions where students build both self-regulation and literacy skills

The focus throughout all of our activities is on building language, self-regulation, and mathematical skills within the context of student-led and developed play scenarios.

The weaving of each developmental area into the context of real-life play scenarios is motivating for children and builds self-concept, language, and foundational academic skills in a genuine, child-centered way. We are proud to offer a preschool program that meets the varied needs of our youngest students and their families.

Throughout our school days, we focus on building language *and* knowledge so that during playtime (centers) the students are able to act out roles and scenarios that happen in real life (ordering from a menu while dining at a restaurant, for example).

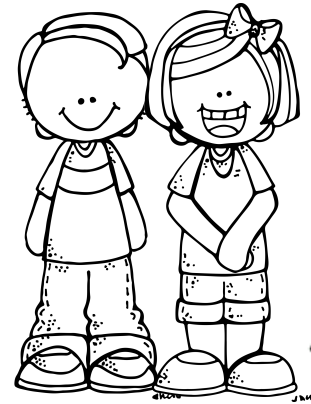
PLAY PLANNING

Before students join play in centers, we assist them in “planning their play.” For the first part of the school year, this process is oral. As students are ready and after a strong routine has been built, the process moves to written play planning.

When students “play plan,” they start by drawing a picture and dictating what they will do during center time. As their phonemic awareness and writing skills develop, students begin to write their own sentence to describe what they will do. This becomes their daily play plan and helps them not only to guide their actions, but also to bring about higher-level language and more mature play behavior. Each student’s *individual* needs and abilities guide which skills are focused on each day. For example, one student in the small play planning group may be focusing on writing his/her name while another student begins to write the words in the plan by listening for sounds they recognize.

Throughout the year, we plan and participate in many extra activities that correlate with our curricular themes. Activities include field trips, classroom projects, visitors, programs, and parties. We will let you know well in advance of any activity for which we will need extra help. We encourage parent participation and input, so if you would like to join us in the activities, or have ideas of other things to do, please let us know!

PARENT/FAMILY involvement



Parent and family involvement is essential in the education of all children. We believe that you are your child's *first and most important teacher*. Your involvement may include some or all of the following:

- Communicating with your child's teacher on a regular basis
- Attending parent/teacher conferences
- Having and promoting a positive attitude about school
- Reading parent/family newsletters and responding appropriately
- Reading to your child
- Volunteering in and out of the classroom or helping out with special events

These are just some of the ways that you may become involved in your child's education. Please feel free to volunteer any ideas or suggestions that you may have.

We look forward to partnering with you this year in the education of your preschooler! Please contact us if you have any further questions or concerns!

Transition to Kindergarten

The transition from preschool to kindergarten is an exciting time! Students in the MP4K program will automatically be enrolled in school for their 5K year. Families will receive welcome information and a registration packet from the school office sometime during the spring semester of their 4K year.

As part of the kindergarten transition process, we will introduce preschoolers to the kindergarten and "specials" (art, music, phy ed & library) teams. We will do our very best to make sure that it is a smooth transition from 4K to kindergarten. If you have any questions, please don't hesitate to contact one of us at school.

FAQ'S

Can I request morning or afternoon for my child?

If your child/family has an extenuating circumstances requiring a specific time of day, please communicate that when you register your child. While we strive to accommodate requests, we do not guarantee parents will get their top preference. Many factors are taken into consideration including (but are not limited to) special programming needs, transportation, and class composition/size.

Can my child repeat preschool?

The MP4K program is a one-year program, intended to be completed the year prior to entering (5) kindergarten. The Mineral Point School District supports having students progress with same-age peers.

When will we find out our session and teacher?

Session placements will be mailed out/communicated to families in June. All 4K-5 students find out their teacher assignments at the district registration days/nights held in August.



Mineral Point Unified School District: Nondiscrimination Policy

The Mineral Point Unified 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, Luke Francois- District Superintendent, of the Mineral Point Unified School District.