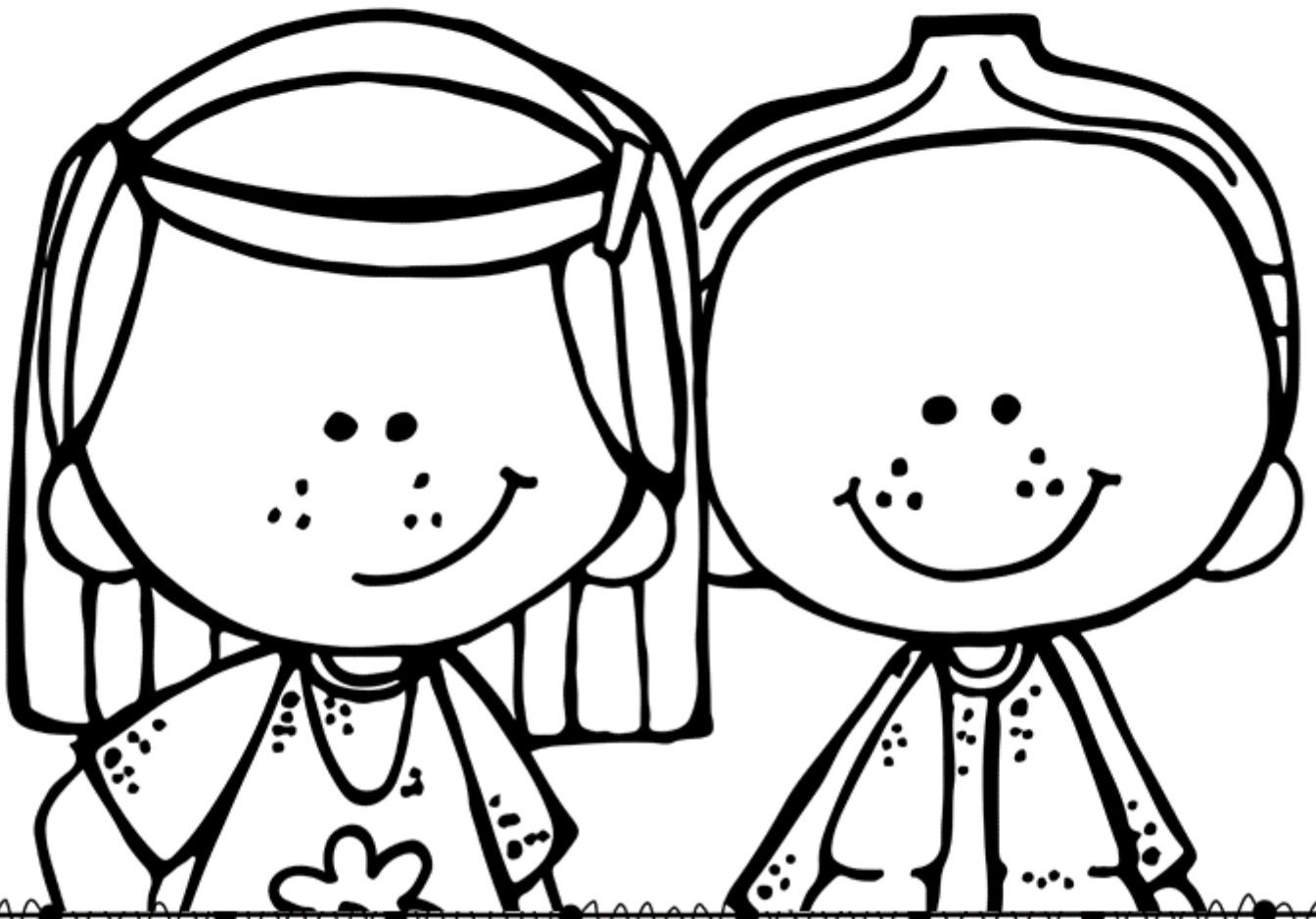


# 4K Handbook

Important Information for Families and Students

Mineral Point Elementary School



# OVERVIEW

## Policies and Procedures

Welcome! We understand that sending your child to 4K is a big milestone!

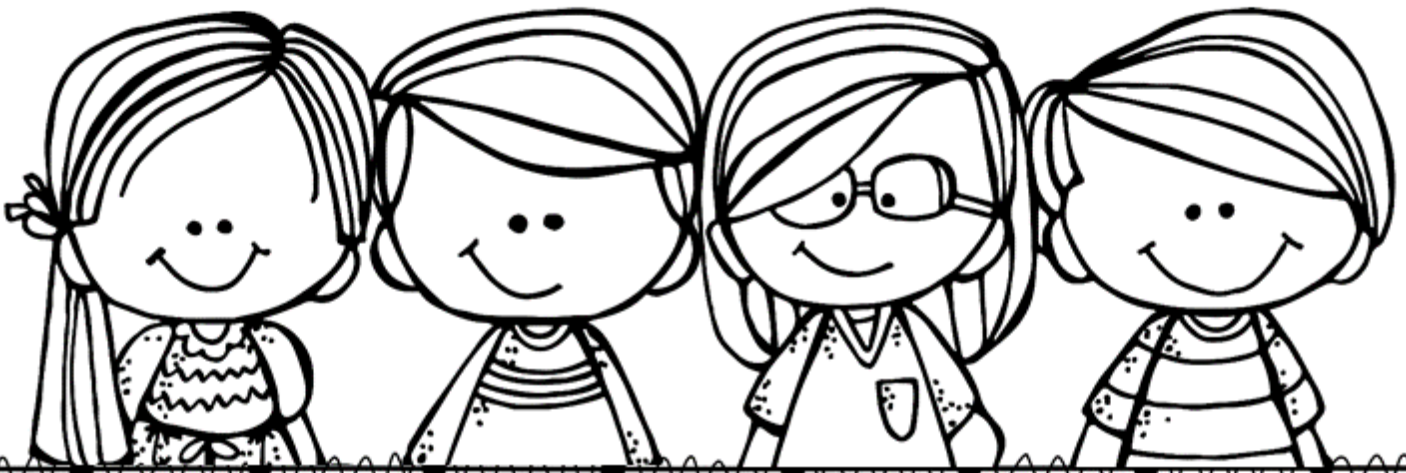
We are happy to welcome you to the Mineral Point Elementary 4K Program and we look forward to partnering with you to make your child's 4K experience a great one!

Our district offers a dynamic, student-centered 4K program to all interested families who are age-eligible each school year. Students who turn four on or before September 1st are eligible to attend 4K.

This handbook is designed to answer some commonly asked questions regarding 4K. If you have other questions, please feel free to contact one of the teachers, office staff, or administration.

### Mineral Point Unified School District: Nondiscrimination Policy

The Mineral Point Unified School District, in accordance with Title IX of the Education 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 Mineral Point Unified School District.



# SCHOOL

## Contact Information

### Elementary Office Line

987-0710

### Attendance Line

987-0717

### School Voice Mail

987-0739 (then dial extension)



### Matt Renwick, Elementary Principal

extension 110

[matt.renwick@mp.k12.wi.us](mailto:matt.renwick@mp.k12.wi.us)

### Morgan Burris, EC & 4K Teacher

extension 167

[morgan.burris@mp.k12.wi.us](mailto:morgan.burris@mp.k12.wi.us)

### Erin Leonard, 4K Teacher

extension 145

[erin.leonard@mp.k12.wi.us](mailto:erin.leonard@mp.k12.wi.us)

### Jayne Lindsey, School Nurse

extension 147

[jayne.lindsey@mp.k12.wi.us](mailto:jayne.lindsey@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 4K student is unique and that each will bring different experiences to school. In general, four year old children:

## 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

## Social

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

## 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

## Emotional

- need to know limits & expectations
- need encouragement
- have a need for security
- are sensitive to the feelings of others
- thrive in a warm, nurturing environment
- need much success and opportunities to persevere toward success

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

**[https://dpi.wi.gov/sites/default/files/imce/standards/  
New/20pdfs/dpl-wmels-5-web.pdf](https://dpi.wi.gov/sites/default/files/imce/standards/New/20pdfs/dpl-wmels-5-web.pdf)**

# ABOUT OUR DAY

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

MP4K is a four day a week program. Classes are held Monday, Tuesday, Thursday and Friday. There is one morning session of 4K and there are two afternoon sessions of 4K.

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 to their appropriate bus, if a bus rider.

# 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 and mittens/gloves are needed each day in the wintertime.

# Absences & Dismissal Changes

If your 4K student is going to be absent or tardy, please call the office prior to 9:00 a.m. (morning class) 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 4K 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 district to send a telephone message, email, and /or text to you providing important information about school delays, closing 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 4K 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 to be 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.

4K students 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
- student attends an established daycare (only applies to midday route)

Students in the morning class who ride a bus will ride on the regular (all 4K-12 students) bus route to school. Afternoon students who are bussed will ride the regular (all 4K-12) bus route home. There will be a separate 4K 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 4K student, s/he 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.



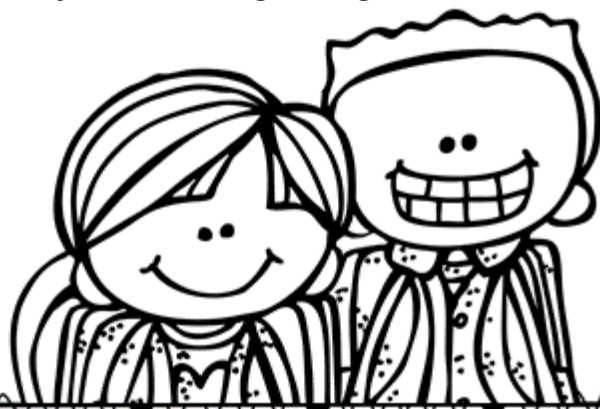


# CURRICULUM & activities

Students enrolled in the MPSD 4K 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 a the bicycle of a beginning bike rider is an example of scaffolding.



# Learning

Through

PLAY

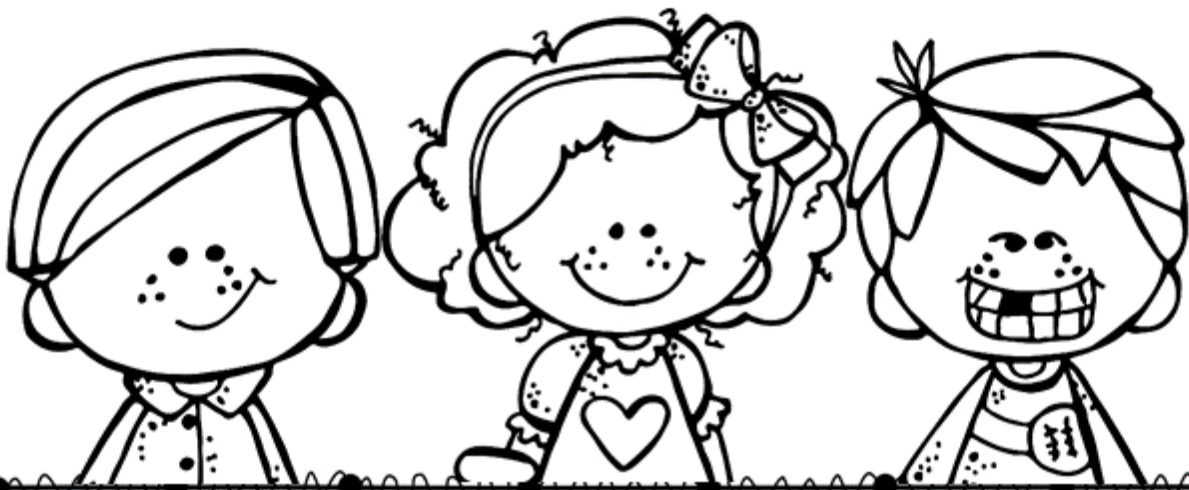
A typical day in 4K involves:

- 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 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 development 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 4K 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 (and drawn) 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.



# Snacktime



Students will have a small snack each day at school along with white milk. Families take turns bringing enough snack for the entire class on their child's snack day. A snack calendar will be sent home monthly so that you can prepare accordingly. If there are special dietary needs or allergies, please let your child's teacher know right away so that they can add that information to the snack calendar. The Mineral Point School District encourages healthy eating and snacking. Please send healthy snacks as often as possible, it is appreciated. On your child's birthday and on party days, please feel free to send snacks that are more "treat like."

# Birthdays

Birthdays are important events in the life of young children. We will celebrate birthdays at school that fall between the months of September and May. Birthdays that occur from June through August will be celebrated as "half-birthdays" within the course of our school year.

On your child's birthday, please plan to bring a snack to share with the class. At school the class will present the birthday student with some special items and surprises, too. We also "show and share" on birthday celebration days. If your child has things that they would like to bring to school that day to show their friends, please send them in his/her backpack. Show and share items should fit inside the backpack and be limited to three items maximum. Only the birthday celebrant brings items, so that makes it even more special!





# 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 newsletters/notes 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 4K student. Please contact us if you have any further questions or concerns!





# Transition To



The transition from 4K to kindergarten (5K) is an exciting time! Students in the MP4K program will automatically be enrolled in school for the 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 4K students 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 5K. 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 circumstance requiring a specific time of day, please communicate that when you register your child. While we strive to accommodate requests, we do not guarantee families will get their top preference. Many factors are taken into consideration including (but not limited to) special programming needs, transportation, and class composition/size.

### **Can my child repeat 4K?**

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?**

All 4K-5 students find out their teacher assignments at the district registration days/nights held in August.