

**BELLEVILLE
SCHOOL DISTRICT**



Playing...learning...growing

**4-YEAR -OLD
KINDERGARTEN**

HANDBOOK FOR PARENTS
2016-2017

WELCOME TO OUR PROGRAM:

Meet the Staff:

Mrs. Kelsey Schmit – 4K Teacher

Hello 4K families! My name is Kelsey Schmit and for the 2016-2017 school year I couldn't be more excited to be working in 4K! I graduated high school from Belleville in 2005 and went on to UW-Oshkosh where I received my undergraduate degree in Elementary and Special Education. I also received my Master's in Education Learning and Leadership from Cardinal Stritch University. In 2010 I came back to Belleville and taught 3rd grade reading and the previous Adventure Preschool Program. After one year in that position I moved to kindergarten where I have been teaching for 5 years. I am also the director of the Belleville Pool in the summer and am excited to be coaching Belleville Varsity Volleyball this fall! My husband Tony and I live in Belleville and are awaiting the arrival of our first child! I am looking forward to meeting you in the fall.

Mrs. Marsha Rear – 4K Teacher & Early Childhood Teacher

Hello, the 2016-17 school year is approaching and I am very excited to be teaching 4 Year-Old-Kindergarten and having the opportunity to work with all of you!!! This will begin my 28th year of teaching in the Belleville School District. I was the Early Childhood teacher here in Belleville for 24 years and was excited to move to 4K three years ago! I hold a degree in Early Childhood: Exceptional Educational needs, from the University of Wisconsin-Whitewater, and a dual degree in Regular/Special education birth through age 8 from Edgewood College. I live outside of Belleville with my family, which includes my husband, Kent, our son, Jared, 22, who recently graduated from Lakeland College, and daughter, Karlyn, 20, who will be starting her 3rd year at U.W. Oshkosh. I'm looking forward to working with all of my new parents and students this year, and am very excited to be going on this "journey" with all of you as we begin another great year of 4K!!! It's going to be an exciting year of learning and fun!!!

About the Program:

Where: The 4K rooms are located in the Elementary School at 237 W. Pearl St. Belleville. We are located in rooms 9 and 10.

When: Classes will be held four days a week on Tuesday, Wednesday, Thursday and Friday. The morning session will run from 8:05 am – 11:00 am and the afternoon session will run from 12:15 pm – 3:05 pm.

Important Dates:

- **Thursday, August 25th** –Sneak-a-Peek – 5:00 – 6:00 pm (4K-1st) and 6:00 – 7:00 pm (2nd-6th) – A night to see where your child’s classroom is, meet teacher, and to drop off school supplies.
- **Friday, September 2nd** – FIRST DAY OF 4K!!! The rest of the school (K-12) begins on Thursday, September 1st.
- **Tuesday, September 27th** – Open House – 6:30 – 8:00 pm – a chance for your child to show you his/her recent work and classroom. You and your child will participate in a “scavenger hunt” so that they can show you around our building. They are always very proud to show off their school!

Absences & Child Care Changes: To report absences at the Elementary school please call the **Safe Arrival phone number at 835-6120**. This makes it much easier for parents calling in an absence as well as for the school office. Messages can be left 24 hours a day. When calling the Safe Arrival number, you will hear a welcome greeting indicating which number to select. Please leave a message on the answering machine as soon as you know your child will be absent from school The school will contact parents at home or work to verify any absences that aren’t reported to the school.

School Closings/Delays Due to Weather: In the event severe weather conditions require school to be cancelled, this information can be gained by listening to radio stations WIBA, WTSO, Q106, Z104, WOLX, WJJO, Triple M 105.5 and WEKZ (Monroe) or watching Channel 3, 15, or 27. It will also be listed under school closings/delays on www.channel3000.com. You can also check out our school website at www.belleville.k12.wi.us. Parents should have a plan in place in case such an event occurs.

When the school district has a **late start** due to weather there will be NO morning 4K classes held. If the school district is dismissed **early** due to weather there will be NO afternoon 4K classes held.

Early Release Days: We have several Early Release days scheduled throughout the year so that staff can participate in staff development. Most of these occur on Mondays when there is no 4K programming. A few of these dates DO fall within the week. On these dates there will be NO 4K morning or afternoon programming. We will give these dates to you in a separate document.

Calendar: Each month your child will bring home a calendar to give you an overview of events for the month. These events will include days that you will be in charge of providing snacks (see snack section), birthdays, library check out days, no school days and holidays.

Newsletter: Every week your child will bring home a newsletter to update you on the activities in which we've participated during the week. It will also contain any reminders of upcoming events.

Library: Every week your child will be checking out a library book from our Elementary School Library. We will supervise these activities. Please enjoy sharing this book with your child and return each week so that he/she can check out a new one the following week!

Snack: Each child will be sent a snack calendar once a month. Your child will be responsible for sending snack for one day (possibly two) per month for the whole class and this will be designated on the calendar. Snacks should consist of a healthy choice for foods. Candy cannot be used as a primary snack. We have listed some healthy snack suggestions below:

Snack examples include: Fresh cut up fruit, sliced fresh vegetables, cheese spread, cheese slices, or dips, cereal, crackers (graham, oyster, fish, Ritz, etc..) pretzels, popcorn.

On the day that your child brings his/her snack he/she will be the special person for the day and be in charge of handing out the snack, etc... Birthdays are special and we will try to put your child's snack day on or near their birthday. You are welcome to send their choice of treats that day!

*****MILK IS PROVIDED** – Each day, one carton of milk (chocolate/white) will be offered to each 4K student at no charge to the families!

Birthdays: Birthdays are so much fun to celebrate! As mentioned above, your child's designated birthday will be listed on the snack calendar. Children who have birthdays during the summer can celebrate their birthday on the 6-month date. For instance, a child who has a birthday of August 1st can celebrate on Feb. 1st. These dates will be listed on the snack calendar as well.

Holidays: Each month we will ask if any families would like to volunteer to send in special treats for holidays we are celebrating! Watch for these messages in our weekly newsletters!

What to Wear: Children dress casually and comfortably in everyday play clothes. Please dress accordingly to the weather conditions and label all outerwear with child's name. If at all possible, please send your child in tennis shoes daily, as this will prepare them for any outdoor activities or gym play we may be doing.

Transportation: The school provides transportation. The AM class will come to school on the regular morning bus routes which consists of all grades 4K-12th. The bus drivers will direct the youngest riders to sit in the front of the bus **at all times**. There will be a mid-day shuttle of 4K students going home (11:00 am-12:15 pm) as well as pick up for the 4K PM students. The students will then ride the regular bus routes home. These bus routes leave the school by 3:10 pm. The School District of Belleville's transportation policy does not allow for daily changes in bussing. Please refer to the Elementary Student Handbook for a more detailed explanation.

***If you are picking up your child from school instead of having him/her ride the bus, PLEASE SEND A NOTE OR CALL THE SCHOOL (424-3337) NO LATER THAN 10:15 FOR AM AND 2:15 FOR PM STUDENTS.

For the safety of your child, we are not allowed to honor verbal messages from your child regarding changes in the destination.

Curriculum: 4K is different than five-year-old kindergarten. Four-year-old kindergarten is a play-based experience that highlights learning through exploration with an emphasis on social and emotional development. Belleville 4K teachers use the Wisconsin Model Early Learning Standards to guide instructional planning of appropriate expectations, opportunities and assessments. Skills are taught through a learning centers approach that focuses on facilitation of play skills and developmentally appropriate experiences for preschool students. Throughout the school year, we will use thematic units to integrate literacy learning that focuses on letter and word recognition skills and the development of comprehension, vocabulary, and language skills. We will begin the year learning about ourselves, making friends, and getting to know our classroom and school.

Report Cards/Assessment: Student assessment is an ongoing process. Report cards will be sent home twice a year in late January and at the end of the program. Parent-teacher conferences will be held in November and February. Your child's teacher is always available should you have questions or concerns throughout the school year.

Immunizations: You will need to have an up to date immunization card on file at the school within 30 days of your child beginning the 4K programming. These cards were distributed to all families who attended the preschool screening held in March. If you did not receive a card or are in need of another one please notify your teacher and we will send one home for you.

Parent Involvement: Parent involvement is VERY important to the success of the 4K program. During the year, parents will be invited into the classrooms for special gatherings. Also, parents who would like to volunteer in the classroom are very welcome to do so. You will be receiving information once school begins on what volunteers will need to do prior to helping out in our schools.

Family Outreach: An important component of Belleville School District's 4K is the family outreach program. The focus of the program is to provide parents and children opportunities to grow as a family. Throughout the year activities and presentations will be open to all families. Examples include, but are not limited to, family fun nights, field trips, parent-teacher conferences, open houses, and parent newsletters. Each family is encouraged to participate in these activities.

How to Reach our Staff: Emails and phone numbers are listed below for our two 4K teachers:

Marsha Rear: rearm@belleville.k12.wi.us School phone: 424-3337

Kelsey Schmit: schmitk@belleville.k12.wi.us School phone: 424-3337

SCHOOL SUPPLIES FOR 4K:

- Completed immunization form as well as emergency forms/other forms (if not already turned in – these forms were given to you at registration days and in our June mailer)
- Completed parent questionnaire (handed out at Ready Set Go Meeting)
- 1-24 ct. crayons (Crayola type)
- 1 set of “twistable” crayons – (Crayola type)
- 6 Glue sticks (**We would prefer the Elmer’s Glue Brand size .77 or 1.44 oz**)
The small ones are harder for our little hands to use and run out very quickly!
- Dry Erase Markers – fine tip (set of 4 – usually in a pack of red, green, blue, black – EXPO brand preferred)
- Large backpack big enough to accommodate a two-pocket folder, library book and boots during winter months.
- **AM STUDENTS ONLY**
 - One box of Kleenex
 - Markers – set of 8 –Crayola type – *regular tip*
- **PM STUDENTS ONLY**
 - One container of hand sanitizer
 - Markers – set of 8 – Crayola type – *fine tip*