



Evansville Community School District 4K Program

Parent Handbook 2024-2025

Evansville Community School District 4K Centers

Kids Korner

Door 20 of the Grove Campus
(Behind the TRIS Gym)
Evansville, WI 53536
(608) 882-6672

Jammie Fellows - owner

Carrie Burkhalter - teacher

Levi Leonard Elementary 4K

401 S. 3rd St.
Evansville, WI 53536
(608) 882-3100
Tina Eckhoff - teacher
Laura Martin - teacher

Levi Leonard Elementary Principal/4K Coordinator:

Jessica Erdahl

401 South Third Street
Evansville, WI 53536
Telephone: (608) 882-3104

Fees

There are no materials or enrollment fees for the 4K program. Sites charge fees for wrap-around daycare, field trips and special projects. Please discuss the fee schedule with the site.

Discrimination and Harassment Policies

To File a Complaint: Complete Evansville Policy 411.1 *Discrimination and Harassment Complaint Form* available from your school website.

Nondiscrimination Statement: The Evansville Community School District ensures no individual may be denied admissions to any public schools in the District or be denied the right to full participation rights in curricular, extracurricular, student services, recreational or other programs or activities because of a student's sex, race, religion, national origin (including persons whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity, physical, mental, emotional or learning disability or any other basis protected by law.

School District Policies

To access these policies you may:

- Contact any of the school offices, including the District Office.
- Go to our website: www.ecsdnet.org

4K Supply List 2024-2025

- 2 packages of classic colored markers
- 1 24 ct. Crayola crayons
- 1 4-pack play-dough
- 2 pocket folders
- 1 pair of Fiskars scissors
- 8 purple glue sticks
- 1 - 1 pkg of 3x3 Post-it notes
- 1 small package of dry erase markers
- 1 set of extra clothes to be kept onsite
- 2 boxes of Kleenex
- 1 Backpack
- 2 ream of white copy paper
- 1 Hard supply box
- 2 rolls of paper towels
- 1 container of Clorox wipes

Please note: We share all supplies. You will not receive any supplies back at the end of the school year.



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Welcome

Welcome to the Evansville Community School District’s 4K program. We are looking forward to working with you and your child and anticipate an exciting and productive year. We recognize that in order to be successful in school, our children need support from both home and school. Evansville’s 4K program is a community-based program. The School District will work diligently with community day care providers, families, and students to foster an environment that promotes learning through student centered instruction and decision making. Trust, respect, community involvement, communication and recognition of both student and staff achievements will be high priorities.

This handbook outlines the various aspects and expectations of our program to help you be a part of the team that makes 4K successful for your child. The sites will also provide a handbook to you with policies specific to their site. Please connect with each site for more information on child care services which are separate from the 4K program.



Mission Statement and Guiding Principles

Mission Statement: The Evansville Community School District *4K program* will provide quality,

developmentally appropriate, play-based learning experiences to all four-year-olds, through collaboration with community, family, and school partnerships.

Guiding Principles:

- Play based and developmentally appropriate learning environment.
- Strong community partnerships.
- Ongoing collaboration and professional development among 4K sites.
- Unified curriculum based on Wisconsin Model Early Learnings Standards (WMELS). Go to http://ec.dpi.wi.gov/ec_ecqualhm for more information and a copy of the standards.
- Ongoing collaboration and strong parent communication.
- Universal access and parental choice.
- Comprehensive early learning standards and assessments.
- A strong focus on parent school communication and regular family outreach activities.

Nurturing Learning Environment

Four-Year-Old Kindergarten will provide

- A play-based environment, where knowledge is constructed rather than information that is handed out.
- A nurturing environment that is rich in opportunities to explore, make choices and have hands-on activities.
- Independent as well as small and large group cooperative activities that emphasize process rather than product.
- A student created clear classroom expectations.
- An environment where diversity is celebrated and that talents and strengths of all children are nourished.
- A developmentally appropriate literacy-based program based on WMELS. This includes providing a literacy/print rich environment, exposure to literature and vocabulary, opportunities for dialogue, learning through social interaction, and opportunities for dramatic play, listening, writing, and other literature rich opportunities. Children will be exposed to art, music, science, math, and other subjects within the play-based environment.
- Activities that meet the varied developmental levels of students.
- Experiences that will stimulate curiosity, leading to understanding as a basis for future learning.
- Appropriate socio-emotional skills development, including positive social interactions, problem-solving and conflict resolution.

Parents as Partners

- A variety of opportunities for parents to get involved. Communication will be frequent and through multiple means such as newsletters, volunteer opportunities, conferences, field trips, etc.
- A daily schedule/routine will be followed and communicated to children and parents.
- Parents and teachers will work together to support positive character development.
- Educational opportunities will be offered to parents to support the social-emotional, academic and physical growth of their children.

Teachers as Facilitators

Four-Year-Old Kindergarten teachers...

- Will utilize the “Read It Once Again” as a basis for teaching, which includes centers and teachers actively interacting with children.
- Follow the curricular guidelines, program and student assessment structures, professional development activities, and site agreement guidelines.
- Provide a classroom with a variety of materials that are accessible and appealing to four year olds.
- Involve community resources whenever available and appropriate.
- Model appropriate language and behaviors for students, and guide student choices.
- Be reflective in their planning and implementation of curriculum.

Eligibility

Students must be 4 years of age by September 1st and are only eligible for 4K for one academic school year. There will be no early admissions. Participants must be residents of the Evansville Community School District or apply through open enrollment, if eligible and space is available.

Attendance

It is an expectation that each child will attend the site when school is in session. Regular attendance at the 4 year old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location maintains attendance records.

If students are going to be absent from the site for any reason, parents must call in the absence prior to the start of the 4K session. Please contact the site your child attends at the numbers listed for each site in this handbook. Please inform the person answering the phone of your child’s name and reason for absence.

Attendance records are kept daily and submitted to the Evansville Community School District Office weekly.

Behavior

Strong Start 4Kids promotes the philosophy of positive guidance for children to develop self-control over their actions and increase their self-esteem. The goal in every 4K classroom is to develop appropriate social skills so that the child can become an independent and competent learner.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children in the classroom:

- Giving clear and reasonable expectations
- Teaching the correct behavior or replacement behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff will include ignoring, suggesting, praising, redirecting, shadowing, staying calm, modeling, changing the environment, and providing logical and meaningful consequences.

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from a situation for a short period of time and returned to the activity when the staff and child determine he or she is ready.

Bus Transportation

Under Section 121.54(2) Wisconsin Statutes, a pupil attending a public elementary or secondary school, including four- and five-year-old kindergarten, is entitled to transportation by the public school district in which the pupil resides if the pupil resides two or more miles from the nearest public school the pupil is entitled to attend.

The District will provide transportation for 4K students, as requested. The bus routes to the sites at 8:00 and from the sites at 3:00 include students Kindergarten- Grade 12. This transportation is available to and from each 4K session. (For example, if your child is in the morning session, bus transportation is available to you before 8:00 and to home at 11:00.) Please be aware that requests for transportation may limit options for site selection to allow for bus routes to be as short as possible. The District may not be able to accommodate parental requests for transportation changes once the bus routes have been finalized.

Bus Regulations/Behavior

Students who do not normally ride the bus may wish to ride the bus home with a friend. They must have a written form filled out by their parents or guardian. Forms may be obtained in the office. In some cases, due to the overcrowding of buses, they may not be allowed to ride home with their friends.

At the Bus Stop: Students must walk and wait safely. They should be at the bus stop FIVE MINUTES before the bus arrives. Stay at the stop. The house, yard, garage, trees, and fences near the bus stop are the property of others and must be respected.

Rules of Safety for Bus Riders:

Drivers will not tolerate any behavior that distracts or interferes with them driving safely. All passengers are entitled to receive safe transportation; drivers will not allow behavior that jeopardizes safe transportation.

Transportation to and from the site is a privilege, which will be suspended or revoked if necessary.

Students Will:

1. Be on time at the designated pick-up points.
2. Be careful in approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus after checking with the driver for a hand signal to cross.
3. Bus riders shall board the bus at their site's loading zone unless permission is granted otherwise.
4. Reach the seat in the bus without disturbing or crowding other pupils. Bus drivers retain the right to assign seats.
5. Riders are not to extend any part of their bodies out of windows or move about the bus at any time.
6. Riders are expected to obey the school bus driver promptly.
7. Help keep the bus clean, sanitary, and orderly--no littering.
8. Damage done to seats or other bus equipment must be paid by the rider or his/her parents or guardians.
9. Riders shall remain seated unless exiting the bus. If you cross the road, do so in front of the bus, after checking with the bus driver for a hand signal to cross.
10. The bus is considered an extension of the classroom. Therefore, the same expectations and consequences for student behavior exist while riding a school bus.
11. The bus driver is in charge of the bus at all times, and retains the right to establish additional rules necessary to promote the health, welfare, and safety of the riders.
12. Students must have written permission from parents or guardians to leave the bus at a spot other than the regular loading areas.
13. Student requests for ridership on the bus other than school designated bus transportation will be treated on an individual basis dependent on bus routes, seating availability, and driver's discretion. Written parent request is required using the Guest Rider Permission form.
14. Boom boxes, radios, tape players, or any other electronic or battery powered devices may not be played on school buses at any time.
15. These rules apply for any trip that is sponsored by the school.

Clothing, Labels, Appropriate Dressing

Removable clothing that children wear to the site should be labeled with first and last name. Frequently, children have identical clothing (e.g., boots, tennis shoes, jackets, scarves, and backpacks) that they easily misplaced. Labels assist us in locating and returning clothing items to the correct owner.

Please be sure your child wears appropriate attire in the wintertime including boots, mittens, and snow pants. Our playgrounds become messy in the wintertime. If children's clothing gets wet, rooms and desks become messy, and students are uncomfortable sitting in wet clothes.

In warm weather, please do not let students wear "flip flops" or sandals that are not strapped on securely as they often cause accidents on the playground.

Conferences

In addition to family outreach, parents will have the opportunity to help their child be successful by attending parent teacher conferences. Individual sites will make arrangements for those opportunities with you.

Early Dismissal/Snow Days/Late Starts

At the beginning of the year, a form will go home for parents to indicate where a child should go on early dismissal or weather emergency days. This information will be used when dismissing your child. If there is a change in this information at any time, please call the site's office as well as your child's teacher. Please listen to an area radio station, or watch a news station on a regular basis. If there is a late start due to inclement weather, there will be no 4K morning sessions. 4K afternoon will continue as scheduled.

Family Outreach

An important component of *Strong Start 4Kids* is the Family Outreach Program. The focus of the program is to provide families with opportunities to grow together. Throughout the school year, families will be offered 87.5 hours of educational materials, workshops, activities and presentations free of charge. Families are encouraged to participate.

Field Trips

4K students may be taking field trips throughout the year, coordinated jointly by the sites. The sites will provide parents with information and permission slips prior to field trips. There may be a fee for field trips.

Health Procedures

Student Illness:

If your child is ill or will not be attending, we request that you contact the 4K site where your child attends by 8:30 a.m. on each morning of absence. If you have not called the site, the site will attempt to call you.

Each site will provide parents policies and state mandates regarding:

- When children are too sick to come to the site
- Contacting parents when children become sick at the site
- Wisconsin Immunization Laws
- Medications at the site

Parent Volunteers

If you have time available during the site hours, we welcome you to volunteer in our classrooms. Please inform your student's teacher of the day(s) and time(s) that you would be willing to assist a teacher on a regular basis. You will find working with students most rewarding. Volunteers can help by:

- Chaperoning field trips
- Working with learning stations
- Working with an individual or small groups of students
- Assisting with classroom projects

Having their parent or other important adult chaperone on a field trip or assisting in the classroom is very important and special to your child. Please do not bring your baby or toddler along when you volunteer either on field trips or in the classroom. The baby or toddler takes your attention away from the students in your station or on the field trip. This also keeps you from enjoying some special time with your older child.

Evansville School Board policy #237 indicates that all volunteers who work with children will have a background check before working with children. This check only needs to be done once per calendar year, and all information will be kept confidential.

Religious Beliefs

Classroom teachers celebrate a number of special events and days throughout the school year. If your child/ren cannot celebrate particular days or holidays due to religious beliefs, please share this with the classroom teacher at the beginning of the year.

Visitors/Visitor Registration

We welcome parents into our building! However, we do have an obligation to protect the health, safety, and welfare of our children. The following board policy has been developed.

1. All visitors/volunteers or salespersons must sign in and out at the site. Only those visitors who have legitimate business at the site shall be welcome.
2. There shall be no loitering on site or building property. Building Leaders shall have complete authority to exclude from the building any persons whom they have reason to believe are disrupting the educational programs in the classroom or in the site, are disturbing the teachers or children on the premises or whom the 4K staff believe are on the premises for the purpose of committing an illegal act.