

Lake Mills Elementary School

A Guide to 4-Year-Old Kindergarten



Lake Mills Elementary School
155 E. Pine Street, Lake Mills, WI 53551
920-648-2338

Welcome to Four Year Old Kindergarten in the Lake Mills School District. Your child is beginning the exciting journey of formal education. Working in partnership, we can lay the foundation for lifelong learning. This booklet will help to explain policies and procedures so that we will all have a smooth transition into this exciting new experience.

Lead Teacher: Kelly Bargaquast Kelly.bargaquast@lakemills.k12.wi.us

Lead Teacher: Jennifer Hans Jennifer.hans@lakemills.k12.wi.us

Principal: Wendy Sallam Wendy.sallam@lakemills.k12.wi.us

Learning Coordinator/Dean of Students: Brad Smith
Brad.smith@lakemills.k12.wi.us

Throughout the year, there are many things you can expect from us, just as there are things we will expect from you.

We will provide:

- A well-balanced curriculum
- Social interaction with other children
- Fair and consistent interaction with all students
- A nurturing environment
- An environment that emphasizes a love for learning

In return, we expect that you will:

- Make sure your child is well rested.
- Encourage your child to behave appropriately.
- Encourage your child to cooperate with adults and other children in an appropriate manner.
- Make sure your child is well fed.
- Reinforce the concepts taught at school.
- Limit the amount of screen time each day.
- Read to your child each day.

CURRICULUM:

In the Lake Mills School District we understand that at the 4-year-old Kindergarten level, children learn best through play. To support this belief play-based curriculum will be focused on five main components:

Social/Emotional Development: We will be focusing on children interacting positively in work and play. This includes such things as: solving problems using words rather than aggression, following classroom rules/routines, showing respect for others, and developing friendships with peers.

Approaches to Learning: We aim to help our students develop persistence in completing tasks, engage in imaginative play and inventive thinking, and develop a curiosity and confidence to try new things.

Health and Physical Development: Students will strengthen both fine and gross motor skills. Our fine motor activities involve using a variety of materials with control, including, but not limited to, scissors, pencils and crayons.

Cognition and General Knowledge: Students will be exposed to: counting, numbers, shapes and patterns.

Language Development and Communication: Students will be exposed to: book handling skills, rhyming, letter identification, letter sounds, and name writing. We will also work on listening and communicating with others.

CLASSROOM RULES AND BEHAVIORS

The 4-year old kindergarten is a place for children to learn how to follow a school routine, cooperate with peers, and learn. We provide expectations for the school environment and gentle reminders of how we operate at school. We keep the expectations simple and frame our behavior learning with the following guidelines:

The agreements we follow in our classroom are:

Be Safe
Be Kind
Be a Learner

POLICIES, PROCEDURES AND MISCELLANEOUS ITEMS

School Hours: The 4-year-old Kindergarten morning session begins at 8:05 a.m. and ends at 10:50 a.m. The afternoon session begins at 12:25 p.m. and ends at 3:10 p.m. School is Monday through Friday and follows the elementary school calendar with a few additional days off for 4K planning. (Please see the 4K calendar)

Drop Off/Pick Up

Your child may use bus transportation to get to and from school. If you are in need of bus transportation, please complete the transportation forms on the school website. Students may also be dropped off and picked up by a parent or person designated by the parent. If you are transporting your child, please be aware of the following systems.

AM Drop Off: Morning students may arrive between 7:45-8:00a.m. Students should be dropped off on the side of the school on Birch Street. A staff member will meet your child at drop off and make sure s/he gets to the 4k designated area. Older siblings may be dropped off with your 4K child and will proceed to the back playground. Parents will not be allowed into the building.

AM Pick Up: Students will be picked up at Door # 2, in the front loop off of Pine Street to the far left of the front of the building. Pick up will be from 10:50-10:55a.m.

PM Drop Off: The afternoon session begins at 12:25 students should not be dropped off prior to this time as there is not staff available until 12:25. Students should be dropped off at Door #2, in the front loop off of Pine Street to the far left of the front of the building. A 4K staff member will meet your child at the doors and bring them into the building. Parents will not be allowed into the building.

PM Pick Up:

These students will be picked up in the Kindergarten Car Pick-Up lane on Birch Street on the side of the school. Families remain in their cars and students are brought out to you. Families will need a car tag to help identify which child you are picking up.

If your 4K student has older siblings attending LMES, they will meet them in the gym and be picked up in the front of the school in the loop off of Pine Street. If your child needs assistance entering and exiting the vehicle, you may park in the front lot and walk to the front of the school to meet your child.

If your 4k student is attending the 4K wrap around child care, they will follow the same procedures as the PM 4K students. The parents will inform 4K wrap around staff of their child's transportation plan.

An additional handout containing more specific details regarding drop off and pick up procedures will be provided.

Helpful Information

Snack: We will have snack time during our 4K day. During this time your child will be able to drink white milk (purchased through the school) or water and have a small, healthy snack from home. Each day your family will be responsible for providing your child with a snack for our 4K day. If your child's snack requires a utensil, please make sure to send that as well. Please send a full water bottle labeled with your child's name each day as well.

Daily Folders: Each day we will send home a special folder. It will contain daily projects, any papers from the office at Lake Mills Elementary School as well as items specific to 4-year-old kindergarten. Please ALWAYS try to send the folder back on the next school day so that we have it for the following day's items.

Seesaw Communication: Newsletters, pictures and special 4K information will be shared through Seesaw. Your child's teacher will send an invitation to join our Seesaw Class through email and / or text as the school year is beginning. Please join our Seesaw Class as soon as you get the invitation so that we can begin sharing information! Feel free to reach out to your child's teacher if you have any questions regarding this.

Birthdays: We will celebrate birthdays throughout the school year. If your child's birthday falls on a non school day, we will celebrate it as close to their actual birthday as possible. Summer birthdays will be celebrated as half birthdays. Your child's teacher will contact you before their special day so you know when it will be. Sending a birthday treat for the class is optional. If you do choose to send a food treat it will need to be prepackaged from the store with a list of ingredients.

Party Invitations: Party invitations will not be handed out at school unless your child invites all of the students from the class. If only a few children receive invitations during class time, hurt feelings develop.

Recess: We will have a large motor activity at least one time per day. Some of these activities will be outside (even in the winter months). All children go out for these activities unless it is raining or the temperature or wind chill is below zero. Please be sure to dress your child appropriately for the weather.

Labeling Clothing: It is very important to LABEL your child's clothing at this age, especially BACKPACKS, BOOTS, HATS, MITTENS, JACKETS, and SNOWPANTS. Children come in and take off these items or drop them in the hall and often lose them. Many children also have the same color and size boots and snow pants. This creates a very hectic time getting ready to go home. Please label everything. Thank you.

Illness: If your child is ill (has had a temperature, vomiting or diarrhea, in the last 24 hours), they must be kept home. Per district guidelines, your child may return to school after 24 hours of being fever free or after 24 hours from the last vomiting incident.

Please call the main office to let us know the reason for your child's absence. We also encourage you to send a Seesaw message to your teacher. Of course, we do want all children in school every day, but illness spreads quickly in the classroom. As you will see, we share "everything" in our classrooms, including germs. Please err on the side of caution if your child is not feeling well.

Notes: Please send a note or call the school office for any change in routine such as a parent picking up a child from school, leaving early for a dental or doctor appointment, etc. Send a note in advance for any family trips or other known absences.

Family Trips: If you plan on being on a trip during the school year, please make the classroom teacher and Lake Mills Elementary School Elementary office aware of it, prior to the trip.

Social Interaction: Your child may come home occasionally and say, "Nobody likes me. I don't have any friends." This can be quite typical at the beginning of school. They may not have someone to play with for a minute and become frustrated. If this happens, talk to your child. Find out the details. Make sure your child is well rested and well fed. This type of response usually happens when a child is tired or hungry. It is not a cause of concern unless it is happening each day. At that point, please contact your child's teacher and we can both get to the root of the problem.

Unidentified Items Coming Home: Please watch your child's backpack closely. Occasionally an item comes home that does not belong to your child. Another child may let him/her "borrow" one of their toys, etc. Please return it to school and we will talk about not giving our things to others. Also, sometimes the school scissors, glue, puzzle pieces; game pieces, etc. find their way in children's pockets or backpacks. Please return these if you find them. Thank you.

Toys from Home: Toys and other items from home should NOT come to school. We have plenty of toys and games to play with here. Our fear is that something valuable to your child may be lost or broken while at school. Please do not let your child bring any toys to school.

Parent Connection: There is one special homework assignment that we ask you to do. That is to READ WITH YOUR CHILD EACH DAY. We recommend reading with your child for 15 minutes to a half-hour every day. When reading a new book, ask your child what they think the book will be about. As you are reading, stop and ask what they think will happen next. When the book is finished, ask them to tell you what happened first, next, and last. Your child probably has a favorite book that you read over and over. The child can even "read" it to you most likely. This is great! Memorization is the first step in reading. Encourage it and praise any and all progress. Show your child different words and ask him/her to find them on the pages. Also, have them "read" cereal boxes, signs in the neighborhood, etc.

In addition to reading with your child, about once a month a family project will be sent home. Please complete the project with your child and return it to school when finished.

Severe Weather Policy

A decision on the opening and/or closing of school will be made by the District Administrator and the Transportation Supervisor, and/or other appropriate personnel. Weather reports, county highway officials, and others will be surveyed in an attempt to gather as much pertinent information as possible. There may be occasions when we will operate for those who can get to school even though buses cannot get to all parts of the district.

If school is to be closed, parents will be notified via Skylert. Please make sure to keep your contact information current in Family Access to make sure that you receive these important messages.

Classroom teachers have the early dismissal procedure sheets parents filled out at orientation. Staff will dismiss students accordingly. If you are unsure of what directions you left for your child or would like to change directions, please contact your child's teacher.



120 East Lake Park Place (p)920.648.2215 Lake Mills, WI 53551 (f) 920.648.5795

NOTICE AND STATEMENT OF NONDISCRIMINATION

Notice of Nondiscrimination

The District's notice of nondiscrimination shall read as follows:

The Board of the Lake Mills Area School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator[s] is [are]:

Jamie Everson
Director of Student Services
120 East Lake Park Place, Lake Mills, WI 53551
jamie.everson@lakemills.k12.wi.us
920.648.2215 ext. 287

Charles Olson
Middle School Principal
318 College Street, Lake Mills, WI 53551
charles.olson@lakemills.k12.wi.us
920.648.2358 ext. 211

The Board designates Jamie Everson, Director of Student Services, as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at <https://go.boarddocs.com/wi/lmasd/Board.nsf/Public>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://go.boarddocs.com/wi/lmasd/Board.nsf/Public>.



OCR's regional office in Cleveland can be reached at:

Chicago Office
Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

Statement of Nondiscrimination

If necessary, due to the format or size of any publication, the District may use the following statement of nondiscrimination:

The Board of the Lake Mills Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at <https://go.boarddocs.com/wi/lmasd/Board.nsf/Public>.

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