



Welcoming All Learners SM

**WINONA AREA PUBLIC SCHOOLS
COMMUNITY KIDS PRESCHOOL
STUDENT HANDBOOK 2023-24**

Table of Contents

Table of Contents	2
Welcome	4
Mission, Vision, Value,Beliefs	5
Important Contacts	6
Attendance Lines.....	6
Supporting All Students	6
Multi-tiered System of Supports (MTSS).....	6
Academics	7
Preschool Description.....	7
Attendance	7
Student Behavior Expectations	8
Winhawk Way.....	8
Behavior Guidance.....	8
Dress Code.....	9
Family Expectations	9
Current Contact Information.....	9
Student Photos and Video.....	10
Proper Communication Channels.....	10
Parent/Guardian-Teacher Conferences.....	11
Volunteers.....	11
School Safety	11
Proper Identification.....	11
Visitors.....	11
Camera Surveillance.....	12
Background Checks.....	12
Bullying Prevention.....	12
Child Abuse and Neglect.....	12
Cold Weather Safety.....	13
Safety Drills.....	13
Weather Emergency/School Closing.....	13
Crisis Response.....	13
Restrictive Procedures.....	13
School Nutrition	14
Free School Meals.....	14
Special Dietary Needs.....	14
School Wellness.....	15

Student Health	15
Transportation	17
Transportation Procedures.....	18
Transportation Specific to Preschool.....	18
Other Policies and Procedures	20
Frequently Used Policies.....	20
Insurance.....	20
Arrival and Dismissal.....	20
Drop off and Pick Up.....	21
Key Kids	21
Lost and Found.....	22
Birthday Celebrations.....	22
Curriculum.....	23
Daily Schedule.....	23
Early Childhood Screening.....	24

Welcome to Winona Area Public Schools

Dear Winona Area Public Schools families,

On behalf of our staff, I want to extend a warm welcome to the 2023-24 school year. At Winona Area Public Schools, our mission is to inspire curiosity, empower resiliency and engage community. Our vision is of a safe and inclusive community of compassionate, curious and resilient lifelong learners.

Our team of outstanding educators is dedicated to building a school environment that provides a high quality education for all students. We believe that each of our students can achieve at a high level and we are prepared to provide a wide range of opportunities to challenge students and promote continual growth. It is our goal that every Winhawk graduate is college, career, and citizen ready and is ready to succeed in whatever path they choose in life.

We are proud of the work that has been done in recent years to develop structures that support the whole child. This means that students not only grow academically but also receive tiered support to promote physical and mental wellness and encourage responsible citizenship in our schools and in our larger community. We aim to partner with families to continue developing the strong home to school connection that builds strong communities.

The purpose of this handbook is to provide a clear understanding of our policies, procedures and expectations. If you have any questions or concerns, please don't hesitate to reach out to your child's classroom teacher or building principal.

We are looking forward to a successful school year, and we are proud to have you as part of our Winhawk community.

Regards,



Brad Berzinski
Superintendent
Winona Area Public Schools

Our Mission

Inspire curiosity, empower resiliency, engage community.

Our Vision

A safe and inclusive community of compassionate, curious and resilient lifelong learners.

Our Values

- **Safety:** Everyone's physical and emotional well-being is a priority.
- **Integrity:** Everyone does the right thing and makes positive choices, even if it is difficult.
- **Inclusivity:** Everyone belongs, is valued and is heard.
- **Equity:** Everyone has the opportunities, access, information and support provided in the individual way they need it.
- **Respect:** Everyone's differences are recognized, acknowledged and celebrated.

Our Beliefs

- We believe that public schools should serve and engage students, families, staff and the community.
- We believe learning and teaching is maximized in a safe, respectful and inclusive environment
- We believe every individual's diversity and experience is valued.
- We believe healthy relationships are crucial for the success of our schools.
- We believe that every student can achieve to the best of their ability.
- We believe all decisions should be focused on students and their success.

WAPS has made a commitment to ingrain the qualities necessary for the perpetuation of a democratic society such as cooperation, inclusivity, multiculturalism, and reflective inquiry in all aspects of our work.

Important Contacts

Attendance Lines

Early Childhood Office: (507) 494-0913
CKP Goodview Classroom - Mrs. Jean (507) 494-0930
CKP Goodview Classroom - Ms. Hannah (507) 494-0917
CKP Washington-Kosciusko Classroom - Mrs. Jessica (507) 494-2172
CKP Washington-Kosciusko Classroom - Mrs. Danielle (507) 494-2165

Winona Area Public Schools Community Education

Main Community Education: 494-0900
Community Education Director, Ann Riebel: 494-0901
CKP Coordinator, Angie Denis: 494-0915

Supporting All Students

Multi-tiered System of Supports (MTSS)

Winona Area Public Schools Community Kids Preschool has adopted a multi-tiered system of supports (MTSS) and Pyramid Implementation to ensure that all learners have equal access to high-quality instruction in the area of academics, behavior and social-emotional learning. Implementation of MTSS and Pyramid Implementation are evolving processes that allow our system to mold and adapt to the needs of our students, families, community, and staff.

There are five major components to the MTSS framework.

- Infrastructure that supports continuous improvement
- Family and community engagement
- Multi-layered practices and supports
- Assessment
- Data-based decision-making

WAPS uses this framework to provide rigorous and relevant learning experiences within whole classrooms, small group instruction, and with individual students. The MTSS system consists of three tiers. Tier 1 is universal instruction and is provided to all students, in all grade levels. Tier 2 provides supplemental instruction in conjunction with Tier 1 for students that need supplemental support. Tier 3 provides intensive instruction to students on a 1:1 basis in addition to Tier 1 and Tier 2. All instruction provided across MTSS is evidence and research based as well as monitored closely to measure progress.

Academics

Preschool Programs Offered through WAPS Community Education

Community KIDS Preschool (CKP) - CKP is offered at two sites in the WAPS district. At Goodview Elementary, CKP is in the Goodview Elementary Early Childhood wing. There are two classrooms. In Washington-Kosciusko Elementary, the preschool has two classrooms. Both sites have classes available for 3, 4, and 5-year-olds.

The four classrooms are divided between three integrated classrooms and one self-contained classroom.

The self-contained classroom runs Monday - Friday from 11:45 am - 2:15 pm. This classroom provides specific special education interventions for children.

The integrated preschool program is offered for full days in two formats. Tuesday and Thursday for two-day programming. Monday, Wednesday, and Friday for three-day programming. All classes are 6.5 hours in duration. The CKP program is a collaboration between Community Education and WAPS Special Education to serve the diverse needs of preschool children in the Winona district.

Getting Ready Together (GRT) - Getting Ready Together is a summer enrichment preschool program for 5-year-old children entering Kindergarten in the upcoming fall. It is funded by Pathway I funds through the Minnesota Department of Education. Children need to be income eligible. The program is located at Goodview Elementary in the Early Childhood wing.

Attendance

Student Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the future of the student.

If a student is absent from school, we request that a parent or guardian call the school each day of the absence. If absences become excessive, the Preschool staff

will reach out to the parents/guardians to support a plan for increasing the child's attendance.

Call your classroom teacher's main phone number to report an absence. Your teacher will share their classroom number at the fall conference. Emails are not consistently checked during classroom time.

Excessive absences may result in the loss of scholarship funding. Requirements by the Minnesota Department of Education require a minimum number of classroom hours. Before excessive absences impact meeting the state guidelines, the preschool coordinator will communicate with the student's guardians.

Student Behavior Expectations

Winhawk Way

All Winona Area Public Schools students are expected to follow the "Winhawk Way," a set of rules and expectations for how we treat each other, ourselves, and our school. The Winhawk Way applies to situations on school property before, during, and after the school day; while traveling in or waiting for vehicles funded by Winona Area Public Schools; at all school-sponsored events regardless of the location and at non-school events when such behavior can be demonstrated to affect the educational process or to endanger the health, safety, morals or welfare of the school community.

Behavior Guidance

If a teacher documents that a child needs extra support in the classroom to be successful, a team approach is taken with the parents and guardians, support staff in the classroom, and specialists within the school district. The team works together to develop a plan to support the child. The goal of Community KIDS Preschool is to support the development of social-emotional and academic skills in children to assist them in a successful early learning experience. According to the Mn Statute and WAPS CKP guidelines, preschool children are not to be expelled from preschool programs. If a behavior becomes a safety concern for students or staff, parents will be asked to participate in a safety plan for the benefit and welfare of the child. The CKP preschool is a Pyramid Implementation program that accesses the Prevent-Teach-Reinforce system for working with children and their families.

Dress Code

Students are expected to be dressed and groomed appropriately for school. School Board Policy 504 applies to all students in grades EC-12 in Winona Area Public Schools. The purpose of the policy is to enhance the education of students by establishing expectations of dress and appearance that maintain a safe and healthy learning environment, support students in developing their own positive self-image, and treat all students equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, religion, body type/size and personal style.

Allowable Dress and Appearance

Students must wear opaque (non-see-through) clothing including both a shirt or equivalent top, a skirt, pants, shorts, or equivalent bottom, and/or a dress. A student's clothing must cover the front, back, and sides including the student's private parts and abdomen. Student's must also wear appropriate footwear.

Clothing must cover undergarments. Waistbands of undergarments and bra straps are excluded.

Hats and other headwear, except as a religious observance, must allow the face to be visible and must not interfere with the line of sight to any student or staff, including while the student wearing the hat is seated.

Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight of any student or staff including while the student wearing the hoodie is seated.

Clothing, including footwear, must be weather-appropriate and suitable for all scheduled classroom activities including physical education, science labs, wood shop, sports uniforms, and other activities where unique hazards exist, such as safety gear.

Additional information on clothing that is restricted by the district can be found in Winona Area Public Schools Policy 504.

Family Expectations

Current Contact Information

It is important that all families have updated contact information in the Infinite Campus Parent Portal. The district uses the Campus Messenger feature on Infinite Campus to communicate information about many school-related issues, including school closings due to weather, updates from the classroom, and other important

building or district information. Families can determine which phone numbers or email addresses receive announcements. Generally, weather-related closings are sent as “emergency” notifications, while most other communications are “general” notifications. Those notification preferences can also be updated in the Parent Portal.

If families do not have a Parent Portal account, please email portal.help@winona.k12.mn.us and request an activation key.

Student Photos and Video

During the school year, your student may be part of activities or events that are photographed. The district may use your child’s name and/or photographs for educational or promotional purposes on the district website, newsletters, multimedia projects, or other publications. Every parent or guardian of a WAPS student has the opportunity to “Opt Out” of the publishing of their student’s name, photograph, or publicized information. This “Opt Out” option needs to be updated each year on your annual student registration form through Infinite Campus.

Other information concerning student records and directory information can be seen in School Board Policy 515.

Proper Communication Channels

WAPS welcomes and encourages feedback from families and community members. In order to be efficient and effective in dealing with issues, please consider the chart below when seeking an answer to your concerns.

Classroom concerns

- Contact the teacher
- If not resolved, contact the preschool coordinator
- If not resolved, contact the Director of Community Education OR the Director of Special Education
- If not resolved, contact the Superintendent

School concerns

- Contact the preschool coordinator
- If not resolved, contact the Director of Community Education
- If not resolved, contact the Superintendent

District concerns

- Contact the district office
- If not resolved, contact the Director of Community Education
- If not resolved, contact the Superintendent

Parent/Guardian-Teacher Conferences

Parent/guardian-teacher conferences are an integral part of maintaining a successful learning environment for your child in the classroom and at home. Please refer to the district calendar for when parent-teacher conferences are scheduled. Remember, you may contact your child's teacher at any time with any questions or concerns.

Volunteers

Visitors and volunteers are welcome at our school. If you would like to volunteer, please check in at the school office, and we will provide you with either a visitor or volunteer badge. So we can keep our schools safe and secure for everyone, we do request that parents and family members, visitors, and community and parent volunteers register and wear an identification badge.

Volunteers play an important role in Winona Area Public Schools. Parents are welcome to volunteer and should watch for volunteer forms being circulated as the school year begins. Most of the time, volunteers are coordinated through the classroom teacher. School secretaries, Early childhood coordinators, and the Directors, as well as classroom teachers, can assist interested parents to find volunteer placements. Information on volunteering in our schools can be found on our website at www.winonaschools.org/volunteer.

Confidentiality

The foundation of all school volunteer programs is confidentiality. As the volunteer works with staff and students, information of a confidential nature may be shared with you. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and parents need to know they can trust the volunteer.

School Safety

Proper Identification

All district employees shall wear photo identification tags or badges while in district buildings or sites during regular school hours. Employees are encouraged to wear identification badges out of the district when representing District 861 schools. All district volunteers shall wear identification tags or badges. The volunteer badge shall be easily distinguishable from visitor badges.

Visitors

All visitors including parents/guardians, family members, and volunteers must check-in at the school office. All district buildings utilize a RAPTOR program, a visitor registration system that enhances school security by reading visitors' drivers' licenses

and comparing information to a sex offender database. Once checked-in to the school building, a badge will be produced which states the purpose of the visit and the location to be visited. Please contact the school office with any questions on these procedures.

School district employees must courteously approach any visitor without a visitor's identification badge and direct him or her to the school office. If deemed necessary by a school administrator, a visitor may be required to be accompanied by an escort while in the school building.

Permission granted for visitation may be limited as to time or purpose and may be revoked by the building administrator or superintendent at any time if in the administrator's opinion, such a visit is no longer in harmony with the proper conduct of the school(s).

Camera Surveillance

All school buildings have video surveillance strategically placed throughout the school and school grounds. These cameras have been installed to help keep our buildings safe. Cameras may be reviewed periodically to ensure the safety of students and staff. Cameras will also be used to investigate incidents reported to school officials.

Background Checks

It is the policy of Winona Area Public Schools that all employees and volunteers must submit to a criminal history background check.

Bullying Prevention

The issue of bullying at school is of great concern. No parent wants a child to be mistreated anywhere, and certainly not at school. Social-Emotional skills are a focus for preschool children. Winona Area Public Schools believes actions that violate school rules, which are committed on school property or at school activities, or which affect the educational mission of the district must be addressed when they are known to the school and its personnel. Together, parents, students, and school personnel will make a difference in the life of the children of WAPS. The promotion of positive friendship skills is a consistent part of the CKP preschool curriculum and is regularly taught by staff. More information on the Safe and Supportive Schools Act can be accessed by referring to www.winonaschools.org under the Quick Links for Parent tab.

Child Abuse and Neglect

The Minnesota Mandatory Child Abuse Reporting Law requires school personnel to

report if they know or have reason to believe that a child is or has been abused in the past three years. Failure to report child abuse is a misdemeanor and is punishable by law. A report of child abuse made in good faith provides one with immunity from legal action. Child abuse may include physical abuse, mental injury, sexual abuse, neglect, or threatened injury. The Winona County Community Social Services Intake direct number is 507-457-6560 (press 3 from menu options).

Cold Weather Safety

Students will not go outside for recess or gym classes when the cold weather conditions reach 0 degrees. The wind chill factor will be taken into account as well as the general dampness of the day.

Safety Drills

Drills are held periodically to educate children in safe and effective exiting procedures for fire, tornado, intruder, evacuation, or other emergency situations. WAPS utilizes situational awareness drills to effectively prepare students and staff for all events of crisis that may occur in school buildings.

Weather Emergency/School Closing

School closings and emergency closings due to inclement weather will be posted on the district website and social media accounts. Closings will also be communicated to families through the use of the Campus Messenger System. All weather-related announcements are reported to local radio and television stations. Half-day classes will be canceled on late start days.

Crisis Response

Each building has established a Crisis Response Team. In the event of a crisis, this team will follow a specific plan to work through the crisis. Drills are held periodically to educate children in safe and effective exiting procedures for fire, tornado, intruder, evacuation, or other emergency situations. WAPS utilizes situational awareness drills to effectively prepare students and staff for all events of crisis that may occur in school buildings.

Restrictive Procedures

Winona Area Public School District promotes the use of positive approaches for behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, the School District will adhere to the standards and requirements of Minnesota Statutes 125A.094 Restrictive Procedures. Winona Area Public Schools use restrictive procedures in emergency situations. Refer to the WAPS district website for building-specific plans. Paper copies are available upon request.

School Nutrition

Winona Area Public Schools provides healthy meals each day. Meals, foods, and beverages sold or served at schools meet state and federal requirements, which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. This includes fruits and vegetables, whole grains, lean proteins, and low-fat dairy products. We stress the importance of families in eating healthy balanced meals for student academic success.

Free School Meals

Beginning on July 1, 2023, all school meals will be free for students. More information will be provided when we have additional guidance from the state about this new program. Full-day preschool students will have access to both breakfast and lunch during their school day.

The Getting Ready Together program receives the free breakfast and lunch programs offered through the WAPS summer nutrition program.

We ask all preschool families to complete an application for benefits to support additional Mn Department of Education programs. Any questions or concerns that you have regarding the school district's nutrition program may be forwarded to Jennifer Walters, RD, School Nutrition Director, 903 Gilmore Ave., 494-0831. To view a complete list of [School Nutrition](#) standard operating procedures or view your [child's menu](#) visit www.WinonaSchools.org.

Special Dietary Needs

According to the National School Lunch Program Act, the School Nutrition program is required to follow specific regulations in accommodating special diets for students enrolled in the Winona Area Public Schools.

Generally, children with food allergies or intolerances do not have a disability as defined in any of the acts or laws, and the school nutrition programs may, but is not required to, make food substitutions for them. However, when food allergies result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability" and the substitutions prescribed by the licensed, medical physician must be made.

Winona Area Public Schools has adopted the Minnesota Department of Education Special Diet Statement form. If you are requesting any special dietary requests for

your child, please take one of the dietary health restriction forms to your family physician to have completed. These forms do not need to be renewed on a yearly basis but must reflect the child's current needs. Once our office receives any special requests, we will contact you, if necessary, to set up a meeting to discuss your child's needs.

School Wellness

Winona Area Public Schools has a Wellness Committee. The purpose of having this committee is to assure a school environment that promotes and protects district employees' and students' health, well-being, and ability to learn by supporting healthy eating and physical activity. During each school year, students will have the opportunity to participate in Walk/Bike to School days as well as many other activities that promote student health.

Student Health

Winona Area Public Schools follows the directives and guidelines of the Minnesota State Departments of Health and Education, as well as relevant state and federal laws when it comes to student health services. Your child will do his/her best at school if they are in good health. The school health office works with you to provide your child with healthy school living. A school nurse is assigned to each school. Please contact your school health office for more information.

More information is available on the [Student Health Services page](#).

Immunization Requirements

In accordance with the School Immunization Law (Minn. Stat., Section 121A.15 123.70), students may not enroll or remain enrolled in school without having provided documentation of immunizations. All students are required to be in compliance on the first day of their entry into school. Minnesota law requires that we have written recorded evidence of your child's protection from the following diseases. The month, day, and year of each dose need to be provided.

Grades PreK-4

- Diphtheria – Tetanus – Pertussis (DTP): 4-5 doses with the last dose given after the fourth birthday.
- Polio: 3-4 doses with the last dose given after the fourth birthday.
- Measles –Mumps – Rubella (MMR): 2 doses for all students in Grades K-4 with the first dose given on or after the first birthday.
- Hepatitis B: 3 doses for all students in Grades K-4.

- Varicella (chicken pox): 2 doses for all students in Grades K-4 with the first dose given on or after the first birthday.

Non-medical exemptions (conscious objections) to required school immunizations require notarized documentation on file. If your child has a medical exemption to any immunization, we need a signed healthcare provider statement on file. Contact the health office for the required forms.

Student Medications

All medications should be given at home whenever possible. Medications can be given at school if a school medication form is completed and signed by your child's healthcare provider. [The form is linked here](#). However, we need to comply with Minnesota law in this regard. Parents/guardians are responsible for supplying the medication and for transporting the medication to and from school. Medications must be in a prescription container, have an accompanying school medication order, and include a signed parental/guardian permission. All local pharmacies will provide you with an extra labeled school container. Over-the-counter medication/non-prescription medicine must also have a [school medication form](#) and be provided in the original container. All medications must be retrieved by parents/guardians by the last day of school. Medications cannot remain at school after the last day. School staff cannot destroy medications. Disposal of school medications is a parent/guardian's responsibility.

When Your Student Should Stay Home

In order for our students to achieve the best of their ability, we need to keep our schools healthy. This is a shared responsibility between families, staff, and students.

Please monitor your child for any symptoms of illness and make sure you follow the guidelines listed below before sending them to school. We realize the inconvenience of needing to stay home with an ill child, but we all need to play our part in helping our schools remain healthy and safe.

- Fevers (100 degrees F or higher): Students must be fever free for 24 hours without fever-reducing medication before returning to school
- Vomiting: Students may return to school 24 hours after vomiting has stopped
- Diarrhea: Students may return to school 24 hours after diarrhea has stopped
- Coughing: Coughs need to be controlled and noncontinuous in order to come to school
- Rashes: Undiagnosed skin sores or lesions must be completely covered by clothing or bandages, and students cannot have any other illness symptoms

(like a fever) in order to come to school. Diagnosed rashes must follow infectious disease guidelines.

- Conjunctivitis (pink eye): Students can come to school unless they have a fever or other illness symptoms.

Should your child become ill at school, you will be called if the situation appears harmful to your child or the health of others. Please remember that you need to provide a daytime telephone number where you can be reached. District policies regarding school attendance and/or exclusion for all communicable diseases follow directions from the Minnesota Departments of Health and Education. If you have questions or would like more information, please call your school.

Minnesota Health Care Programs

Minnesota Health Care Programs offer free and low-cost health insurance for families who qualify. (Medical Assistance has no monthly cost while MinnesotaCare has a monthly premium based on household income).

To get a Minnesota Health Care Programs application call (855) 336-7873 toll-free or [visit this link](#).

Transportation

WAPS Community Education Preschool programs have the privilege of accessing the School District transportation. Transportation for preschool children is a privilege. It is not mandated through the Minnesota Department of Education. Buses are used to transport students to and from schools, between schools, on field trips, and in extracurricular activities.

Riding the school bus is a privilege, and a student may be removed or suspended based on student misconduct or safety concerns.

Only regularly enrolled preschool students in WAPS may ride on public school buses. Drivers are not permitted to pick up adults or others who do not attend the E-12 schools.

WAPS uses a two-tier busing structure. Elementary and preschool students are transported on the first tier, with a school start time of 7:45 a.m. and an end time of 2:15 p.m. Secondary students are transported in the second tier, with a school start time of 9 a.m. and an end time of 3:30 p.m.

First Student is the contractor responsible for operating the buses that transport students. WAPS staff handles the routing.

Transportation Procedures

The school board has established the following procedures for transportation:

- All public, non-public, and charter school children are eligible for transportation if they live one mile or more, or another distance designated by the school board, from their home school of attendance.
- The school board has established a one-mile walk boundary for each school within the district. Roadways that are deemed to be hazardous for students to cross are Highway 61, Highway 14, Highway 43, and Highway 248. Students will not be expected to cross these roadways in order to walk to their school of attendance. Kindergartners and preschool students will not be expected to cross the railroad track in order to walk to their school of attendance and will be offered transportation.
- Families may choose one pick-up location and one drop-off location. These locations must be consistent every day. Although the pickup and drop-off locations do not need to be the same location, the pick-up location must be the same every day and drop-off locations must be the same each day. No alternating schedules will be accepted. Each location must be an eligible location for transportation. Parents may request an exception for alternating schedules for students that live in two households. The Joint Custody Transportation Exception Request Form must be completed at the time of registration and will be reviewed by the Superintendent for approval. The form is located on the Transportation page of the website.
- School buses travel only on state, county, and township roads. Bus stop locations are determined by the district's Transportation Coordinator and bus drivers have no authority to make any changes to bus stops.
- School bus laws require the use of stop arms and flashing red lights whenever students are dropped off and picked up. Stop arms and flashing red lights mean other drivers stop and wait for at least 20 feet from the bus. Other drivers are required to stop whether following or approaching from the opposite direction.
- School buses do not drive on private driveways. An exception to this rule would be a designated turn-around or driving into a mobile home court area where permission has been granted by the owner.
- Special transportation is provided for students with disabilities whose IEP team has determined the student needs transportation and cannot travel to and from school on the regular bus routes.
- Students ride only their assigned buses. Students are not allowed to switch buses or bring another rider on their bus. Temporary transportation MAY be arranged ONLY for an emergency situation. Parents/Guardians MUST call the

Transportation Office to request prior arrangements. All requests will be determined at the discretion of the Transportation Coordinator.

- Large articles, large musical instruments, pets, firearms, or other hazardous materials are not allowed on the bus.
- The District has a contractual agreement with First Student. If you have a question regarding their operation the phone number is (507) 961-2176.
- Questions or concerns regarding student transportation are to be directed to the Transportation Coordinator, waps.transportation@winona.k12.mn.us or 507-494-0810.

Policies specific to Preschool Transportation

- Children must wear bus name tags with their name and correct drop-off information every day for the entire school year. It is recommended that children have a copy of the tag attached to their backpacks. Your teacher will supply you with a name tag during the fall conference event.
- Preschool children are required to be seated in the front seats of the bus.
- There will not be an extra adult assigned to the bus beside the driver for every trip.
- Preschool children must be met at the bus stop for both pick-up and drop-off by a designated adult.
- Bus stops will be neighborhood stops and can be located up to 3 blocks from the student's home or daycare. Having the stop be viewable from home or daycare is not required.
- The privilege to ride the bus will be jeopardized if the child does not have a designated adult to meet them at the bus stop for both pick-up and drop-off.
- If there is no one at the bus stop, the driver will keep the student aboard and will make a second attempt to drop off, and will contact dispatch for further instructions. When adults aren't present, students will be transported back to the school for Key Kids child care. Parents will be contacted. If contacts are unavailable, local law enforcement will be contacted. A care fee of \$10 will be charged to the family from Key Kids.
- **Preschool students must live 1 mile or more from the school attendance to be eligible for transportation. Children who are not eligible for transportation and are walking must be accompanied by an adult.**

Transportation Registration

Transportation information is carried over to the new school year. Only students that are new to the district, new to transportation, or have changed addresses should register using the online form located on the WAPS Transportation page. All families are encouraged to check their parent portal on Infinite Campus to be sure their child's information is correct. New or changed registrations are due by June 14. Any registrations received after June 14 could result in a delay of receiving transportation assignments in the fall.

If you are moving during the school year, please update and verify your change of address at your earliest opportunity by notifying the school of attendance or by using the Infinite Campus Parent Portal. Once the school has been notified of your change, WAPS students should complete the WAPS Transportation Change Form located on the district website transportation page. Charter and non-public students should complete the Charter/Non Public Transportation Change form. Please complete a new form for each child.

Other Policies and Procedures

Frequently Used Policies

School Board policies are available in the Superintendent's office, school offices, and online at www.winonaschools.org/district/school-board.

Student Dress and Appearance	504
Student Discipline	506
Bullying Prohibition	514
Student Medication	516
Attendance Boundaries	798
Crisis Management Procedures	806

Insurance

All students participating in programs within School District 0861 must have insurance to cover injuries that might occur. The student must be protected by family policies.

School Arrival and Dismissal

Preschool classes begin at 7:45 am and end at 2:15 pm. The WK preschool afternoon class begins at 11:45 am and ends at 2:15 pm. Being prompt at drop-off and dismissal times assists with the flow of the preschool classroom for children and staff. Staff are

distracted from interacting with students and providing instruction for students currently in the classroom during early or late arrivals.

Drop-off and Pick-up

Preschool Drop-off should be directed to an adult from your child's classroom. Adults dropping off students must have verbal contact with one of the staff in the room. Children that use school bus transportation must have adult assistance waiting for the bus. Preschool staff meet children at the bus when they are brought to school.

At dismissal,, adults are required to pick up their child from the classroom or the outdoor area where the class is located. Children cannot be sent to an adult in a waiting car. Late pick-up fees will be assessed 10 minutes past the scheduled pick-up time.

Children accessing WAPS transportation will be escorted to their assigned bus by a staff member. Adults must be visually seen by a bus driver before a child is let off of the school bus. For safety purposes, some children are identified as hand-to-hand transfers to an adult. A meeting will occur between the family and staff to clarify if a hand-to-hand transfer is required.

At Goodview Community KIDS Preschool, the parking lot area towards the Early Childhood doors and playground is assigned for Early Childhood families.

At Washington-Kosciusko, children are dropped off by the gated playground, and a staff member meets the child and parent on the playground. If parents choose to enter the building, they must check in at the main office in the front of the building as a visitor prior to going to the classroom. At dismissal, families park and walk to meet their children on the playground.

Anytime a student will be traveling home in a different manner from the normal routine, parents/guardians should contact the classroom teacher or early childhood school office, 494-0913, as early as possible to provide the notification. Please note that students may only ride their assigned bus. Students are not allowed to switch buses or bring another rider on the bus.

Key Kids

507-494-0910 | keykids@winona.k12.mn.us | winonaschools.org/communityed

Key Kids is a school-aged child care program open to children ages preschool through 4th grade. The program provides care after school, on non-school days, on snow days, on late start mornings, and on scheduled early release days. Key Kids is a

fun place for exploring, making new friends, taking field trips, playing games, arts and crafts, and outdoor fun.

Preschool after-school Key Kids is a new option for families in the fall of 2023. Registering for Key Kids after-school childcare is a separate enrollment and cost from Community Kids Preschool. Preschool-age Key Kids enrollment will only be available on the days children are normally enrolled in CKP.

Lost and Found

Due to the large volume of lost items in the schools, it is important to clearly label all school items including: coats, boots, notebooks, and backpacks. Each school has a designated area for lost and found items. Items not claimed will be donated to a charity.

Birthday Celebrations

At WAPS elementary schools, we want every student to feel special on their birthday. When considering bringing in birthday treats, please be considerate of food choices for students. We are an allergy-aware district, so please communicate with your child's teacher at least one day in advance to check for any classroom restrictions. All items need to be store-bought and checked in with the office or classroom teacher. Students are learning throughout the day, so the least amount of disruption in the day is ideal for student learning.

Birthday invitations can be handed out at school if there is one for every child in the classroom. Due to data privacy, student addresses are not allowed to be disclosed.

Fees

The 2023-2024 Fee Schedule for Community KIDS Preschool follows:

# of Classes per Week	Ages	Total Fee	Monthly Payment	Registration Fee (nonrefundable)
Tuesday & Thursday - 2 Days/Week	3-5	\$2304	\$256	\$30
Monday, Wednesday & Friday - 3 Days/Week	4-5 years, entering K in the fall of 24	\$3132	\$348	\$30

Community Kids Preschool has a \$30 nonrefundable registration fee at time of enrollment. Payments are monthly from August through April. Families must

prepay for the upcoming month. Payments are due on the last day of each month. There is a \$10 late payment fee. Overdue payments may result in discontinued enrollment until accounts are paid in full.

If preschool classes are required by the Department of Health to respond to a health crisis through distance learning, tuition will continue.

Curriculum

All of our students receive age-appropriate instruction in the curriculum areas of literacy, math, social-emotional skills, science, social studies, health, music, art, and physical education. This curriculum is built around Early Childhood Indicators of Progress, Minnesota's Department of Education Early Childhood Standards. Within this curriculum, students develop skills to think critically, solve problems, and work collaboratively. Creative Curriculum is the primary curriculum CKP uses for academic instruction. The Pyramid Model is an evidence-based program that supports classroom relationships and social-emotional skills in CKP. WAPS Early Childhood programs are Mn Centers of Excellence Pyramid Implementation sites.

To ensure student success, the school and family must work together to support academic growth. You can best support your student by:

- Working with your child at home by reading and playing together.
- Playing outside and enjoying the neighborhood parks by your home.

Being involved in the school community through involvement in school events, volunteering in the classroom or events, attending parent-teacher conferences, and maintaining open communication with your child's classroom teacher.

For 2.5 hours each month, the classroom teachers meet to review the progress of the students and adjust the curriculum to meet the individual needs of each group. During this time, preschool children have an alternative schedule in their preschool day and are supported by classroom assistants. This allows teachers to continue to have academically focused goals for each of the two groups of students assigned to them.

Daily Schedule

Below is an example of a typical full day of preschool. Each individual classroom may differ in the schedule slightly depending on access to lunch and gym times. Instructional minutes are consistent across the preschool classrooms.

Class Schedule

7:45 - 8:30	Soft Landing/Breakfast/Sign in
8:30 - 8:45	Large Group Instruction
8:45 - 8:50	Buddy Time
8:50 - 10:00	Choice Center Time
10:00 - 10:30	Zoom Room/Outside Motor Time
10:30 - 10:40	Music
10:40 - 10:50	Small Groups for Instruction & Second Step
10:50 - 11:00	Bathroom
11:00 - 11:30	Lunch
11:30 - 12:00	Big Gym/Recess
12:00 - 12:30	Rest
12:30 - 12:45	Transition and bucket time
12:45 - 1:45	Choice Center Time
1:45 - 2:00	Story
2:00 - 2:15	Dismissal/Bucket time

Progress Monitoring

The TS Gold is the assessment tool that aligns with the teaching from Creative Curriculum. It is a Minnesota Department of Education-approved Kindergarten Entry Profile Tool. CKP teachers will review TS Gold checkpoints and general classroom observations during family-teacher conferences and throughout the year.

Early Childhood Screening

The early childhood years from birth to the start of kindergarten are an important time of rapid learning and growth. Early Childhood Screening is a brief, simple procedure used to identify potential health or developmental problems in young children who may need a health assessment, diagnostic assessment, or education evaluation. Screenings for 3 to 5-year-olds can be scheduled by contacting WAPS

Early Childhood at 494-0913 or going online at <https://www.winonaschools.org/communityed/early-childhood/early-childhood-screenings>

Distribution of Information

It is very important to us how we streamline important news about your child's classroom, school, and district. The online platform the CKP teachers use for their classrooms will be shared during the fall conference. Information will be shared through the platform with parents on a regular basis regarding classroom activities. General school district information pertaining to Snow Days and late starts will be communicated through Infinite Campus.